

University of Bristol - Access Agreement 2012 Entry

1. Background

The University developed its first Access Agreement in 2005 for students entering the University between 2006/07 and 2010/11. Subsequent revisions reflected a review of our student finance package, in the light of experience in the first year of operation, a comprehensive review of our long-term milestones for widening participation and changes to the government grant package.

The move to a new financial environment with effect from 2012/13 has necessitated a more fundamental review, the outcomes of which are reflected below. In parallel with the arrangements for 2012/13 described in this document, we will continue to honour our financial commitments to students admitted to the University on financial support packages described in previous Access Agreements.

2. Context

The University of Bristol's Access Agreement is founded on a two-fold commitment to:

- Sustained enhancement of the educational experience of our students
- Widening participation in Higher Education in general and to Bristol in particular

The University of Bristol has an ambitious Education Strategy, which aims to provide a world-class student educational experience based on excellent teaching and state-of-the-art facilities and student services. Undergraduate fee income plays, and will continue to play, an important part in sustaining and enhancing the quality of this experience.

At the same time, the University of Bristol is committed to having a student body that is diverse in terms of background and experience, with all the cultural and educational benefits that this brings. This commitment has been reflected in a longstanding and active programme of widening participation. The University's first strategy for widening participation was published in 1999 and our fourth strategy covers the period 2009-16. This strategy will drive a wide range of initiatives, including plans for continued participation in collaborative projects supporting longer-term aspiration- and attainment-raising as well as actions intended to diversify Bristol's student population more specifically.

3. Tuition Fees

With effect from 2012, the University of Bristol intends to charge an annual tuition fee of £9,000 (increasing annually in line with inflation) for all UK and EU students on full-time undergraduate programmes¹.

The following exceptions to this will apply:

- Students who are entitled to a fee waiver as part of our student finance package (see paragraph 5.3).
- Students undertaking a year of study abroad or an industrial work placement, during which a tuition fee of £4500 p.a. will be payable².

Arrangements for students following part-time and PGCE programmes are yet to be agreed.

¹ NB. Assuming current government policy on ELQs remains in place under the new arrangements, people who study Veterinary Science as a second undergraduate degree will have to pay the full cost fees (£17,720 a year in 2010/11).

² Where a year of study abroad is a fully integrated part of a programme of study, we would wish to be able to charge the full fee of £9,000 p.a.

It is anticipated that undergraduate tuition fees will generate 'additional' income above the basic fee of approximately £26.29 million³ in 2012/13, rising to £34.3 million by 2015/16 (steady state), As indicated in **Appendix One**, an increasing amount will be re-invested in student financial support and other measures designed to underpin our strategy for widening participation and student recruitment.

4. Expenditure on Additional Access Measures

From 2012/13, The University of Bristol will invest approximately 35% of its additional fee income in additional access measures, to include: financial support for students from low income backgrounds and a comprehensive programme of activities to support outreach and retention of students from under-represented groups.

4.1 Assessment of Access and Retention Record

The University of Bristol is a highly selective, research-intensive University. For entry in October 2010, we received an average of 10.2 home applications for every place (with some programmes receiving as many as 40 applications per place). The average UCAS tariff score of our 2010 entrants was 478.5 (the equivalent of 3.9 A grade 'A' Level passes). By contrast, average secondary attainment in the Bristol area is among the poorest in England, with an average QCA tariff score of 679.6 per student (the equivalent of 3.2 C grade 'A' Level passes), compared with the English average of 744.8 per student (NB the UCAS tariff and QCA tariffs are not calculated on the same basis so cannot be directly compared with each other⁴). Beyond the Bristol area, the University draws its students primarily from the south of England, where average income levels are relatively high. These characteristics create some very specific challenges when it comes to diversifying our own student intake (as opposed to playing our part in raising student aspirations and widening participation in Higher Education more generally).

Given this context, the University of Bristol's strategy for Widening Participation has been deliberately built around a combination of aspiration- and attainment-raising activity in local schools (often undertaken in collaboration with other local HE providers and designed primarily to widen participation in the Higher Education sector generally); more targeted activities, designed to attract the most able students to Bristol and a contextualised approach to admissions, which ensures that poor school performance is taken into account when selection decisions are made. Despite this very comprehensive and well-established approach, the University of Bristol has had only limited success in realising its ambitions in the area of widening participation. (Detailed data are provided at **Appendix Two**.)

Over the three year period from 2008/09 to 2010/11, the proportion of applications from under-represented groups has increased in only three categories (mature students; disabled students and students from low participation neighbourhoods) with the proportion of applications from all other categories (students from low performing schools; socio-economic groups 4-7; minority ethnic groups and local postcodes) declining.

Over the same period, progress in diversifying the University's undergraduate intake has followed a similar pattern, with small improvements in only three categories (students from low participation neighbourhoods; disabled students and local students). The proportion of mature students; students from low performing schools; students from socio-economic groups 4-7 and from minority ethnic groups has fallen.

³ £16.8m from students progressing under the current system and £9.6m from students entering the University under the new system

⁴ The UCAS tariff attributes a value of 120 points to a grade A at 'A' level, whereas the QCA tariff attributes a value of 270 points to a grade A.

In endeavouring to achieve a better understanding of this pattern of applications and intake, we undertook a major review of the way in which we monitor progress in this area. Drawing on work undertaken by our Widening Participation Research Cluster, we made a conscious decision to move away from assessing our performance against the HESA sector average benchmarks, in favour of developing our own milestones, linked, in most cases, to the Russell Group median, which was felt to provide a more relevant context for self-assessment. The University currently falls significantly short of the majority of these milestones, details of which are provided at **Appendix Two**.

The University's track record in the area of retention is substantially better (according to HESA performance indicators, of the students aged under 21 who entered the University in 2007/08, only 3.6% withdrew without completing their programme) but we have some evidence to suggest that we are less successful in retaining students from some under-represented groups. For example, the withdrawal rate for mature students entering the University in 2006/07 was 12.1%. Further analysis to improve our understanding of retention patterns for other widening participation categories has recently been initiated and the results will be used to inform future interventions in this area.

