

REPORTABLE EVENTS POLICY

Ignition Pro - School for Entrepreneurs Limited

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1. POLICY STATEMENT

Ignition Pro – School for Entrepreneurs Limited is committed to maintaining full transparency, accountability, and compliance in its relationship with the Office for Students (OfS). The institution recognises that timely and accurate reporting of material changes is a fundamental regulatory obligation and a key component of protecting the interests of students and maintaining public confidence in higher education provision.

This policy sets out how the institution identifies, manages, and reports reportable events, in line with Condition E4: Notification of Changes and related OfS requirements. The institution will ensure that any event or change that could affect its registration status, the accuracy of its entry on the Register, its compliance with conditions of registration, or the quality and continuity of provision is reported promptly and appropriately.

The institution will apply this policy in a manner that is transparent, proportionate, and consistent, ensuring that the OfS is provided with clear, accurate, and complete information at all times. Where there is uncertainty as to whether an event is reportable, the institution will adopt a precautionary approach and prioritise early engagement with the regulator.

2. SCOPE AND APPLICATION

This policy applies to all members of the Board of Governors, the Senior Management Team, and all staff across the institution. While formal responsibility for reporting rests with the Accountable Officer, all staff are expected to identify and escalate any issue that may constitute a reportable event.

A reportable event is defined as any material change or incident that could reasonably affect the institution's compliance with regulatory requirements, its governance or management arrangements, its financial sustainability, the quality or continuity of academic provision, or the accuracy of information held by the OfS.

3. TYPES OF REPORTABLE EVENTS

The institution recognises that reportable events may arise across a range of areas. These include changes to governance and ownership, such as alterations to Board composition, loss of an independent majority, or changes in control or shareholder influence. Events relating to senior leadership, including changes to the Accountable Officer or other key postholders, or concerns regarding the fitness and propriety of individuals, are also within scope.

Financial matters are reportable where there is a material deterioration in financial position, risk to cash flow or reserves, or significant changes to the business model. Academic and student-related events include the closure, suspension, or significant change to a programme, failure to deliver provision as advertised, or the loss of an awarding or validating partner.

Events affecting academic quality and standards, such as systemic assessment issues or significant external examiner concerns, may also require notification. In addition, reportable events include data inaccuracies, regulatory breaches, fraud or misuse of public funds, and significant legal or reputational risks that may affect the institution's operations or student interests.

4. IDENTIFICATION AND ESCALATION

The institution operates a clear and structured process for identifying and escalating reportable events. Staff are required to report concerns to their line manager, who will escalate to the Registrar where appropriate. The Registrar is responsible for assessing whether the issue meets the threshold for reporting, coordinating any necessary investigation, and preparing supporting documentation.

The decision to notify the OfS rests with the Accountable Officer, informed by advice from the Registrar and, where necessary, the Board of Governors. The institution will act promptly and will not delay reporting while internal investigations are ongoing where early notification is appropriate.

5. REPORTING PROCESS

All reportable events will be submitted through the OfS portal as soon as reasonably practicable. Notifications will include a clear description of the event, its timing and potential impact, actions already taken by the institution, and any planned mitigation measures.

The institution will ensure that all information provided is accurate, complete, and supported by appropriate evidence, and that communication with the regulator is clear and consistent.

6. GOVERNANCE AND OVERSIGHT

Oversight of reportable events is embedded within the institution's governance framework. The Board of Governors includes a standing agenda item at every meeting to review the accuracy of the Register entry and to identify any changes that require notification.

The Audit and Risk Committee monitor risk trends and the effectiveness of internal controls, while the Registrar maintains oversight of the reporting process. This structure ensures that reportable events are considered at both operational and strategic levels.

7. RECORD KEEPING

The institution will maintain a formal Reportable Events Register that records all identified events, notifications submitted to the OfS, and supporting documentation. These records will be retained in accordance with data protection requirements and internal audit processes.

This approach ensures transparency, accountability, and the ability to demonstrate compliance with regulatory obligations.

8. TRAINING AND AWARENESS

The institution will ensure that relevant staff are aware of their responsibilities under this policy. Senior staff will receive regular training on OfS reporting requirements, and guidance will be made available to support early identification of potential reportable events.

9. POLICY REVIEW

This policy will be reviewed annually or as required by the Quality Unit. All material amendments will be ratified by the Board of Governors prior to implementation. The current version and amendment history are recorded in the document control table.

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