

## **NORWICH SCHOOL OF ART AND DESIGN**

### **ACCESS AGREEMENT**

**December 2007**

#### **1. Introduction**

- 1.1 This agreement relates to full-time and part-time undergraduate provision at Norwich School of Art and Design (NSAD). The plan incorporates existing outreach projects and sets additional targets to enable the School to maintain its good performance in meeting benchmarks for participation, retention and quality. The School provides specialist support for students with dyslexia.

#### **2. Fee Limits**

- 2.1 Norwich School of Art and Design charges up to the maximum fee permissible (£3070 in 2007-08) for its undergraduate courses including Foundation Degrees.
- 2.2 NSAD undertakes to clearly inform prospective applicants to undergraduate courses of its prices through published information in its prospectus and web site, at Open Days and in any related information to applicants and students.

#### **3. Bursaries and other Financial Support**

- 3.1 NSAD's financial assistance scheme will meet the minimum requirements for financial assistance. Levels of bursary may be increased following annual review. The NSAD scheme will rely on participation in at least Options 1, 2 and 3 of the UUK/SCOP (now GuildHE) proposed model scheme.
- 3.2 Staffing for the administration of the scheme, for providing bursary advice to current and prospective students and their families, is located within the Student Support area of the School. Finance staff work collaboratively with Student Support on the administration of student finances. The School is developing the role of the Students Union in the promotion of the bursary scheme among the student body.
- 3.3 The fee cost for the whole duration of a student's course will be confirmed in writing before the individual registers as a student. NSAD provides information on anticipated course-related costs that students are expected to incur throughout the duration of the course on which they are enrolled. Information on additional course costs is provided with the prospectus in response to general enquiries, in written form at Open Days, and in Course Handbooks. Information on additional course costs is approved by the Strategic Management Group prior to publication. Course costs are also

included in the pre-enrolment information pack issued to students in the summer vacation prior to registration.

- 3.4 Each year NSAD will put aside 20% of income from variable fees to fund spending on bursaries and outreach activities in that year. The number of bursaries awarded each year will depend on how many students fulfil the criteria (given in 3.5 below). At the end of the year any unspent funds will be transferred to reserves.
- 3.5 The criteria for qualifying for a bursary will be based on the extent to which a student is eligible for a student maintenance grant, and is as follows:
- Those eligible for a full grant will receive a bursary of 20% of the full grant
  - Those eligible for between 75% and 99% (inclusive) of the full grant will receive a bursary of 16% of the full grant
  - Those eligible for between 50% and 74% (inclusive) of the full grant will receive a bursary of 12% of the full grant
  - Those eligible for between 25% and 49% (inclusive) of the full grant will receive a bursary of 8% of the full grant
  - Those eligible for between 1% and 24% (inclusive) of the full grant will receive a bursary of 4% of the full grant.
- 3.6 NSAD fees and bursaries will be subject to the annual inflationary increases announced by the Government.
- 3.7 Bursaries based on the Government income threshold levels for state support will increase in line with any Government announcements.
- 3.8 Current predictions are that almost 50% of students paying variable fees in 2007-08 will be eligible for a bursary. This figure is expected to rise in 2008-09 when the government extends the eligibility for student maintenance grants. In line with government predictions, NSAD expects to award bursaries to two-thirds of new students from 2008-09, with a third being eligible for our maximum bursary and a third being eligible for a partial bursary.
- 3.9 Bursaries will be paid in one instalment in February each year. Students must be in attendance in February in order to receive the payment. Students should note that the NSAD bursary is an annual award and will be reduced proportionately for students who do not complete a full year of study and leave subsequent to the payment date.
- 3.10 Applications for bursaries cannot be made directly to the School. Instead, students must tick the relevant box on their LEA form, which enables the School to determine if they are eligible for a bursary. Applications must have been received by NSAD by 31 July each year to be considered for a bursary.

#### 4. **Outreach Activities**

Outreach activities will build on current widening participation activities as follows:

##### 4.1 **Schools and FE/HE Liaison:**

Historically, the School has acted as a focus for local and regional stakeholders in art and design from both the Schools and FE sector. The School has been reinforcing these links and relationships and discussions have taken place at all levels to discuss a range of issues relating to progression, curriculum content, learning, teaching and assessment.

##### **Targets 2007-08:**

a) To increase the number of progression agreements with Schools and FECs in the region from 4 to 8 (Action 3 of Access Agreement Enhancement Plan 2007-08).

b) To increase the number of Taster Days involving local schools and colleges from 20 to 30 (Action 4 of Access Agreement Enhancement Plan 2007-08).

c) To increase the participation with those Schools identified as 'high priority' in the Indices of Multiple Deprivation (IMD) for Norfolk. This action would also include those leaving care (Action 5 of Access Agreement Enhancement Plan 2007-08).

##### 4.2 **Lifelong Learning Networks AUEE / MOVE / NALN:**

###### *Collaboration and Liaison*

NSAD is a partner in the AUEE (the Association of Universities in the East of England) and a member of MOVE, the Lifelong Learning Network for the East of England. NSAD continues to be part of a geographically-based "Progression Magnet" for Creative and Cultural Industries. 2006-07 saw a considerable increase in activities with regional partners. New partnerships for 2006-07 included: Learning for Everyone, Cromer, Norfolk; Rural Norfolk Federation; Norfolk Learning Partnership; and increased activity with: the University of East Anglia; AimHigher; MOVE; Regional Network; and other agencies/groups including information, advice and guidance partnerships.

