

EDUCATION AND TRAINING INSPECTORATE

Home Office (Tier 4) Educational Oversight Inspections

Financial sustainability, management and governance check proforma

June 2020



Providing Inspection services for:
Department of Education
Department for the Economy
and other commissioning Departments



Home Office (Tier 4) Educational Oversight Inspections
Financial sustainability, management and governance check proforma

An organisation must complete this financial sustainability, management and governance check proforma as part of its application for an Educational Oversight inspection, to adhere to the Home Office arrangements for (Tier 4) Educational Oversight.¹

The purpose of the financial sustainability, management and governance check is to provide international students with reasonable confidence that they should not be at risk of being unable to complete their course as a result of the financial failure of their education provider.

The self-declarations provided in this proforma by the organisation are deemed to be an accurate reflection of its financial sustainability, management and governance at the time of the oversight inspection.

Educational Oversight inspectors are education specialists and not financial, legal or similar experts. Any judgements made by the educational oversight bodies on the basis of information and evidence provided to them are not to be relied upon by anybody other than UK Visas and Immigration (UKVI).

It is the responsibility of prospective students to make their own enquiries into the financial viability of any organisation they may be considering.

An electronic copy of this proforma will be retained and may be subject to further checks through auditing procedures.

Organisations should complete the following table, indicating if the required information is available, and where supporting evidence can be found during the Educational Oversight inspection. The evidence column should be used only to signpost inspectors to relevant and appropriate evidence that can be discussed during inspection. No documents or evidence, other than the proforma, should be attached or submitted as part of an organisation's application for inspection. See also paragraph 3 above.

Information on all four of the following criteria must be available in order to achieve Educational Oversight:

- **Criteria 1 and 2** - summary information should be made available by the organisation to demonstrate that it meets the necessary evidence requirements.
- **Criteria 3 and 4** - an official declaration in the form of a financial statement/letter should be made available by the organisation's external auditor or an independent external auditor to demonstrate that the organisation meets the specified financial requirements.

¹ <https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

NAME OF ORGANISATION: _____

Financial sustainability, management and governance criteria				
	Yes	Evidence	No	Comment
<p>1. Details of the provider’s organisation.</p> <p>Trading names and addresses, key individuals (directors, trustees and shareholders), limited company number (where there is one) and relationships with other corporate entities.</p>				
<p>2. The provider’s corporate governance arrangements.</p> <p>If the provider has a complex structure, then arrangements relating to ownership and control at both a local and high level will need to be evidenced in a clear format.</p>				
<p>3. The provider’s financial performance.</p> <p>This includes audited accounts, that have been filed at Companies House and cover the two years immediately prior to the application in the case of new providers, and three years for other providers, as well as details of debt or service charges where interest or charges are payable to directors, trustees or related companies.</p>				
<p>4. The provider’s financial sustainability over the next four years.</p> <p>This includes an assessment of the organisation’s business model and their projected ratio of international students to UK or EEA students over the next four years; its funding plans and the cost of face-to-face teaching provision for the projected number of international students; and contingency arrangements to safeguard international students’ interests in the event of a sudden decline in international student numbers or institutional failure.</p>				

Additional Comments/Information on any of the above issues which the Director/Senior Manager (or Chairperson of the Board of Governors or Chairperson of Management Committee, if applicable) wishes to bring to the attention of the inspection team.

Signed: _____

Director/Manager

Signed: _____

Chairperson of the Board of
Governors/Chairperson of Management
Committee (if applicable)

Date:

A member of the inspection team will discuss the points on this form with the Director/Manager (or Chairperson of the Board of Governors or Chairperson of Management Committee, if applicable) during the inspection.