4.2 Expenditure

This assessment of our current progress has led us to conclude that substantial investment in additional access measures is called for. In 2012/13, a total of £7.8m will therefore be invested in these measures, rising to £11.89m in 2015/16 (steady state). This represents 35% of the total income from additional fees. A high level summary of how this investment will be attributed in steady state is provided in the table below. The amounts quoted will rise annually in line with inflation (assuming that fee levels also rise to reflect inflation). The balance of investment across the different categories reflects our assessment of current priorities. For example, increasing investment in outreach has been prioritised over supporting retention but we have nevertheless recognised the need for some additional transitional support for students recruited from under represented groups. This balance will be kept under review in the light of levels of progress. In particular, improved recruitment of students from low income backgrounds has the potential to impact significantly on the cost of our student finance package, which may need to be adjusted accordingly in future years. Further detail (including details of proposed investment during the intervening years) is provided in **Appendices One and Three**.

Outreach activities	£2.01m
Progression/retention activities	£0.57m
Other continuing activity (e.g. job shop; student funding advisers)	£0.43m
Student Hardship Funding	£0.25m
Student Finance Package	£8.63m
TOTAL REINVESTMENT	£11.89m

5. Additional Access Measures

Additional access measures fall into three main categories:

- Outreach activities
- Progression/retention-related activities
- Student financial support

Our intended approach in each of these areas is described in more detail below:

5.1 Outreach activities

The University of Bristol will increase investment in outreach activities by £1.16m - from £0.85m per annum to £2.01m per annum by the time we reach steady state in 2015/16.

The University of Bristol has an established programme of outreach activity, working both collaboratively with partner institutions and in our own right to diversify the University's own student population as well as to widen participation in Higher Education more generally.

Aimhigher We have been an active member of the Aimhigher West region for the past seven years, providing leadership for school-based mentoring and tutoring programmes across the region and contributing to a wide range of aspiration- and attainment-raising activities including residential summer schools. Every year, through the Aimhigher programme, the University has worked with over 6,000 students, supporting primary school children through to mature learners.

Realising Opportunities The University is a member of Realising Opportunities (RO), a unique collaboration of 12 research intensive universities working together to promote fair access and social mobility of students from under-represented groups. The Realising Opportunities programme provides support for students through interventions designed to raise aspirations and enable them to demonstrate their potential for success at a research intensive university. These interventions are offered both at their local participating university, and nationally, so that the student can tailor the programme to meet their own needs and interests. The programme includes a national conference which is a compulsory element for all participating students. Each student is supported through the programme by a student e-mentor. The mentor, an undergraduate student from one of the 12 universities, provides ongoing support and encouragement. Successful completion of RO, which includes a robust academic element, will lead to students receiving an alternative offer through UCAS from the University of Bristol.

Western Vocational Progression Consortium The University is also a member of the Western Vocational Progression Consortium (WVPC) which contributes to its widening participation strategy. The Western Vocational Progression Consortium comprises the 7 higher education institutions in the northern sub-region of the South West and, through these HEIs, their collaborative partners. The work of the Consortium focuses on the progression of vocational and non-traditional learners into and through higher education and the development and support of higher education in further education. The consortium is jointly responsible for the Lifepilot website (www.life-pilot.co.uk) which offers information, advice and guidance to adult, part-time and work-based learners and through its blog glimpses of student experiences.

University of Bristol specific initiatives The University also offers a comprehensive programme of summer schools and outreach initiatives targeting a range of students from primary age through to mature students. Our Access to Bristol programme provides sustained curriculum enrichment for 'A' Level students across 15 different subject streams, with the Law stream forming part of the College of Law's *Pathway to Law* programme, an innovative initiative to provide opportunities for students from state schools in England who are interested in a career in law and will be first generation attendees at university. Established by the College of Law and the Sutton Trust, the programme targets students from under-represented backgrounds and provides support throughout years 12 and 13, and beyond into university.

Since 2004 the University has been a co-sponsor of a new Academy school in South Bristol which replaced the former Withywood Community School. The Merchants' Academy opened in 2008 and the University has played an active role from the start,

providing senior level specialist input to the Board of Governors, as well as work placements, outreach engagement and funding for a community-based research project amongst other activities. This commitment will continue as the Academy becomes more established and the University will support its development as an 'all-through' school.

In 2010/11, we invested a total of £0.85m in outreach activities. Transition to a new environment (marked by the introduction of higher tuition fees and by the discontinuation of the Aimhigher scheme) provides the opportunity to increase our total investment in this area by £1.16m (to £2.01m by the time we reach steady state in 2015/6) and, at the same time, to review the focus of our outreach programme to ensure that it supports progress towards our milestones for widening participation, as effectively as possible.

In particular, we are:

- Increasing the emphasis placed on activities designed to support conversion from application to acceptance and then intake. Since its inception in 2007, our personal adviser scheme, which provides targeted support to mature applicants and applicants from schools with low HE progression rates has had a positive impact on conversion. During the period 2007-2009, conversion from offer to intake for target groups rose from 62% to 68% (mature applicants) and from 25% to 31% (applicants from schools with low HE progression rates). We aim to build on this by further expanding the scheme. Customer Relationship Management software, purchased this year, will be harnessed to support this activity. We also plan to embed across all programmes contextualised offers to applicants from low-performing schools (in accordance with the outcomes of research undertaken by our Widening Participation Research cluster).
- Expanding the Access to Bristol scheme, building on its success in improving application to intake conversion rates among participating students (In 2010/11, 25% of applicants who had participated in the Access to Bristol scheme went on to study at the University, which compares with an overall applicant to intake conversion rate of 9%). Included here is an ongoing commitment to the *Pathways to Law* scheme. Our intention is that, in future, summer school and other Bristol-specific outreach initiatives will become a more integral part of these programmes and an enhanced student funding package will be available to students who have participated in the scheme. We will also explore the feasibility of replicating the internship element of Pathways to Law in other relevant streams of the wider Access to Bristol scheme.
- Making provision to continue to work collaboratively with other HEIs in the Bristol area to support generic widening of participation in higher education (subject to reaching agreement on the precise details of the nature of the work). This will include activities designed to raise aspirations to HE, supporting pre-HE achievement and encouraging progression. We envisage that activities will be reviewed and rebalanced and/or re-focused to provide a better fit with Bristol's own definition of academic potential and we are working with the Universities of Bath and Exeter on closer collaboration in this area.
- Making provision to embed the Realising Opportunities scheme, once the current HEFCE-funded pilot comes to an end. The Realising Opportunities Strategy Group has unanimously agreed that the 12 participating institutions will each commit £35,000 to the scheme in 2012-13. This commitment will ensure that the momentum of the programme is maintained, will enable the recruitment of a third cohort of students, and will build up the evidence base for evaluating the impact of the project. As with the Access to Bristol scheme, the University of Bristol intends to link its summer school provision more closely to this initiative in future.
- Actively exploring opportunities to engage in partnership work with a number of external organisations in order to improve educational attainment in the local area. One such organisation is *IntoUniversity* whose programme, already well-established in London, has an impressive track record, with 70% of participating year 13 students

