

WRITTELE COLLEGE

Access Agreement 2012/13

Fee Limits

1. From September 2012 Writtle College will charge new full time home region undergraduate students £8000 per annum for all eligible courses. Part-time students will be charged a pro-rata fee according to the amount of study undertaken.

We anticipate admitting 381 new home-region full-time undergraduate students in academic year 2012/13 who will pay the £8000 fee.

We anticipate raising the £8000 fee in 2013/14 and thereafter in line with inflation and associated costs.

2. The £8000 fee will not apply to students who commenced their programmes in previous years. Prior to 2012 Writtle College charged students less than this amount and the College will maintain this scheme and its system of bursaries for those earlier students for the normal duration of their programmes. Hence, full time students who commenced their studies in September 2010 or September 2011 are currently charged as follows: BSc/BA - £3375 per annum; FdSc/Fda - £3375 per annum. We anticipate raising this in line with the permitted maximum for continuing students (not yet announced).

We anticipate having 540 continuing students in 2012/13 on the lower fee structure.

Expenditure on Additional Access Measures

In 2012/13 we estimate spending £545,000 on additional access and retention measures comprising:

- £120,000 on bursaries.
- Accommodation and meals worth £60,000 as our matched contribution to the National Scholarship programme. (Gov't contribution = £45,000)
- £55,000 on marketing activities aimed at supporting applications from under-represented groups.
- £120,000 on a range of outreach work.
- £150,000 on a slate of measures and activities embedded in our Learning and Teaching to support student success and retention.

Additional Access Measures

Financial Support for Students: Bursaries

- 3.1 New undergraduate students on household incomes under £25,000 and in receipt of the full state maintenance grant will receive a bursary of £500.
- 3.2 New undergraduate students on household incomes between £25,000 and £30,000 will receive a bursary of £200.

- 3.3 New undergraduate students on household incomes between £30,000 and £40,000 will receive a bursary of £150.
4. Undergraduate students who commenced their programmes prior to September 2012 and who will be paying fees as listed in paragraph 2 will be eligible for bursaries as follows;
- Undergraduate students on household incomes under £25,000 and in receipt of the full state maintenance grant will receive a bursary of £538¹. (This is the minimum stipulated £338 plus an additional £200.)
 - Undergraduate students on household incomes between £25,000 and £30,000 will receive a bursary of £200.
 - Undergraduate students on household incomes between £30,000 and £40,000 will receive a bursary of £150.

Financial Support for Students: National Scholarship Programme

- In 2012/13 Writtle College will offer free on-site term-time accommodation and ten meals per week for 15 students under the National Scholarship Scheme for their first year of study. This will be offered on a 'first come, first served' basis according to when applicants accept an offer of a place. The sole criterion for eligibility to apply for an NSP award will be that the student is in receipt of a full grant or disabled student's allowance. Hence, no one with a declared income over £25,000 will be eligible.
- For paying students the cost of this accommodation and food package is at least £4000 per annum. Therefore the Writtle College contribution to the NSP will be worth at least £60,000 per annum.

Outreach

1. As a Higher Education Institution with a significant population of Further Education students, a key aspect of Widening Participation strategy at Writtle College continues to be the fostering of progression from our Further to our Higher Education provision. Although we are also engaged in a range of relevant links and activities with schools and colleges our 'dual' status places us in a special position to promote internal FE to HE progression. Our internal progression aim is that 20% of our level 3 FE completers should progress to Higher Education at Writtle College.
2. We will offer a 5 credit 'Introduction to Higher Education' module to our level 3 FE learners. We will not charge students for this module. This will encourage FE students to consider Higher Education, assist them in the decision-making and application process, and prepare them for the expectations of the University sector. It will benefit all our FE-to-HE progression students, whether they continue their studies at Writtle or elsewhere.
3. In addition to those FE completers from Writtle, the College also seeks to raise aspirations and facilitate access for students from other FE colleges and schools, especially from areas of low participation. We will continue to engage in a range of activities with local schools and colleges that encourage and prepare students to consider, apply for, and succeed on land-based Higher Education courses.
4. We will continue to offer a portfolio of Foundation Degrees and HE level 4 qualifications to attract students from vocational study routes and those who

¹ Actual figure will be slightly higher as stipulated minimum rises for students on the current scheme.

- cannot commit to three years of full-time study. We will also continue to offer flexible study options that facilitate work-based learning.
5. We will also deliver a range of outreach activities that share our skills, resources and enthusiasm with a much broader constituency. Our Centre for the Arts and Design in the Environment (CADE) and staff from across the College deliver learning experiences for school pupils (both primary and secondary), training and networking events for teachers, and skills development sessions for a wide range of learners including job-seekers. This involves both events hosted at the College that make use of our 550 acre estate, our science and arts facilities, as well as projects where Writtle academic staff visit schools and other venues. We aim to deliver 30 events annually, involving up to 5000 participants in total.

