



Open University Validation Partnership Costing Model (*Statement relating to principle 9*)

When costing a new partnership enquiry, The Open University Validation Partnerships team will cost the proposal based on the amount of activity that is required to manage the partnership from pre-approval to re-approval at the end of the validation period and it should be noted that we do not operate on a per student capita model.

It is important to note that student numbers will be taken into consideration when calculating these charges, however this is only to cover the administrative cost of registration and certification, therefore an increase in student recruitment will not alter these charges significantly.

Our costing model operates in two stages, Pre-approval stage and Post-approval stage.

The Pre-approval stage will include all of the activity that is required to set up the partnership. This includes activities such as initial visits or conference calls (e.g. advisory visits and facilitation visits), feedback on documentation submitted as part of the administrative audit, institutional approval or programme validations, the physical administrative audit meeting, the institutional approval meeting and any programme validation events that take place during this stage. This cost is invoiced approximately 3 months following each staged event.

The Post approval stage will include all post approval activities, including: Institutional re-approval and re-validation, (which usually occurs in the last year of the initially approved period) programmes validated in the pre-Institutional Approval phase, the Admin Audit and Institutional Approval, External Examiner activity, Senior Quality and Partnership Manager support, Academic Reviewer support, student registrations up to the agreed number, OU attendance at exam boards, OU support such as the processing of award recommendations, presentation at University Congregation, Certificate production and despatch, all non-validation activity such as planning meetings and OU attendance at graduation ceremonies, partner attendance at relevant OU seminars and conferences (subject to rules), and the maintenance of student records in perpetuity for verification purposes within OU systems. Additional costs may occur if The Open University Validation Partnerships team is required to provide additional support in assisting the partner in achieving the expected partner activity such as; exam board preparations, any staff development, moderation process etc.

The cost of all this activity is calculated and then averaged out into a flat annual fee over the length of the validation period (which is usually a 5-year period).

It is OU practice to make all the necessary travel arrangements for staff and colleagues involved in validation activities. All travel, accommodation, expenses, Panel Member fees, Academic Reviewer and Senior Quality and Partnership Manager activity are also included in the annual fee.

Additional programmes can be validated at any time during the post approval stage and can be invoiced as a one off charge or can be (re)calculated into the yearly charge.

If at any stage either party wishes to withdraw from the Institutional Approval process, reasonable costs for the services rendered/activity undertaken, to the stage at which has been completed, will be recovered.