progressing directly to Higher Education (as compared with a national average of 24% for students receiving free school meals). Meetings have already been set up to discuss the feasibility of establishing the first partnership with *IntoUniversity* outside London.

- Proposing to broaden the scope of our student financial advice provision, integrating this with our personal adviser scheme for widening participation applicants to include pre-arrival advice on student finance options.
- Reaffirming our commitment to our Widening Participation Research Cluster, which is currently focusing on the relevance of educational context to GCSE performance, with a view to further refining our contextualised approach to admissions decision making.
- Proposing to assess the feasibility of establishing a new progression route to facilitate access to the University. As scoping work has not yet commenced, it is difficult to be more precise about the nature of this development. Options for consideration will include progression routes which are specific to our professional programmes (particularly Medicine, Dentistry and Veterinary Science) as well as more broadly-based models. It seems likely that any such development will be progressed in partnership with an FE- or another HE-provider.

A more detailed summary of our plans for investment in activity to support outreach, conversion and retention is provided at **Appendix Three**. All of the expenditure included in this table relates to activity which is 'countable' according to the definition provided in paragraph 37 of the OFFA guidance. Our widening participation strategy also contains plans for continued improvement of fair admissions procedures.

In addition **Appendix Four** identifies activity previously funded through the Aimhigher initiative which we will wish to continue in some form during 2011/12 and, therefore, wish to count as expenditure within this Access Agreement

5.2 Progression/retention-related activities

While the University of Bristol's overall track record in student retention is strong, we will increase investment in activities which provide support for the specific challenges which students from widening participation backgrounds often face in making the transition to university-level study by £0.6m – from £0.4m per annum to £1m by the time we reach steady state in 2015/16.

While the University has a strong track record in the area of student retention, we recognise that students from widening participation backgrounds often face specific challenges in making the transition to university level study and that this is reflected in higher than average withdrawal rates for a number of under represented groups. We currently invest £2.1m p.a. in student welfare services and £1.2m p.a. in student careers and employability support. A further £0.4m is allocated to initiatives specifically designed to provide support in the area of retention of students from under-represented groups. We now plan to increase this by around £0.6m (to £1m by the time we reach steady state in 2015/16) in order to:

- Expand our peer education and peer assisted learning programmes, which have been successfully piloted in two faculties.
- Review university-level induction and transition support more widely to ensure that students from widening participation backgrounds continue to be as well supported as possible.
- Develop a programme of subject-specific skills support for each faculty.
- Enhance our student support provision.

For further details, please *see Appendix Three*.

5.3 Student financial support

As part of our strategy for widening participation, we have made a clear commitment to ensuring that, as fees increase, students with genuine financial need are in receipt of good advice and appropriate financial assistance. Our aim is to ensure that no student has legitimate reason to be deterred from applying to Bristol because of their inability to meet the costs of living and studying here.

To underpin this aim, the University's core Financial Support Package from 2012 will deliver:

- A reduced tuition fee of £3,500 p.a. for all students whose residual household income is £15k or below. ***These students will pay no more for their education than they would under the current financial arrangements.***
- A reduced tuition fee of £4,500 p.a. for all students whose residual household income is £20k or below.
- A reduced tuition fee of £6,000 p.a. for all students whose residual household income is £25k or below.

In addition, we will offer an enhanced financial support package to students who have participated in our Access to Bristol scheme. This will deliver:

- A full tuition fee waiver and an annual maintenance bursary valued at £3750 for those Access to Bristol 'graduates' who have a residual household income of £25k or below. ***These students should be able to complete their studies at Bristol without incurring any debt in respect of either tuition or maintenance costs.***

All the above amounts are valid for 2012/13 and will increase annually in line with inflation (assuming that tuition fees also rise to reflect inflation). Eligibility will be determined in accordance with the SLC assessment of household income for state support purposes.

Embedded within this package are awards to be made through the National Scholarship Programme. Our assumption from the available information is that our £420k allocation will rise to £840k in 2013/14 and to £1.26m in 2014/15. These awards will be offered as fee waivers, as an integral part of the student finance programme described above. Awards made through the National Scholarship Programme will be made where a student's residual household income is £5,000 or below.

Our student funding office's analysis of the costs of living and studying in Bristol suggests that, for those students in lower income groups, our core student finance package, combined with state support (in the form of both tuition fee loans and maintenance grants/loans) and some part-time working should comfortably ensure that eligible students have sufficient funding at their disposal to cover normal tuition and maintenance costs while at the University.

While developing the package, we also discussed proposals with our Students' Union President and Vice-President (Education) and undertook some small-scale focus group work in local schools to clarify the levels of support which would be most attractive to widening participation applicants.

