

# University of Derby Access Agreement 2012-13

## **Introduction**

This agreement sets out the University of Derby's arrangements for fees, levels of financial support, including our response to the requirements of the National Scholarship Programme, and plans for outreach and retention activity. The agreement has been developed in line with the latest guidance issued by the Office For Fair Access.

The University will maintain its commitment to delivering fair and facilitative access and progression arrangements as part of its overall commitment to widening participation. Activity relating to retention, achievement and employability already forms part of our holistic approach to widening participation, as detailed in the University's Widening Participation Strategic Assessment (WPSA). This agreement also outlines the additional work that we now plan to undertake.

We have reviewed our performance within a range of categories, and believe that we have a strong record of success in terms of access. We also recognise, within this agreement, that there are areas of performance which we would wish to improve further, together with examples of good practice which we will look to broaden and develop.

## **Fees limits for 2012-13**

The University proposes charging a range of tuition fees from September 2012 for its full-time undergraduate provision.

The University will offer provision within three initial fee bands, which have been set as follows -

- Specialist - £7,995 - for signature programmes with added value
- Resource Intensive - £7,495 - for programmes requiring specialist facilities
- Standard Classroom - £6,995 - for programmes delivered using generic resources

We may also seek to introduce a further Premium fee category for future cohorts, should circumstances warrant this. A fee level of £9,000 would be applied for programmes that were very distinctive, high cost and unique to Derby. At present, the University has no courses identified for which this maximum fee of £9,000 would be charged. Agreement from OFFA will be sought before any programme at this fee level is introduced.

For courses included in this agreement approximately 10% of our portfolio will be made up of specialist courses, 48% resource intensive and 42% standard classroom provision.

Full details of our fee structure for individual courses are available on our website at <http://www.derby.ac.uk/undergraduate/2012-fees/our-fee-categories>.

The average fee will be £7,336 - as such, our new access and retention commitments as set out in this agreement will be approximately £760,000 (subject to achieving planned student numbers).

In particular, the University is committed to ensuring that fees are presented in a simple and understandable format, enabling students to make an informed choice.

All fees will be publicised in advance to students, through partners as well as by the University, with our proposition based on a set of clear principles –

- There should be no surprises; the published fee will be inclusive and will be what the student actually pays.
- The structure of fee levels will be simple and easy to understand; all students will know what fee is being applied to each course

- The University will be open and honest about levels of fee and support available
- The University will focus on delivering the core characteristics of a Derby student's experience
- Fees will represent value for money.

The University also reserves the option to apply an annual increase in the fee from 2013-14 onwards, in line with the amount set by Government.

This fee regime is confirmed for new students commencing in 2012. Students commencing in subsequent years may be subject to an updated fee regime.

In the case of part time fees, the University is undertaking a review of its part time fees structure to ensure affordability and will provide final confirmation of planned part time fee levels in due course.

### **Expenditure on Access and Retention**

The University considers that it has achieved a good level of performance in terms of access and widening participation. We have consistently outperformed our benchmarks in relation to recruiting students from state schools, and although marginally below our benchmark in respect of participation by lower SEC groups, we are particularly pleased with our actual and comparative performance in relation to attracting students from low participation neighbourhoods. We have also increased significantly our recruitment of students in receipt of DSA in both absolute and comparative terms.

We therefore characterise ourselves within the band of institutions that might justifiably spend 15% of their additional resource on Access Measures, as defined in the OFFA guidance 2011/01.

We do, however, also recognise that there are areas of performance which we would wish to target for further improvement, for example, around SEC participation rates and certain of our retention and completion rates. There are also examples of particular good practice which we will seek to cascade more widely, such as the successful pre-entry work on support for Disabled students under the 'Get Ahead' initiative. These are reflected in our access measures and also in our expenditure on access and retention activity.

The University has given serious consideration to the future of Aimhigher Derbyshire which we have housed and for which we have supplied the APC Chair and Vice-Chair. We recognise that it has developed a highly successful model for intervention over the last ten years, whilst noting that the model has relied on a central infrastructure which has been resource intensive.

The University has made a considerable investment into outreach activity over the past five years – going forward, this work will form part of the core access activity taking place within the institution. We also plan to increase our commitments in this area through additional targeted investment on outreach over and above our existing commitment, as outlined below.

