



Access Agreement 2012-13

Institution: Northbrook College Sussex

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1 College mission

The college mission is to develop the capabilities of individuals, employers and other organisations by providing high-quality opportunities for learning which are relevant to their needs.

Northbrook College Sussex is a Further Education Corporation with approximately 1000 HE students. Our HE programmes are validated by the University of Brighton and the majority are within the Creative Industries.

Widening participation is central to the college's mission, reflected in the student body, approximately 60% of our students are in receipt of a government financial support and around 25% of our HE students are in receipt of some additional learning support [6% are in receipt of the Disabled Students Allowance].

2 Level of fees

We propose to charge the following fees for full-time HE;

Foundation Degrees	£7,000
UG Degrees	£7,000
Degree top-up	£7,500

We intend to charge part-time students on a pro-rata basis.

n.b. approximately 15% of our HE cohort are on our Degree top-up programmes.

3 Expenditure on additional access measures

We intend to continue make progress on our Widening Participation milestones and targets and we propose to spend 33% of our additional fee income above £6,000 on access measures. This amounts to an estimated £349,000 by the academic year 2015-16.

4 Financial support for students

Northbrook College Sussex has been allocated £63,000 for the National Scholarship Programme [NSP] for 2012-13 and we will match this funding, either through cash bursaries or fee waivers. In keeping with the government allocation, we expect our expected institutional match to be £189,000 in 2015-16. As the colleges contribution to the NSP scheme contribution increases, the total amount of non NSP bursaries is reduced, but overall the total spend continues to increase.

We will also continue to offer financial support through our existing schemes, although the actual amounts awarded will be under review annually.

Top Up bursaries:

These are income related, for learners progressing internally from FE to HE, for career changes and for care leavers. Awards are £300, £400 or £750.

Income Related Bursary:

Students who are entitled to the maximum maintenance grant are eligible for an additional £260 from the college, this will continue to be offered past 2012-13.

Achievement bursaries:

This is currently £500 for all learners who complete their HE programme.

Access to Learning Fund:

This is based on income and expenditure whilst at college.

5 Outreach

We welcome the new emphasis placed by OFFA on outreach activities and on supporting retention and success. We plan to spend £90,000 in 2012-13 and increase this by £10,000 each year, all funds specifically targeted to the widening

access to HE agenda. The resource from this access agreement will enable us to provide focused outreach activity that includes the following;

- Partnerships with the local community [£10k]
- Use of contextual data
- Taster events for local schools including summer schools [£5k]
- Progression agreements
- Curriculum themed outreach activities [£20k]
- Mentoring and student ambassador scheme [£10k]
- Focus on improving retention [£20k]
- Pre-entry activities to support prospective students to include online collaborations [£5k]
- 'Keeping warm' campaign for all applicants throughout the year [supported by marketing]
- Establishing a WP coordinator for 2012-13 with 80% focus on WP progression to HE and retention activities [£30k]

The establishing of a Widening Participation coordinator post will support our outreach activities and enable the effective collection and monitoring of contextual data.

Partnerships with the local community

We will continue to work with local schools and colleges to develop links from Primary School through to mature learners on Access to HE programmes, we will continue to build on our work through AimHigher Sussex. Our productive links with the University of Brighton [our validating partner] enable us to work collaboratively and make best use of scarce resources.

Curriculum themed outreach activities

These activities are being developed to link our current HE offer with partners in the community. A key priority is to address the gender imbalance across Engineering and Music Technology. Initiatives include awareness raising days involving local schools, Northbrook College and employers; shadowing opportunities, curriculum delivery, live projects and visits to local schools. Other key areas for themed outreach activities are in Theatre and Fashion where we are planning collaborative performances and shows. To support progression from Access to HE courses, we are targeting HE experiences for specific Access students, for example for 2011-12 we are running days in Contemporary Photographic Practice and in Fine Art, both BA's having established part-time modes of study. Innovation projects across each department will also develop curriculum specific activities with local partners.

Mentoring and student ambassador scheme

The pilot mentoring scheme will be launched for the start of 2011-12, with a proposed roll-out across college for 2012-13. Students will have the opportunity to gain credit for their mentoring activities and engage in student ambassador initiatives, e.g. awareness raising and taster events.