While we are confident that, for most students, this package should provide an appropriate level of support, we are, in addition to the core package, increasing our investment in hardship funds to provide an additional safety net for those UK undergraduate students who, through no fault of their own, find themselves in financial difficulty during their studies. From 2012/13, a total of £350k will be set aside for this purpose (an increase of £130k on current provision). Priority for these funds will be given to students with the greatest financial need, taking into account the other financial support which they receive as well as their ability to undertake part-time work (we recognise, for example, that students with dependents and

those on particularly intensive courses may not be able to work part-time during their studies). On the basis of past experience, it is estimated that approximately 70% of these funds (i.e. £245k) will be allocated to students from groups countable by OFFA.

In parallel with the arrangements for 2012/13 described in this document, we will continue to honour our financial commitments to students admitted to the University on financial support packages described in previous Access Agreement.

A more detailed breakdown of our proposed levels of investment in student financial support is provided in the separate **OFFA Annex B**.

6. Targets and Milestones

For the purposes of this Access Agreement, the University of Bristol will assess progress in widening participation against a combination of progress measures which, between them, are designed to assess:

- The specific impact of a number of key outreach initiatives.
- Year on year progress in diversifying our applicant and student population.

Bearing in mind the range of outreach activities which we plan to offer, we intend to measure year on year progress in attracting a wider pool of applicants by focusing on each of the following categories:

- Applicants from low performing schools
- Mature applicants
- Applicants from low participation areas
- Applicants from socio-economic groups 4-7
- Applicants from minority ethnic groups
- Disabled applicants
- Local applicants

Progress measures for each of these categories are provided at **Appendix Five**. As far as possible, these have been calculated taking account of the expected impact of a number of specific outreach initiatives (the Access to Bristol scheme, summer school programme and personal adviser scheme), each of which also has more detailed performance targets associated with them (also detailed at **Appendix Five**). Our assumption is that increases in the percentage of applications from under represented groups will not be achieved at the expense of applications from more traditional markets. To achieve the specified increases, we will therefore also need to increase the absolute number of applications from under-represented groups (and so the overall number of applications to the University).

Only two of these categories have any bearing on our admissions process, which provides for school performance and mature applicant status to be taken into account as part of a holistic selection process. For this reason, measurement of the University's intake profile will be focused on these categories only.

All progress measures will be re-calculated annually to reflect assessment of our progress to date. In addition, it should be noted that we intend to carry out further research, for example, to better understand the impact of educational standards in the Bristol area on our ability to progress at the specified rates; we may need to adjust the progress measures contained in this agreement for future years to reflect the findings.

We also hope to develop measures to assess the contribution of our collaborative activity to widening participation to the Higher Education sector as a whole but, as we are still in the early stages of agreeing our approach to this, it is too early to articulate these measures.

7. Monitoring and Evaluation

Progress in delivering our widening participation strategy is carefully monitored by the University's Education Committee. This Committee is chaired by the Pro Vice-Chancellor (Education and Students) and includes representation from all faculties as well as the Students' Union.

In addition, the Education Committee (through its Admissions, Recruitment and Widening Participation Strategy Group – also chaired by the Pro Vice-Chancellor Education, with a membership which includes admissions and widening participation expertise as well as Students' Union representation) requires each of the University's faculties and relevant support services divisions to submit, and report against, an annual action plan, containing detailed actions which support the delivery of the Widening Participation Strategy. Specific initiatives are also evaluated using a range of quantitative and qualitative measures, a number of which are included in our Access Agreement (please see **Appendix Five**).

The Widening Participation Strategy Implementation Group (a working group of the Admissions, Recruitment and Widening Participation Strategy Group) will conduct a detailed annual review of progress against commitments contained in this Access Agreement, reporting any key conclusions, achievements or concerns to the Admissions, Recruitment and Widening Participation Group, which will have responsibility for overseeing compliance and monitoring progress against the targets contained in the agreement, on behalf of the Education Committee.

At an operational level, responsibility for delivery and monitoring rests with the Widening Participation team, reporting to the Director of Student Recruitment, Access and Admissions.

8. Provision of Information to Students

Details of tuition fee levels and of the financial support available to students will be routinely published in our prospectus and on our website. For 2012/13, government guidance was not available in time for these details to be included in the printed prospectus. However, this refers prospective students to our website for further information, which will be published there as soon as OFFA approval of our proposals is received and well in advance of the start of the 2011/12 application cycle. We also plan to write directly to schools to draw attention to our fee levels and financial support package.

Our Student Funding website includes a 'funding calculator', designed to enable students to work out the likely costs of studying at Bristol and to identify the various sources of funding (including both government and University of Bristol support) which they might be able to draw on to support themselves during their studies.

Over the next few years, we also aim to widen the scope of our personal adviser scheme for widening participation applicants to ensure that targeted applicants have the opportunity to access student funding advice prior to taking up their place at the University.

Information on tuition fee levels and of the financial support available to students will also be made available, in a timely manner, to UCAS and to the SLC, as they reasonably require, to populate their applicant-facing web services.

Appendix One
Investment of Additional Fee Income – Transition Period

	2012/13	2013/14	2014/15	2015/16 (steady state)
Outreach activities	£1.86m	£1.92m	£1.98m	£2.01m
Progression/retention activities	£0.53m	£0.54m	£0.56m	£0.57m
Other continuing activity (e.g. job shop; student funding advisers)	£0.37m	£0.39m	£0.40m	£0.43m
Student Hardship Funding	£0.25m	£0.25m	£0.25m	£0.25m
Student Finance Package	£4.79m	£6.30m	£7.68m	£8.63m
TOTAL REINVESTMENT	£7.8m	£9.4m	£10.87m	£11.89m
% of additional fee income	30%	32%	33%	35%

Appendix Two
Progress in Widening Participation to the University of Bristol

WP Category	Application Milestone	Actual Applications 2008/09	Actual Applications 2009/10	Actual Applications 2010/11
Mature Students	11.4%	7.7%	8.4%	9.1%
Students from low performing schools / colleges ³	46%		30.8%	26.4%
Students from Low Participation Areas ²	17.7%	7.8%	14.8%	14.5%
Socio-economic groups 4-7	25.2%	19.8%	13.7%	13.6%
Minority ethnic students	19.1%	15.3%	14.1%	12.8%
Disabled students	4.6%	4.7%	4.8%	5.6%
Local students	6%	3.7%	3.6%	3.6%

WP Category	Intake Milestone	Actual Intake 2008/09	Actual Intake 2009/10	Actual Intake 2010/11
Mature Students	9%	5.3%	5.2%	4.4%
Students from low performing schools / colleges ³	40%		27.1%	25.3%
Students from Low Participation Areas ²		5.5%	11.9%	10.4%
Socio-economic groups 4-7		14.9%	13.4%	11.6%
Minority ethnic students		10.9%	10.8%	10.0%
Disabled students		6.8%	6.2%	7.1%
Local students		4.2%	5.2%	5.0%

Note that, whilst application milestones are set for all categories, intake milestones are only be set for mature students and low performing schools, these being the two categories which we take active account of in the selection process.