The broad categories for our countable outreach and retention expenditure are as follows\* –

|   |                        |
|---|------------------------|
| Outreach – continuation of existing expenditure on core access activity                               | £250,000               |
| Outreach – additional posts 2FTE Development Officers (Sept 2011 –)<br>(retention of Aimhigher staff) | £63,000                |
| <i>Outreach – additional activity budget</i>  |                        |
| Additional ambassadors student role models (Sept 2011 –)  | £16,750                |
| Non pay costs (Sept 2011 –)   | £53,900                |
| <i>Outreach – additional activity budget Buxton FE</i>  |                        |
| 0.5 FTE Development Officer (Sept 2011 –)   | £15,500                |
| Additional ambassadors/student role models (Sept 2011 –)  | £3,800                 |
| Non-pay costs (activities) (Sept 2011 –)  | £3,550                 |
| <b>Total Outreach Expenditure</b>   | <b><u>£406,500</u></b> |

|   |                        |
|---|------------------------|
| Retention - additional contribution to JISC (2011/12 only)                        | £34,316                |
| Retention - implementation of actions emerging from JISC project (from 2012/13 -) | £100,000               |
| Retention - Get Ahead - DSA students  | £10,000                |
| Retention - disability support  | £40,000                |
| <b>Total Retention Expenditure</b>  | <b><u>£184,316</u></b> |
| <b>Total Expenditure (Retention &amp; Outreach)</b>                               | <b><u>£590,816</u></b> |

\* Figures include 2011-12 activity which will continue in subsequent years, as well as activity due to commence from 2012-13 onwards.

## **Additional Access Measures**

### **Outreach**

The University of Derby has well established mechanisms for outreach work through its partnership with schools and colleges for young people, and community initiatives and employers for adults.

From additional fee income, since 2005, the University has extended its existing Progression Scheme arrangements with schools and colleges in disadvantaged communities and those having lower than average participation rates. The Aimhigher Derbyshire project has been very specific in its targeting of schools with which to engage. Of the 19 schools that the scheme focussed on within Derby and Derbyshire, 10 are already Progression Scheme partners. The remaining 9 will be invited to become partners and will have opportunities for their students to participate in a wide range of activities within the Scheme. We will seek to incorporate the work of Aimhigher Ambassadors into a more coordinated use of students as role models/mentors for school pupils.

Extension of the use of a multi engagement strategy for school pupils – confirmed as more effective than one-off engagements by the Aimhigher Impact publication (*Review of Evidence from Aimhigher Area Partnerships of the Impact of Aimhigher*, (January 2011)) will be supported by the creation of a Core Activity Framework, similar to the Aimhigher Progression Framework. This will provide a menu of opportunities for engagement around which to plan additional contacts. A major focus for the Education Liaison Progression Scheme has been on activities with Year Groups 12 & 13. This work will continue and will be reported under the WPSA. The Core Activity Framework, together with increased resources, will enable provision of more activities for Years 7 and 8, though the focus would be on increasing work with year groups 9,10 and 11.

Additional funded activity on campus will include more work with specific target groups – boys, G&T, STEM subject work, apprentices, BME groups, parents and Access students.

As one of the few universities in the country offering both FE and HE programmes, the University of Derby will also exploit opportunities to undertake outreach work into our FE programmes – providing a seamless progression from school through to HE and the development of a co-ordinated programme for our own FE cohort. A FE Development Officer (0.5 FTE) based at our Buxton campus will be made available to support activity in this area, including the targeting of Young Apprentices within schools – a proposition which will be relatively unique within Access Agreements.

### **Collaborative Working**

Additional work will be undertaken to develop a collaborative approach to access in partnership with University of Nottingham. Key features and benefits of this arrangement could include –

- Co-operation of the Widening Participation teams in the delivery of the agreement to maximise the geographical spread and the number of partnerships that can be achieved & also avoid duplication
- To support students in their understanding of, application and transition to a Russell Group University and a Post 92 University

- To provide participants with the opportunity to engage with activities in both Universities, and so grow the total pool of applicants
- University of Derby to use its expertise in delivering foundation/bridging programmes for students to progress to Nottingham or Derby STEM programmes
- To support students in making informed choices in their application to Higher Education
- The provision of jointly developed and branded materials providing information about the learning experience in two contrasting Universities.

To enable this work, the University will seek to recruit two Development Officers from the Aimhigher team, to supplement the existing Education Liaison Progression Scheme, and will allocate non-pay budget to support their work. These staff will be recruited from 2011/12 – requiring the University to cover the cost of the additional resource for one year in advance of the 2012 uplift in fee income..

### **Student Retention and Employability**

We believe that enabling students to complete an appropriate programme of higher education and to achieve their highest potential award is equally as important as attracting them to University in the first place. For several years, the University has operated an extensive Retention Strategy and this has recently been broadened to look at the entire student experience. Having reviewed our absolute and relative performance KPIs in detail, it is clear that we need to develop a closer focus on our retention and completion rates.

The University will continue the ‘Get Ahead’ pre-entry support programme for students with disability, previously funded by Aimhigher, which has demonstrably increased the recruitment and retention of our disabled students. We will consider how this programme may be modified and rolled out to other at risk groups.

We will continue to set targets in relation to the academic achievement of BME students, and will monitor this through the work of the Student Experience Strategy Group and the Equality & Diversity Committee.

We are in the process of completing the roll out of a Professional Development Portfolio for all students – this commenced in 2009/10 and will have reached full implementation by 2012. All full time undergraduate students will be supported in skills development and encouraged to acquire work experience during the course of their programme of study.

