

[REDACTED]
[REDACTED]
BIMM Limited
38-42 Brunswick Street
Brighton
East Sussex BN3 1EL
e-mail: [REDACTED]@bimm.co.uk

06 December 2013

Dear [REDACTED]

**SPECIFIC DESIGNATION FOR STUDENT SUPPORT IN HIGHER EDUCATION:
BIMM Limited**

The Secretary of State awards designation, in principle, for courses at the specified locations, summarised in Schedule 1 below. This in principle designation is in respect of eligible students studying on these courses for fee and maintenance support.

BIMM must deliver specifically designated courses in accordance with the course eligibility criteria as set out in the Education (Student Support) Regulations 2011:

<http://www.legislation.gov.uk/uksi/2011/1986/schedule/2/made>

(or their equivalent) and must meet and continue to meet the conditions of designation as set out in the Department's publication Alternative Providers: Specific Designation, Guidance for Applicants: Criteria and Conditions June 2013 (or its equivalent).

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/205355/bis-13-903-alternative-providers-specific-course-designation-guidance-for-applicants-criteria-and-conditions.pdf

This Guidance will be reviewed on a regular basis and is subject to change and refinement.

Please note that if you wish to offer the courses in Schedule 1 below at other locations these must be designated separately and you will need to apply for specific course designation in an appropriate application window.

Before writing to you to grant the designation of courses listed in Schedule 1 you must first confirm that you have appointed an accountable officer to deal with all matters relating to designated courses. The accountable officer will be either the Principal or Chief Executive Officer or hold a position of equivalent status within the organisation.

The accountable officer is responsible for ensuring compliance with the terms and conditions of specific course designation (as set out in the Department's guidance), which from 2014/15 will include compliance in relation to Student Number Controls.

Please note that any specific course designations granted by the Secretary of State only apply to eligible students who meet the residence criteria for England. If you

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1 Victoria Street
London SW1E 0ET
e-mail: [REDACTED]

wish to apply for the courses to be designated for eligible students who are ordinarily resident in Scotland, Northern Ireland or Wales on the appropriate dates, you should apply separately to either the Student Awards Agency for Scotland (SAAS), the Department for Education and Learning in Northern Ireland (DELNI) or the Welsh Government.

Next Steps:

Your nominated accountable officer must now sign and return the declaration at Schedule 1 to: [REDACTED]@bis.gsi.gov.uk.

Designation cannot be confirmed until the Department receives this declaration.

I am copying this letter to the Student Loans Company who will shortly send you a form for you to provide additional details – once these are returned to the Student Loans Company **the courses will be added to the Student Loans Company database.**

On being notified of a new accountable officer the Department will write to that individual explaining the responsibilities of an accountable officer and in order to update this declaration.

Yours sincerely

[REDACTED]
Student Support Policy
Higher Education Directorate

Schedule 1: Declaration by Accountable Officer

I confirm and accept that:

1. I am the [Principal or Chief Executive Officer or hold a position of equivalent status *delete as appropriate*] within BIMM with the appropriate authority to act on the behalf of [insert name of provider], as the 'accountable officer': that is, the officer who reports to the Department and HEFCE on behalf of BIMM.

2. I am personally responsible to the Department for ensuring the ongoing compliance with the conditions of designation as set out in the Department's guidance and for providing HEFCE and the Department with clear assurances to this effect as specified in the guidance.

3. Only the following courses and locations are designated for student support:

1. Location: Brighton - 38-42 Brunswick Street West, Hove, East Sussex BN3 1EL

3 year full time BA Music Production

3 year full time BA Music Business

2 year full time BA Music Business

3 year full time BA Event Management

2 year full time BA Event Management

1 year full time HND Live Sound Existing (Approval is delayed until 2014-15)

3 year full time BA Professional Musicianship Existing

2 year full time FD Professional Musicianship Existing

1 year full time PG Cert in FE and HE Existing

2. Location: Bristol - BIMM Bristol, 25 King Square, Bristol BS2 8JN
New:

3 year full time BA Event Management New

3 year full time BA Music Production New

3 year full time BA Professional Musicianship

3 year full time BA Music Industry Management

2 year full time FD Professional Musicianship

3. Location: Manchester - BIMM Manchester, 8 Great Marlborough Street, Manchester M1 5NN

3 year full time BA Professional Musicianship

3 year full time BA Event Management

3 year full time BA Music Business

4. I am required to advise the Department if, at any time, any action or policy under consideration by BIMM appears to be incompatible with the conditions of designation set out by the Department in guidance.

5. I am further required to inform the Department in writing immediately if BIMM decides nevertheless to proceed with such an action or policy.

6. As Accountable Officer I am accountable to the Department for ensuring that the use to which BIMM puts funds received from the SLC are consistent with the purposes for which those funds were given. This will include ensuring BIMM has the

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e-mail: [REDACTED]

appropriate financial management, governance, and operational systems in place to deliver the designated courses.

7. As Accountable Officer I have a personal responsibility for propriety and regularity in the use of the funds received from SLC and in the delivery of the designated courses.

8. As Accountable Officer I am required to meet the Department's reporting requirements to HEFCE including reporting any change of circumstances set out in the terms and conditions of designation section of the Department's guidance. In particular:

- any adverse variance in the financial position which in your judgement is material to the institution's financial sustainability; and
- any serious weaknesses, significant frauds or any major accounting breakdown reported to you by external or internal auditors or which come to light by any other means.