Most milestones are calculated by benchmarking the University's position against its Russell Group comparators. The exception is the milestone for low performing schools which are defined as those which in the previous year ranked in the bottom 40 per cent of all schools and colleges in relation to the average score per 'A' Level entry, the average score per 'A' Level entrant or the percentage of students applying to Higher Education. The methodology which underpins this particular milestone was developed by the University's Widening Participation Research Cluster and is based on a detailed analysis of the entry grades and degree outcomes of Bristol students admitted from both widening participation and non-widening participation backgrounds. If achieved, our current milestone would deliver an intake profile comparable to the median within the Russell Group.

In the course of the next few years, further research will be undertaken, for example, to assess any possible impact of the poor quality of state secondary education in the University's primary catchment area on the University's ability to achieve its long term goals. It is possible that the above milestones may need to be revised further to reflect the outcomes of this work.

Appendix three

Investment in Activities to support Outreach and Progression/Retention

The following table summarises the approximate allocation of funding to support outreach and student progression/retention over the period from 2012/13 until the new funding arrangements reach steady state in 2015/16. The exact breakdown is likely to vary year on year as plans evolve.

Outreach activities	2012/13		2015/16	
	Coverage	Cost	Coverage	Cost
Awareness-raising activities including: Schools outreach	10,000 students (primary – post 16)	£160k	12,000 students (primary – post16)	£180k
Mature student-related activity Open days	1500 students 2		2000 students 2	
Summer Schools	160 year 12 students	£60k	160 year 12 students	£60k
Access to Bristol scheme	500 year 12 students	£70k	575 year 12 students	£80k
WP Marketing materials		£16k		£18k
WP Research Cluster		£30k		£34k
Collaborative Activity including: Realising Opportunities	30 year 11 students	£200k	30 year 11 students	£200k
Post-Aimhigher provision	50 year 11 students		70 year 11 students	
Attainment raising activity delivered with external partners	1500 students (years 9-13)		2000 students (years 9-13)	
Personal adviser scheme	200 mature applicants 670 applicants from schools with low HE progression rates	£100k	350 mature applicants 1150 applicants from schools with low HE progression rates	£115k
Pathway/progression route development		£200k		£200k
Other (including general costs and provision for faculty developments)		£106k		£133k
Faculty outreach salaries	1FTE for each of 6 faculties	£300k	1FTE for each of 6 faculties	£300k
WP team and personal adviser salaries		£618k		£694k
Total Outreach		£1.86m		£2.01m

Progression/retention activities				
Student Navigation Network	5000 first year undergraduates	£20k	7000 first year undergraduates	£29k
Peer Assisted Learning scheme	600 first and second year undergraduates	£10k	1200 first and second year undergraduates	£10k
Disability support		£5k		£6k
Subject-specific skills scheme	1 skills adviser for each of 6 faculties	£300k	1 skills adviser for each of 6 faculties	£300k
Induction/transition improvements		£10k		£10k
Enhanced student services support		95k		£115k
WP team salaries		89k		£99k
Other continuing progression-related activities(student job shop, student finance website, student funding advisers etc)		372k		431k
Total Progression/Retention		£901k		£1m

Appendix Four
Summary of 2011/12 Outreach costs to be counted against Access Agreement

Activity	Cost
Outreach activities covered by current (2010/11-2013/14) Access Agreement	£693k
Collaborative activity to replace current Aimhigher provision	Salaries £86k
	Non-Salaries £42k
Other activities covered by current (2010/11-2013/14) Access Agreement (student job shop; student finance website; student funding advisers; administrative costs)	£365k
Total 2011/12 Outreach costs to be counted against Access Agreement	£1.19m

**Appendix Five
Progress Measures**

1. Activity-Based Measures

Access to Bristol Scheme

	Actual Number 2008/09	Actual Number 2009/10	Actual Number 2010/11	Target Number 2011/12	Target Number 2012/13	Target Number 2013/14	Target Number 2014/15	Target Number 2015/16	Target Number 2016/17
Participating Students	163	225	269	270	500	525	550	575	600
	Actual Number 2010 Entry	Target Number 2011 Entry	Target Number 2012 Entry	Target Number 2013 Entry	Target Number 2014 Entry	Target Number 2015 Entry	Target Number 2016 Entry	Target Number 2017 Entry	Target Number 2018 Entry
Applications	67	92	108	108	200	210	220	230	240
Intake	17	23	27	27	60	67	70	73	76

Summer Schools

	Actual Number 2009	Actual Number 2010	Target Number 2011	Target Number 2012	Target Number 2013	Target Number 2014	Target Number 2015	Target Number 2016
Participating Students	140	120	160	160	160	160	160	160
	Actual Number 2010 Entry	Target Number 2011 Entry	Target Number 2012 Entry	Target Number 2013 Entry	Target Number 2014 Entry	Target Number 2015 Entry	Target Number 2016 Entry	Target Number 2017 Entry
Applications	72	62	82	90	98	106	114	122
Intake	9	9	32	35	37	39	41	43