Focus on improving retention

Our activities to support improvements in retention rates include pre-entry activities to help students prepare for HE study. We will embed activities on programmes to support students from lower socio-economic groups, for mature students, care leavers and students with disabilities. Activities to support retention will include the following;

- Effective advice and guidance pre-application through information events and online communication

- Pre-entry activities that are further developed at the start of the course
- Induction activities that support the development of independent learning skills
- Effective and timely additional learning support
- Mentoring scheme piloted in 2011-12
- Peer assisted learning, reviews, assessments and study skill sessions
- Effective study skills support
- Establishing a Contextual Studies Virtual Learning Environment to facilitate research cluster and enable peer learning
- Effective subject specific Flexible Learning Areas [Fashion & Textiles, Fine Art, Graphic Design, Moving Image, Theatre and Music]
- Effective monitoring of learner data at course, department and college level

6 Targets and milestones

Northbrook College Sussex has set focused targets that aim to maintain our good rates of Widening Participation and to ensure these learners are well supported and achieve.

Our targets include;

- increase diversity across our HE cohorts
- improve retention and success
- increase internal progression from FE to HE
- increase the flexibility in our modes of delivery
- utilise robust statistical monitoring of HE cohorts
- grow our links with local schools
- student ambassador and mentor scheme
- effective information to prospective students

7 Monitoring and evaluation

Northbrook College Sussex will undertake an annual monitoring of this access agreement to confirm progress, and to take any corrective action necessary, towards the targets and milestones. The Head of HE will report progress through the Senior Leadership Team [monthly monitoring meetings], the Higher Education Review Board [termly] and to the governors Curriculum Standards Committee [quarterly]. The report will incorporate financial data, outreach activities and progress made. Our Access Agreements is also considered through the Academic Partnership Committee at the University of Brighton where local partner colleges also attend.

8 Provision of information to prospective students

Northbrook College Sussex will publish clear, assessable and timely information for applicants on HE fees and the range of financial support we offer. This will be done primarily through our website and also through promotional materials, the UCAS website and through HE information events both at local schools and at Northbrook College Sussex.

Table 5 - Milestones and targets

Table 5a - Statistical milestones and targets relating to your applicants, entrants or student body (e.g. HESA, UCAS or internal targets)

Please select milestone/target type from the drop down menu	Description (500 characters maximum)	Baseline year	Baseline data	Yearly milestones/targets (numeric where possible, however you may use text)					Commentary on your milestones/targets or textual description where numerical description is not appropriate (500 characters maximum)
				2012-13	2013-14	2014-15	2015-16	2016-17	
Socio-economic (other measure - please give details in the next column)	To increase HE students in WP category [those in receipt of government financial support] from 60% in 2011-12 to 65% in 2016-17	2009-10	0.57	0.6	0.61	0.62	0.63	0.65	Objective 1 from WPSA June 2009
Applications	To develop a more diverse HE student population and a more balanced representation across curriculum areas								To include the following; care leavers, students with disabilities, diverse ethnicities, under-represented genders, those from low-income backgrounds, mature and part-time students. Objective 2 from WPSA June 2009.
Applications	To increase internal progression [FE to HE] for students who are under-represented in the college and nationally at HE, from 10% in 2010-11 to 25% in 2016-17.	2009-10	0.1	0.15	0.17	0.2	0.22	0.25	To include the development of our cross-college Access to HE Diploma. Objective 3 from WPSA June 2009.
Other (please give details in the next column)	All HE programmes to meet the needs of WP students, e.g. flexible, part-time modes of study, distance learning and/or include modular components.	2010-11	0.05	0.2	0.4	0.6	0.8	1	2016-17, 100% of all courses to offer flexible delivery modes. For HE pattern of delivery to follow 2+1, Foundation Degree + Degree Top-up across college. Objective from 2010-11 AA milestones.
Completion/Non continuation (other - please give details in the next column)	To increase retention rates to 90% across all HE programmes	2009-10	0.8	0.85	0.87	0.88	0.89	0.9	Objective fom 2010-11 milestones.
Completion/Non continuation (other - please give details in the next column)	Support those students in receipt of government financial support to complete their studies [e.g. Northbrook Achievement Bursaries]	2010-11	350	350	350	350	350	350	Our income related and achievement bursaries encourage retention and participation and reward achievement at all levels of HE study. Objective from 2010-11 milestones.
Applications	Increase the % of Foundation Degree students progressing onto degree top-ups to 70%. For all courses	2010-11	0.6	0.62	0.64	0.66	0.68	0.7	Currently our BA Theatre Top-up has 44% progression and in Music over 90% progress. To review and map Foundation Degrees with degree top-ups across all curriculm areas. Objective from 2010-11 Milestones.
Other (please give details in the next column)	To develop our L4 Higher Apprenticeships	2010-11	0	10	15	20	25	30	To work with the Sussex Learning Network and build on the Centre for Work & Leanring initiaitive.To focus our Higher Apprenticeships in Higher Engineering and Business Administration.