Curriculum development work also continued with: City College Norwich; Great Yarmouth College; Lowestoft College; College of West Anglia; Isle College; West Suffolk College; Easton College; East Norfolk 6<sup>th</sup> Form; Suffolk College; Paston College; and other agencies/groups including information, advice and guidance partnerships.

In addition to this, NSAD plays a key role in delivering the HEFCE-funded projects and objectives of the National Arts Learning Network (NALN) and is a member of both the Executive and Management Group.

**Targets 2007-08:**

- a) To increase the number of progression agreements with Schools and FECs in the region from 4 to 8 (Action 3 of Access Agreement Enhancement Plan 2007-08).
- b) Continued engagement with a range of LLNs including MOVE and NALN (Action 6 of Access Agreement Enhancement Plan 2007-08).
- c) To diversify progression agreements with Schools and FECs beyond the region and to include non-traditional learners (Action 7 of Access Agreement Enhancement Plan 2007-08).

4.3 **HEFCE/HESS Summer Schools**

The specialist HEFCE Summer Schools continue to be aimed at applicants from across the region in under-represented social groups and from low-income backgrounds (especially those with no history of participation in HE). The School offers a specialist programme of art and design workshops, a taste of student life, and careers sessions in order to encourage participation in HE. The School works closely with the University of East Anglia in marketing and coordination of these activities and will continue to deliver Summer Schools in July 2008. Changes in funding arrangements place the onus on the School seeking funding support for this activity.

**Target for 2007-08:**

To make a joint bid with the University of East Anglia for funding to support continuation of Summer School activity (Action 8 of Access Agreement Enhancement Plan 2007-08).

4.4 **Recruitment Strategy 2005-07 and Learning and Teaching Strategy 2006-10:**

The School's Undergraduate Framework was revised in 2007, and this, together with changing recruitment patterns, had an impact on the development of part-time study routes.

**Targets for 2007-08:**

- a) Development of opportunities for part-time study routes. Further work needs to be undertaken in this area in line with changes in the Undergraduate Framework and changing recruitment patterns. (NB: Part-time study is already available on NSAD's postgraduate awards.) (Action 2 of Access Agreement Enhancement Plan 2007-08).
- b) To effect curriculum change where necessary to enable smooth transition from School/FE into HE. Further work needs to be undertaken in this area in line with impending changes in Schools and FE Curriculum and the launch of the new 14-19 Diplomas. (Action 1 of Access Agreement Enhancement Plan 2007-08).

4.5 ***Norwich Learning Shop:***

*Existing activity in partnership:*

The Learning Shop is a joint enterprise involving eight partners including NSAD, the University of East Anglia, City College Norwich, the Open University and Easton College. Based in the Forum in Norwich city centre, the Learning Shop provides advice on courses and possible career pathways, providing a one-stop source of information to potential applicants. It supports promotional events and has been a venue for small exhibitions of students' work. Clients come from a broad range of backgrounds, represent all types of employment status and bring a wide range of previous learning experiences, from no qualifications through to postgraduate qualifications. NSAD students have worked as assistants at the Learning Shop.

***Target for 2007-08:***

To continue participation in the Learning Shop, monitoring referrals and enhancing the School's information, advice and guidance materials (Action 9 of Access Agreement Enhancement Plan 2007-08).

4.6 ***Retention:***

The School has met or exceeded national benchmarks for retention but is not complacent about this. Since September 2006 the Peer Assisted Learning scheme (PAL) has operated for all undergraduate courses at NSAD including Foundation Degrees. Training was provided to PAL students who were funded to attend the annual conference in Bristol. The PAL scheme is a key plank in the School's strategy to maintain and enhance retention.

In 2006-07 BA (Hons) retention was 91%, just above the HESA benchmark (90%). The overall FdA retention rate in 2006-07 was 96%, well above the HESA benchmark of 85% for FdAs.

***Target for 2007-08:***

To monitor retention and ensure that it does not fall below national benchmarks (Action 10 of Access Agreement Enhancement Plan 2007-08).

4.7 ***Enhancing resources to support wider participation:***

A number of targets in the School's Recruitment Strategy and recently revised Learning and Teaching Strategy 2006-10 concern the enhancement of NSAD's resources and the learning experience of students from groups which are under-represented in HE. Key components for 2006-07 included the further development of online course materials for e-learning. During 2006-07 the School's new Learning Resource Centre was developed as a focus for community engagement. From September 2006 a new Drawing Workshop space was made available, where course provision included community classes and other outreach activity.

***Targets for 2007- 08:***

a) To identify a flexible learning space provision within the School to accommodate and enhance the provision of taster sessions and experience

of HE for under-represented learner groups (Action 11 of Access Agreement Enhancement Plan 2007-08).

b) To establish Race Equality Champions for academic and support areas (Action 12 of Access Agreement Enhancement Plan 2007-08).

## **5. Monitoring of progress**

- 5.1 Outreach and widening participation activities will continue to be monitored by the School's Recruitment Committee and Equality and Diversity Committee and reported to Academic Board.
- 5.2 Similarly, the Access Agreement Enhancement Plan will continue to be monitored by Recruitment Committee and Equality and Diversity Committee and reported to Academic Board.
- 5.3 The Strategic Management Group will continue to monitor recruitment patterns through management information provided by Registry Services, and to report to Academic Board and Governors.
- 5.4 The impact of progression agreements will be monitored by Recruitment Committee via analysis of student data in order to assess their effectiveness at promoting vocational and non traditional progression routes as outlined in the OFFA Access Agreement.

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