Personal Adviser Scheme

	Actual Conversion offer to intake				Target Conversion offer to intake					
	2007 Entry	2008 Entry	2009 Entry	2010 Entry	2011 Entry	2012 Entry	2013 Entry	2014 Entry	2015 Entry	2016 entry
Local (excl mature)	25%	27%	31%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mature	62%	62%	68%	48%	50%	52%	54%	56%	56%	56%
Low progression South West	N/A	N/A	N/A	34%	36%	38%	40%	42%	42%	42%
Low progression West Midlands	N/A	N/A	N/A	27%	29%	31%	33%	35%	35%	35%
Number of offers on which data based										
Local (excl mature)	486	562	497	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mature	110	114	112	189	200	200	300	350	350	350
Low progression South West	N/A	N/A	N/A	594	600	600	700	800	900	1000
Low progression West Midlands	N/A	N/A	N/A	63	70	70	100	125	150	200

Peer Mentoring and Peer Assisted Learning schemes

	Actual Number 2010/11	Target Number 2011/12	Target Number 2012/13	Target Number 2013/14	Target Number 2014/15	Target Number 2015/16
Peer Mentoring Scheme						
Coverage	3765	3765	4600	6000	6500	6500
Participating students	154	250	400	500	600	650
Peer Assisted Learning						
Coverage	265	300	500	1000	1500	2000
Participating students	30	75	100	200	350	400

NB both schemes operate on an 'opt-in' basis. The *coverage* figure therefore relates to the number of students that the scheme is offered to and the *participants* figure relates to the number who choose to participate.

2. Category-based Measures⁵

Annual Progress Measures - Applications

WP Category	Actual Applications 2010 Entry	Application Progress Measure 2012 Entry	Application Progress Measure 2013 Entry	Application Progress Measure 2014 Entry	Application progress measure 2015 Entry	Application Progress measure 2016 Entry
Students from low performing schools/colleges	26.4%	26.5%	27.5%	29%	30%	31%
Mature students	9.1%	9.2%	9.5%	10%	10.5%	11%
Students from Low Participation Areas	14.5%	14.6%	15%	15.5%	16%	16.5%
Socio-economic groups 4-7	13.6%	13.7%	14%	15%	15.5%	16%
Minority ethnic students	12.8%	12.9%	13.2%	13.7%	14.2%	14.7%
Disabled students	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
Local students	3.6%	3.7%	4%	4.7%	5%	5.5%

Annual Progress Measures - Intake

WP Category	Actual Intake October 2010	Intake progress measure 2012 Entry	Intake Progress Measure 2013 Entry	Intake Progress Measure 2014 Entry	Intake Progress Measure 2015 Entry	Intake Progress Measure 2016 Entry
Students from low performing schools/colleges	25.3%	25.4%	25.5%	26.5%	27.5%	28.5%
Mature Students	4.4%	4.5%	4.6%	5%	5.5%	6%

⁵ While we have chosen to articulate our annual progress measures as percentages of total application or intake numbers, we are aware that focusing on percentages alone could mask changes in absolute application or intake numbers. Internal monitoring will therefore keep both percentages and absolute numbers under review.

Withdrawals during first year of study

WP Category	Actual 2006/07 Entry	Progress measure 2011/12 Entry	Progress measure 2012/13 Entry	Progress measure 2013/14 Entry	Progress measure 2014/15 Entry	Progress measure 2015/16 Entry	Non-WP cohort 2006/07 entry
Low participation neighbourhoods	5.4%	5.4%	5.3%	5.1%	5.0%	4.9%	3.2%
Socio-economic groups 4-7	3.7%	3.7%	3.65%	3.65%	3.6%	3.6%	3.6%
Non-white	2.6%	2.6%	2.6%	2.6%	2.6%	2.6%	3.6%

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	
Other (please give details in the next column)	Applications - low performing schools	2010/11	0.264	0.265	0.275	0.29	0.3	0.31	Baseline data is for students applying for entry in October 2010. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Mature	Applications	2010/11	0.091	0.092	0.095	0.1	0.105	0.11	Baseline data is for students applying for entry in October 2010. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Location (other measure - please give details in the next column)	Applications polar quintiles 1 & 2	2010/11	0.145	0.146	0.15	0.155	0.16	0.165	Baseline data is for students applying for entry in October 2010. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Socio-economic (other measure - please give details in the next column)	Applications groups 4-7	2010/11	0.136	0.137	0.14	0.15	0.155	0.16	Baseline data is for students applying for entry in October 2010. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Ethnicity	Applications minority ethnic groups	2010/11	0.128	0.129	0.132	0.137	0.142	0.147	Baseline data is for students applying for entry in October 2010. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Disabled	Applications	2010/11	0.056	0.056	0.056	0.056	0.056	0.056	We already exceed milestone for this category. Aim is to sustain.
Location (other measure - please give details in the next column)	Applications local (BA &BS postcodes)	2010/11	0.036	0.037	0.04	0.047	0.05	0.055	Baseline data is for students applying for entry in October 2010. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Other (please give details in the next column)	Intake - low performing schools	2010/11	0.253	0.254	0.255	0.265	0.275	0.285	Baseline data is for October 2010 intake. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand Access to Bristol scheme
Mature	Intake	2010/11	0.044	0.045	0.046	0.05	0.055	0.06	Baseline data is for October 2010 intake. First target relates to students applying for entry in October 2012. Rate of growth linked to plans to expand personal adviser scheme
Completion/Non continuation (other - please give details in the next column)	Withdrawals in first year LPN	2006/07	0.054	0.053	0.051	0.05	0.049	0.049	Baseline data is for October 2006 intake. First target relates to 2012 intake