Signature:

For and on behalf of:[insert name of the Provider]

Print Name

Position

Date:

From: BIS
To: BIMM
cc: SLC Designation Queries; BIS
Date: 09 December 2013 05:55
Subject: Re: BIMM Limited - Application to have courses specifically designated in 2013-14

Dear [REDACTED], c [REDACTED]

Please see attached letter about BIMM's recent application to have courses specifically designated in 2013-14 academic year.

The Student Loan Company will send you a short proforma on Monday 8 December requesting additional details. Prompt completion of this will enable SLC to upload the course details on their systems.

Once you have returned the signed declaration contained in the attached letter we will instruct SLC to enter the courses to the database and confirm designation approval. This will be done quickly.

Regards

[REDACTED]



- Approval letter for BIMM Limited 2013-14 Academic Year.doc

From: SLC Designation Queries
To: BIMM
cc: BIMM; BIS
Date: 09 December 2013 07:32
Subject: Re: BIMM Limited - Application to have courses specifically designated in 2013-14

Dear [REDACTED]

I have been added by my colleague at BIS to forward you a copy of the data capture form that needs to be completed for each of the courses listed below. I would ask that you complete a separate form for each course at the relevant site and once completed please return then to me and I will forward onto my colleagues who administer the HEI course database and ask them to add the courses to our systems

Location: Brighton - 38-42 Brunswick Street West, Hove, East Sussex BN3 1EL

New courses:

3 year FT BA Music Production
3 year FT BA Music Business
2 year ft BA Music Business
3 year ft BA Event Management
2 year ft BA Event Management

Existing courses:

1 year full time HND Live Sound Existing (Approval is delayed until 2014-15)
3 year full time BA Professional Musicianship Existing
2 year full time FD Professional Musicianship Existing
1 year full time PG Cert in FE and HE Existing

Location: Bristol - BIMM Bristol, 25 King Square, Bristol BS2 8JN

New courses:

3 year full time BA Event Management New
3 year full time BA Music Production New

Existing:

3 year full time BA Professional Musicianship
3 year full time BA Music Industry Management
2 year full time FD Professional Musicianship

Location: Manchester - BIMM Manchester, 8 Great Marlborough Street, Manchester M1 5NN

New courses:

3 year FT BA Professional Musicianship
3 year full time BA Event Management
3 year FT BA Music Business

I would also ask that you if you reply to this email you reply directly to
Designation_queries@slc.co.uk mailbox.

Yours sincerely

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NEW Data Capture Sheet 01.12.2013.xls

[REDACTED]
[REDACTED]
BIMM Limited
38-42 Brunswick Street
Brighton
East Sussex BN3 1EL
e-mail: [REDACTED]@bimm.co.uk

14 January 2014

Dear [REDACTED]

**SPECIFIC DESIGNATION FOR STUDENT SUPPORT IN HIGHER EDUCATION:
BIMM Limited**

Thank you for returning the signed declaration complying with the terms and conditions of specific course designation as set out in my letter of 6 December 2013.

The Secretary of State has approved specific course designation for the courses and delivery locations listed in the attached schedule delivered by College of Estate Management effective from 14 January 2014

Specific course designation allows eligible students access to student funding in accordance with the Education (Student Support) Regulations 2011, as amended.
<http://www.legislation.gov.uk/ukxi/2011/1986/contents/made>

To complete the approval process copies of this letter and the schedule have been forwarded to the Higher Education Funding Council for England (HEFCE) and SLC.
Yours sincerely

[REDACTED]
**Student Support Policy
Higher Education Directorate**

From: HEFCE
To: SLC
Date: 17/01/2014 14:13
Subject: FW: Completion of specific course designation process

From: HEFCE
Sent: 13 January 2014 17:07
To: BIMM
Subject: Completion of specific course designation process

Dear [REDACTED]

We have been notified by the Department for Business, Innovation and Skills that they have written to you confirming the courses which have been specifically designated for your organisation.

As your courses have now been successfully designated for 2013/14 we will be included them on the HEFCE register of courses with specific designation. This is intended be online in February 2014 – we will contact you with details when it is launched. If current or future students which to confirm designation of a course they can contact coursedesignation@hefce.ac.uk.

Specific course designation will roll forward subject to successful completion of the annual monitoring requirements (which HEFCE will publish guidance on in due course).

If you wish to apply for new courses in the future you will only need to undertake the course eligibility process (i.e. not the financial sustainability, management and governance checks). The final window for applications for new courses starting in 2014/15 opens on 3rd February 2014. The windows for applications for new courses in 2015/16 will open in September 2014 and February 2015 – guidance on how to apply will be published in advance of these windows.

The Student Loan Company (SLC) has been informed of the courses which have received specific designation. As Accountable Officer for your organisation you will be contacted by the SLC's HEI Data Team by email within 5 working days. You will be requested to log onto the SLC HE portal and update the term dates and course fee information of your newly designated courses. This email will include confirmation of the courses that should be updating along with specific guidance on entering term dates. If you have any queries on how to complete this information you should contact the SLC (the relevant details will be included in the email).

Thank you for the information you have provided and your patience during this process. If you have any further questions regarding specific course designation you can contact us on coursedesignation@hefce.ac.uk.

Kind regards

[REDACTED]