Other (please give details in the next column)	to work in partnership with local HE providers to develop portfolio of progression opportunities to HE	2010-11	3	4	5	6	7	8	To expand our Consortium and Partnership work with the University of Brighton and through the Sussex Learning Network.
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Table 5b - Other milestones and targets

Alongside applicant and entrant targets, we encourage you to provide targets around your outreach work (including collaborative outreach work where appropriate) or other initiatives to illustrate your progress towards increasing access. These should be measurable outcomes based targets and should focus on the number of pupils reached by a particular activity/programme, or number of schools worked with, and what the outcomes were, rather than simply recording the nature/number of activities.

Please select milestone/target type from the drop down menu	Description (500 characters maximum)	Baseline year	Baseline data	Yearly milestones/targets (numeric where possible, however you may use text)					Commentary on your milestones/targets or textual description where numerical description is not appropriate (500 characters maximum)
				2012-13	2013-14	2014-15	2015-16	2016-17	
Contextual data	Introduce effective mechanisms for monitoring WP student progression, retention and achievement [reported termly through Academic Board]								Responsibility for the monitoring report will lie with the Head of HE to be reported through the Academic Board [termly]. The report to include financial data, recruitment levels, payment of bursaries, outreach activities and the progression made in meeting institutional milestones and targets.
Strategic partnerships (eg formal relationships with schools/colleges/employers)	Develop schools partnerships and outreach activities, attend their careers and HE events	2010-11	5	6	7	8	9	10	The five schools previous identified through Aim Higher are; Durrington, Angmering, The Littlehampton Academy, Shoreham Academy and Sir Robert Woodward Academy.
Outreach / WP activity (other - please give details in the next column)	Run effective taster events for local schools at Northbrook	2010-11	90	100	125	150	175	200	To work with schools to continue to increase the number of students accessing our HE taster events.
Student support services	Develop HE student Ambassador scheme	2010-11		0.1	0.2	0.3	0.4	0.5	To reach at least 50% in student-led activities, Current HE ambassadors to be involved in; mentoring, talks at previous school/college, visits to secondary schools, attending careers and HE fairs,
Strategic partnerships (eg formal relationships with schools/colleges/employers)	Establish clear progression agreements with local schools and colleges, to include progression for L3 Apprentices to HE			1	1	1	1	1	Continue working with the Sussex Learning Network to establish clear progression agreements for all local schools and colleges.
Other (please give details in the next column)	Events and promotional materials targeting non-traditional HE learners [including those progressing from apprenticeships]	2010-11	0	1	2	3	4	5	To include a 'keeping warm' campaign for HE applicants throughout the year of application

Operational targets	Develop subject/curriculum area specific WP targets	2010-11	1	1	1	1	1	1	Fashion & Textiles, Music Technology and Engineering to target gender representaion, Theatre to offer schools events
Outreach / WP activity (other - please give details in the next column)	Develop programme to support Talented and Gifted	2010-11	0	20	30	40	50	60	
Other (please give details in the next column)	Facilitate the growth of HE student participation across college								grow student participation across college, to include ambassadors, Students' Union [college, local and National], student peer mentoring, participation in student focus groups, HE enrichment activities, Freshers Fair
Strategic partnerships (eg formal relationships with schools/colleges/employers)	Develop careers/progression advice, links with industry, live projects								
Other (please give details in the next column)	To offer clear, accurate and comprehensive information to prospective students on the full range of financial support available, to include website, publicity material, HE handbooks								Clear information on financial support accessible online from September 2011. To include clear A&D on application and interview process.
Student support services	Continue to provide non-traditional HE students with appropriate additional learning support.								In 2009, HE students in receipt of ANST support was 23%, in receipt of DSA was 8%. The Flexible Learning Areas are in the Creative Arts and there are also cross-college, IT-based FLA's at all three main sites [Oasis, Palm and Mirage]