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	
Outreach / WP activity (other - please give details in the next column)	Access to Bristol scheme - participants	2010/11	269	500	525	550	575	600	Baseline data is for students participating in 2010/11. First target relates to students participating in 2012/12 Please see access agreement appendix 5, where presentation makes the relationship between participant numbers and applicants/intake clearer than is possible here.
Outreach / WP activity (other - please give details in the next column)	Access to Bristol scheme - applications	2010/11	67	108	108	200	210	220	Baseline data is for applications for entry in October 2010. First target relates to applications for entry in October 2012 Please see access agreement appendix 5. Presentation makes the relationship between participant numbers and applications/intake clearer than is possible here.
Outreach / WP activity (other - please give details in the next column)	Access to Bristol scheme - intake	2010/11	17	27	27	60	67	70	Baseline data is for intake in October 2010. First target relates to intake in October 2012 Please see access agreement appendix 5. Presentation makes the relationship between participant numbers and applications/intake clearer than is possible here.
Outreach / WP activity (summer schools)	Participants	2009/10	120	160	160	160	160	160	Baseline data is for students participating in summer 2010. First target relates to students participating in summer 2013 Please see access agreement appendix 5. Presentation makes the relationship between participant numbers and applications/intake clearer than is possible here.
Outreach / WP activity (summer schools)	Applications	2010/11	72	82	90	98	106	114	Baseline data is for applications for entry in October 2010. First target relates to applications for entry in October 2012 Please see access agreement appendix 5. Presentation makes the relationship between participant numbers and applications/intake clearer than is possible here.
Outreach / WP activity (summer schools)	Intake	2009/10	9	32	35	37	39	41	Baseline data is for students participating in summer of 2010. First target is for students participating in summer of 2013 Please see access agreement appendix 5. Presentation makes the relationship between participant numbers and applications/intake clearer than is possible here.
Other (please give details in the next column)	Personal adviser scheme target numbers (mature)	2010/11	189	200	300	350	350	350	Baseline data is for applicants for entry in October 2010. First target relates to applicants for entry in October 2012
Other (please give details in the next column)	Personal adviser scheme target numbers low progression (SW)	2010/11	594	600	600	700	800	900	Baseline data is for applicants for entry in October 2010. First target relates to applicants for entry in October 2012

Annex A: Access agreements for 2012-13: OFFA template for mainstream ITT providers (HEIs and FECs)

Name of institution	University of Bristol
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Please complete this template, and the Excel return at Annex B, and return to us using the HEFCE extranet by 30 March 2012.

Where your arrangements are the same as for other courses, we would encourage you to cross-refer to your main agreement wherever possible, rather than seeking to replicate information from that main document here.

Part one: Introduction to your agreement

A. Your current position in relation to access and, where appropriate, retention

Please use this section to set out any specific issues or aims for your access agreement work in respect of ITT that aren't already set out in your existing agreement for 2012-13. This section doesn't have to be long; however, it will help us to understand what your access agreement is setting out to achieve in respect of ITT. You may wish to consider whether there are separate issues for undergraduate and postgraduate ITT.

You may also wish to cross-refer to the issues or aims stated in your main agreement, if appropriate.

In most respects, the profile of our PGCE intake is either more or less in line with or better than that of both key comparators in this field (i.e. the Institute of Education, University of London and the Universities of Bath; Birmingham; Cambridge; East Anglia; Exeter; Manchester; Nottingham; Oxford; Southampton and Warwick) and other local providers (Bath Spa University; UWE; and the Universities of Bath and Gloucestershire)

In 2011/12, we recruited a cohort which was 39% male: 60% female (which compares with 29% male: 71% female for the comparator group and 25% male: 75% female for the local group). 7% of the intake declared a disability (compared with 8% for the comparator group and 7% for the local group). 42% were categorised as 'mature' (compared with 49% of the comparator group and 47% for the local group).

Our biggest challenges relate to the recruitment of minority ethnic students. In 2011/12, non-white students made up only 6.47% of our PGCE applications and 5.07% of intake (compared with 12% intake to the benchmark group and 6% intake to local comparators).

Part two: Fee limits, spend on access and financial support for ITT trainees

B. Fees you are proposing to charge for your ITT courses

Your access agreement should set out the tuition fees you intend to charge new entrants to a) undergraduate and b) postgraduate ITT in 2012-13. There is no requirement or expectation that your fee for undergraduate or postgraduate ITT should be the same as for your other courses – this is a matter for you to decide.

With effect from 2012, the University of Bristol intends to charge an annual tuition fee of £9,000 (increasing annually in line with inflation) for all UK and EU students on full-time PGCE programmes.

It is anticipated that this will generate ‘additional’ income above the basic fee of approximately £645k per annum.

C. Amounts of additional fee income to be spent on access measures

Taking into account any new access agreement investment relating to ITT, as well as your existing agreement, what is your estimated spend on access measures as a proportion of your income over £6,000 per fee?

As a broad guideline, for undergraduate ITT, our starting expectation is the same as that set out in our original guidance on how to produce an access agreement for 2012-13 (see OFFA 2011/01, paragraph 39). For postgraduate ITT, we would expect you to recycle a minimum of around 10 per cent of your fee income over £6,000 on access or retention measures. (Note: we will be taking a holistic view when considering whether your proposed spend is in line with our expectations. In other words, we do not necessarily require you to ring-fence set amounts for undergraduate or postgraduate initial teacher training. You simply need to make sure that the overall levels of spend – including ITT – are in line with our expectations.)

From 2012/13, the University of Bristol will invest £64,500 per annum in additional access measures to support diversification of our PGCE population. This equates to approximately 10% of additional PGCE fee income.

D. Financial support for trainees

In this section you should set out:

- *what you plan to spend on targeted fee waivers, bursaries and in-kind support for a) undergraduate and b) postgraduate trainees in 2012-13*
- *the amounts of support and the eligibility criteria for new entrants.*

You may wish to state whether the financial support for these trainees is the same or differs from your existing agreement.

The majority of PGCE students will be able to access financial support from other sources. We do not therefore believe that a financial support package mirroring our undergraduate support package is appropriate. However, we feel that there is still a case for a small scale financial package to ensure that PGCE students from low income backgrounds are not deterred.

In 2012/13, the University of Bristol will therefore invest approximately £48k p.a. to fund the following financial support package for students entering our PGCE programme:

- A bursary of £9k for students with a first class undergraduate degree; whose residual household income is £42k or below and who is not already in receipt of bursary funding of £5k or above from another source.
- A bursary of £5k for students with an upper second class undergraduate degree; whose residual household income is £42k or below and who is not already in receipt of bursary funding of £5k or above from another source.