Student Retention and Success

The College will use student fee income to invest in a range of measures that will have a positive impact in terms of student retention and success.

- There will be an increased emphasis on student support from module leaders and course leaders. This will involve more tutorials, catch-up sessions, on-line support, and immediate feedback following presentations.
- We will offer a comprehensive range of Learner Services that enable Higher Education students to succeed on their chosen programmes. This includes: discretionary financial assistance through the 'Access to Learning Fund' to alleviate unexpected hardship; welfare and counselling services; support for students with specific learning difficulties or disabilities.
- The Head of Higher Education will hold one-on-one meetings with students identified by their Course Scheme managers or Module leaders as being 'at risk' (i.e. they have failed an early assignment or not attended two or more classes without good cause).
- In Writtle School of Design – we will deliver additional 'open studios' for students needing extra help, plus an early formative 'screening' assignment in a 1st year module to identify students with writing issues, plus an increased emphasis on staff office hours as an opportunity to be helped.
- In the School of Sport, Equine & Animal Science – we will deliver an additional maths classes alongside a key 1st year module. These will be 1 hour sessions, available at different time slots.

In addition to these measures we are also raising our tariff points for entry in 2012: from 200 to 240 points for Bachelors programmes, and from 120 to 160 points for Foundation degrees. Following an earlier increase for 2011 start, this measure is intended better to map our threshold for entry onto the attainments necessary to succeed on a Higher Education programme. Individual applications will continue to be considered on their own merits. In conjunction with the measures above, this is intended to effect a continued improvement in student completion and retention.

Our Assessment of Our Access and Retention Record

- 12.7% of our eligible level 3 Further Education completers progressed to Higher Education courses at Writtle College in 2009/10.
- Black and ethnic minority students comprised 10.2% of the Higher Education student body in 2009/10.
- In 2009/10 14.7% of our Higher Education students had a disability.

- In 2009/10 63.4% of our students were aged 21+.
- Since 2008 the College has engaged in more than 30 Outreach events annually, benefiting 4,000-5,000 participants annually.
- In 2009/10 12% of our full-time home-region undergraduates were ‘non-completers’.

Targets and Milestones

6. Our Targets and Milestones for 2012/13 to 2016/17.
 - 15% of our eligible level 3 completers from Further Education should progress to our Higher Education courses in 2012/3, rising to 20% in 2016/7.
 - In terms of the proportion of our student body drawn from areas of relative deprivation, we intend to grow the percentage identified in NS-SEC 4-7 tables 38% to 39% (HESA table 1a). (2012-17)
 - The proportion of the HE student body drawn from black and ethnic minority groups should be no less than 10%. (2012-17)
 - to maintain the proportion of HE students who are disabled at 15% or greater. (2012-17)
 - to maintain the proportion of HE students aged 21+ at 57% or greater. (2012-17)
 - to sustain our education outreach activity (in terms of volume and variety) at the high level attained in previous years, notwithstanding the cessation of Aimhigher funding – to deliver at least 30 events benefiting 5,000 participants annually. (2012-17)
 - ‘non-completion’ for full-time home-region undergraduates should be less than 10% for academic year 2012/13, dropping to 7% by academic year 2016/17.

Institutional Monitoring Arrangements

The Head of Higher Education will report on matters relating to the Access Agreement at the College’s Senior Management Team. Registry will continue to monitor the student population against HESA benchmarks and in terms of relevant equality and diversity categories. Finance will continue to monitor the uptake of College bursaries. Outreach activities will be reported upon by relevant departments, including the academic areas and Marketing.

The *Access Agreement Monitoring Return and Widening Participation Strategic Assessment*, complied by the Head of Higher Education with input from all the departments above, is the key document in which our bursary, outreach and WP objectives are reviewed. Writtle College Student Union has been closely involved in the cross-College consultation around fee-setting and access arrangements for 2012 and will continue to contribute to analysis of our performance through our regular Student Union Liaison Group (SULG) where senior staff meet with elected representatives of the student community.

Information for Students

We are committed to providing information to students in a clear and timely fashion. Information regarding fee levels and bursaries will be available as a supplement to our Prospectus, in leaflets for applicants, and on our website. The Student Handbook, given to all students, provides full information regarding our fees and bursaries. The College runs poster campaigns through the year and sends targeted e-mails to encourage eligible students to apply. Staff in Marketing, Finance and Registry also provide relevant information and advice to prospective students through Open Days, UCAS Fairs and Schools Liaison activities.

Projected Fee Income 2012-13²

381 1st year students at £8000 = £3,048,000

330 2nd year students at £3375 (10/11 max.) = £1,113,750

210 3rd year students at £3375 (10/11 max.) = £708,750

Total = £4,870,500

Projected Bursary Expenditure 2012-13

300 students at £400 (est. av.) = £120,000

² Includes fee income from part time students

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)

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.