

# CASTLE COLLEGE NOTTINGHAM



## ACCESS AGREEMENT PROPOSAL

**Robin Webber - Jones**

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## Castle College Nottingham

### Access Agreement Proposal

#### 1.0 Introduction

- 1.1 Castle College as a General College of Further Education has been in existence since 1<sup>st</sup> June 2006 and was formed when People's College and Broxtowe College merged
- 1.2 The College's vision is 'to be a leading strategic partner in Nottingham for the delivery of high quality learning which meets the skills needs of the economy'. The mission is 'to unlock potential, raise aspirations and deliver excellence'.

#### 2.0 Access Agreement: Fees and Bursaries

- 2.1 Fees for full time students studying on Castle College courses will be £3,290 per year for 10/11. Fees for courses run in association with partner universities will be determined by the partner university. Fees will increase each year based on inflation
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- 2.3 This policy relates to the College's directly funded higher education provision, franchise provision will follow the Access Agreement of the relevant university.
- 2.4 Fees for full time students studying on Castle College courses will be £3,290 per year for 09/10. Fees for courses run in association with partner universities will be determined by the partner university.
- 2.5 The College is committed to providing a £350 for those students with a home postcode paying full fees within Nottinghamshire; £330 for those students paying full fee not living in the area. A further £265 will be made available to all full time undergraduate students, residing within Nottinghamshire at the time of application, and who will be in receipt of a full maintenance grant.

We will guarantee the statutory bursary, which is 10% of the full fee in 2010.

- 2.6 Bursaries will be paid in 2 instalments (in November and January) to allow students early access to funds for resources, as well as balancing out the need to students in receipt of a bursary attend their course.
- 2.7 For those students studying on a programme offered with a partner university, bursaries are obtainable from the partner institution following their guidelines. These will be detailed in the course induction process. As much information on bursaries will be offered to full time students before a student enrolls when possible. The payment process for students in partner institutions will follow the institution's guidelines

### **3.0 Access Agreement: Financial Information**

- 3.1 The College is committed to providing clear and accessible information to all prospective students, including exactly how much they will have to pay and the financial support which will be in place for the duration of their period of study.
- 3.2 Castle College has HE support offices at its main Beeston Campus, and at its campus at Maid Marion Way, as well as opportunities for members of these teams to go to other sites to give out information. The HE team will be able to give students information on the full range of bursaries available to them. The HE offices have a set of service standards which aim to ensure they provide potential and enrolled students with as much comprehensive financial information as possible.
- 3.3 The administration of bursaries will be done through a dedicated member of staff within the college's Student Support Section. This allows the system of administration to be centralized.
- 3.4 The provision of information to potential students and their parent/sponsors will include:
  - 3.4.1 Dedicated web pages on tuition fees and related financial information including course fees (together with the fact that tuition fees may be subject to annual inflationary rises and what that might mean) together with frequently asked questions and key contacts. Additional web sites include [www.aimhigher.ac.uk](http://www.aimhigher.ac.uk) and [www.dfes.gov.uk/studentsupport](http://www.dfes.gov.uk/studentsupport)
  - 3.4.2 Related information will be available in the College prospectus and on the College website. Hard copy literature containing the same information is also available especially through Connexions, Aimhigher, schools and colleges with the aim of targeting particular groups of widening participation students and their parents.
  - 3.4.3 Tailored training for all relevant admission staff on HE student finance.
  - 3.4.4 The College employs a dedicated Higher Education Administrator based in its Student Support Service Section. This member of staff is available to provide financial advice to prospective higher education students.
  - 3.4.5 During student induction, the Higher Education Administrator delivers an input on student finances.

### **4.0 Access Agreement Outreach Activity**

- 4.1 The College currently engages in a range of activities supported by Aimhigher, targeting mainly full time students in the 16-19 age range. The target group are students in local schools and students on further education programmes with the College.

Raising awareness amongst staff in local comprehensives together with encouraging student champions are also part of the initiative.

The College plans to reinforce and extend this activity by offering a range of taster workshops to raise aspirations.

An extension of strategies already being developed in the College including improved pastoral support, peer buddying and academic tutoring to enable all students, including those from non traditional backgrounds, to feel that Castle College is a college which will nurture their potential and encourage success. This support will be targeted through analysis of non completion rates. These will be monitored to measure impact and will include widening participation data. There will be dissemination events to share good practice around the College.

#### 4.2 Disabled Applicants

The College aims to raise participation for disabled students by the application of our policy for support, which is geared toward taking positive steps to seek and identify need at the application stage and agreeing, at this point, a means of satisfying that need. Intended provision includes:

- Alternative format for available printed materials e.g. Braille, large print.
- Enquiry Centre which includes facilities for enquirers with disabilities e.g. wheelchair access, text phone, confidential interview room.
- Provision of a special leaflet on dyslexia.

### **5.0 Access Agreement: Milestones**

5.1 Year on year maintenance at, or above, HE participation benchmark performance regarding social class, ethnic make up, low participation and neighbourhood background (e.g. 2004/5 - 38% from under privileged areas).

5.2 Take up of bursaries and retention rates of students with bursaries, monitored annually in relation to estimates.

5.3 Expansion of visits to college by prospective students.

5.4 Expansion of attendance at regional and local promotional HE events.

### **6 Access Agreements: Monitoring**

6.1 The College will monitor compliance with this agreement through the Head of Higher Level Studies using data supplied by both the College MIS systems and by the programme delivery teams. Much of this will be gained through the annual course review.