Means-testing will be undertaken in two phases:

- An initial assessment will be made on the basis of SLC data, as in the case of our undergraduate financial support package. Any student identified as having a residual household income of £42k or below will move on to the second phase of assessment.
- In the second phase of assessment, we will factor in any bursary support which students are eligible for from other sources. Any student who meets the academic criteria detailed above and not eligible for a bursary of £5k or above from another source would be eligible for a University of Bristol bursary.

This will ensure that financial support is targeted at those most in need. As a good proportion of BME students currently apply for PGCE streams which do not readily attract bursary funding from other sources, we anticipate that there will also be an indirect benefit for our efforts to increase the number of students from minority ethnic backgrounds undertaking a PGCE at the University.

The University reserves the right to reduce the bursary amounts, should the number of eligible applicants in any given year result in the available funding being over-subscribed.

The financial package will be reviewed on an annual basis, within the context of any potential changes in wider bursary availability.

Part three: outreach and retention

E. Outreach and retention work

If you are proposing to introduce additional outreach or retention work in respect of ITT, over and above the outreach/retention work you have committed to in your existing 2012-13 access agreement, please include details here.

Alternatively, please indicate where your outreach or retention work in respect of ITT is already covered by your main agreement.

For the purposes of an access agreement, outreach work includes any activity that involves raising aspirations and attainment among potential applicants from under-represented groups and encouraging them to apply to higher education. This includes outreach directed at young or mature students aspiring to full or part-time study. We particularly encourage sustained, co-ordinated activities that work with pupils and other potential applicants over a number of years.

By retention, we mean the additional (new) retention measures you commit to put in place to improve student retention and success (ensuring that trainees from under-represented groups access the full benefits of higher education).

With effect from 2012/13, the University of Bristol will invest £16.5k per annum in outreach measures, designed to support the diversification of the PGCE population.

Our primary aim is to use this investment to increase the number of BME students undertaking a PGCE. However, we hope to maximise benefit from our investment by integrating PGCE-specific outreach within the University's wider outreach programme. Specifically, we plan to:

- Build on our existing programme of school-based mentoring and tutoring by increasing both the overall number of student mentors/tutors and, where possible given employment legislation constraints, the proportion of mentors/tutors from BME backgrounds. We also propose to raise the profile of career opportunities in teaching within the group by supplementing the training which all mentors/tutors receive with academic input from the University's Graduate School of Education.
- Introduce sessions focusing on Higher Education advice and guidance into our Graduate School of Education's existing CPD programme for newly-qualified teachers, offering free places for teachers based in schools meeting widening participation eligibility criteria. To achieve this, we will draw on the HE advice and guidance experience of the University's Undergraduate Recruitment and Widening Participation team as well as the academic staff in the Graduate School of Education.
- Increase our support for the 'Path into Teaching' programme, coordinated by the University of the West of England.

PGCE-Related Outreach	2012/13	
Path into Teaching Scheme	????	£2.0k
Expansion of Mentoring/Tutoring Scheme	10 additional mentors	£10.5k
CPD for newly-qualified teachers	2 x CPD sessions	£4.0k
Total PGCE-related Outreach		£16.5k

Part four: Targets, milestones and monitoring

F. Targets and milestones

You may choose to develop specific additional targets and milestones which assess your performance in ITT over time – particularly if ITT trainees make up a significant proportion of your overall student body.

Alternatively, you may have targets and milestones in your existing 2012-13 access agreement which you now also wish to apply to undergraduate and/or postgraduate ITT trainees.

These targets may be statistical – based on how representative your entrants are and/or your retention performance – and might include annual or interim milestones to help you monitor whether you are making progress.

You may wish to include criteria around the numbers of trainees in receipt of a full or partial maintenance grant, as financial data will need to be collected to determine bursary support and the data will also be accessible through the Student Loans Company for HEBSS subscribers. You may also wish to consider the TDA guidance at Annex C which gives information on specific groups that are underrepresented in the teaching profession.

In this section, please state whether you intend to develop additional targets and milestones, or the extent to which you intend to use targets and milestones in your existing agreement which you now wish to extend to apply to undergraduate and/or postgraduate ITT trainees. Where you have new or amended milestones and targets, you should set these out in your Excel template (Annex B) at Table 6.

While it will be important to continue to monitor the profile of our PGCE population on an annual basis, annual intake to this programme is relatively small (c.215 students), making it difficult to set separate progress measures in any statistically robust way. Our emphasis will therefore be on the following activity-based measures:

Expansion of Mentoring/tutoring programme					
	Actual Number 2011/12	Target Number 2012/13	Target Number 2013/14	Target Number 2014/15	Target Number 2015/16
Number of mentors/ tutors	60	70	75	75	75
% BME	10	12	15	15	15

	Actual Number 2011/12	Target Number 2012/13	Target Number 2013/14	Target Number 2014/15	Target Number 2015/16
Number of Attendees	0	25	25	25	25
Number from WP target schools	0	10	10	10	10

G. Your monitoring arrangements

In your existing 2012-13 access agreement, you set out how you intended to monitor your fulfilment of your agreement. If you wish to add anything further, following the inclusion of ITT in your agreement, you may do so here.

The arrangements already described in the University of Bristol's 2012/13 Access Agreement will be extended to encompass monitoring of the ITT elements described in this Annex Analysis will also be undertaken in line with that expected under the prevailing Ofsted standards.

Part five: Information to students

H. Provision of information to trainees

As set out in our initial guidance for 2012-13 access agreements (OFFA 2011/01), you must publish clear, accessible and timely information for applicants and trainees on the fees you will charge and any financial support you will offer. This information should make it clear exactly what level of financial support you are offering trainees in each year of their studies. As well as providing clear and up-to-date information through your own information channels (websites, prospectuses etc), you also committed to provide such timely information to UCAS and SLC as they reasonably require to populate their applicant-facing web services. We will assume that this commitment extends to GTTR, where appropriate.

If you wish to add anything further, following the inclusion of ITT in your agreement, you may do so here.