The University has a JISC project operating during 2011/12 which will focus on increasing retention, through the application of service design and enhancement techniques to maximise the effectiveness of student engagement points. This project, Student Engagement Traffic Lighting (SETL) represents an investment of circa £35,000 by the University and has been granted external funding of £60,000. The progress and recommendations of this project will be monitored and supported through 2012 and beyond to ensure sustainable impact.

The specific targets and milestones associated with retention, achievement and employability are agreed and monitored by the Student Experience Strategy Group, chaired by a PVC, which reports to the University Quality Enhancement Committee.

### **Financial Support Arrangements for Students**

Bursary arrangements will continue to operate for old system students during 2011/12, 2012/13 and 2013/14. The current cost to the University of income-based and other bursaries is in excess of £5.0m.

### **National Scholarship Programme**

The University will participate in the National Scholarship Programme (NSP) from 2012-13. For 2012-13, the University of Derby will supplement its NSP allocation of 150 places (£450,000) and provide a further 150 Scholarships, at a cost of £450,000.

In order to support the intended outcomes of the National Scholarship Programme, the University will limit initial eligibility for an award to those students with a household income of less than £25,000, in accordance with the National Criteria. Further selection criteria will then be applied as follows –

- Gifted & Talented (UCAS Tariff Points)
- Disabled Students
- Care Leavers/those without parental support
- Low participation postcode areas

These criteria, which will apply for both NSP and University match funding, include areas where it is felt that a good source of objective evidence can be obtained from the applicant for use within the selection process.

The University's NSP expenditure will be targeted towards assisting students from disadvantaged backgrounds and on narrowing social class gap in participating in Higher Education, reflecting the primary objectives of the national programme.

The proposed distribution of the £3,000 scholarships is to provide a £1,000 cash award and a £2,000 fee waiver, with this being provided in the first year of study.

Expenditure on financial support for new and continuing students in 2012-13 is as follows –

|  |            |
|--|------------|
| Financial support – Bursaries 2012/13 (continuing students)  | £3,195,000 |
| Financial support – NSP match funding 2012/13 (new students) | £450,000   |

**Total Financial Support Expenditure** **£3,645,000**

### **Retention Bursaries**

From 2013/14, the University will offer additional retention bursaries aimed at those students identified as most likely to discontinue their programme of study. The initial allocation for retention bursaries will be £150,000 per annum, increasing to £300,000 from 2014/15.

The aim of these bursaries is to target financial incentive and support at those students who are –

- Most at risk of non-completion
- Most likely to be retained, complete within year and progress, and
- Who are at risk of failing to do so where financial support may be an issue.

The University will also limit eligibility for retention bursaries to those students with a household income of less than £25,000. Additional selection criteria will then be applied as follows –

- Those with caring responsibilities – Children or adults (targeted primarily at financial support)
- Care Leavers/those without parental support (targeted primarily at financial support)
- Disabled students (targeted both to support financially and to incentivise completion/progression)
- Black & Minority Ethnic groups (targeted primarily to incentivise completion/progression)
- UCAS Tariff Points – Lower end of the entry points range (targeted primarily to incentivise completion/progression)

The number and value of individual retention bursaries to be offered by the University will be confirmed in due course.

## **Targets and Milestones**

Full details of targets and milestones to be set and monitored by the University are provided in Annex B. We plan to increase certain of our outreach activities, as indicated above, in order to maintain performance in those areas where we already outperform our benchmarks and to continue the activities of Aimhigher. These increases will be in terms of volume of activity and numbers of participants involved within the particular activity areas. We will also target a statistical improvement in our performance against a range of HEFCE and HESA benchmarks where current levels dictate that this is required

Targets will be based on current levels and will be monitored with reference to the annual milestones for progress included in Annex B.

Outreach work will be increased through the work of the Education Liaison Progression team. We currently record that 49% of all Progression Scheme applicants and enrolments are identified as WP (based on the lowest and second lowest quintiles for POLAR2 data). We aim to maintain this level in steady state over the five year period from 2012, although maintaining or improving our admissions performance will require increased activity to counter the impact of higher fee levels on the perception of students in these target groups.

Admissions targets will concentrate on improvement against certain KPIs and on monitoring our current levels of good performance, to ensure that standards are being maintained. Improvements will focus on achieving the benchmark for admission of students from SEC groups 4-7 and on recruiting more students in receipt of DSA in identified areas. Numbers of BME students recruited will also be maintained.

Retention targets have been identified through a review of current performance at institutional, Faculty and subject/programme levels. Institutionally, we recognise that males reported circa 10% higher non-completion rates than females. Further analysis is needed to understand more fully precise trends within this broad statistic, but we will take action to address the current position.

Retention work will also have a specific focus on certain JACs areas, where higher levels of non-completion have been identified and where retention performance is significantly below our institutional average.

Targets will be set in relation to overall 'Projected Degree' outputs, where we are 4% below benchmark, and figures for 'Neither Award or Transfer' where we are underperforming. We will be aiming to make progress towards achieving our institutional benchmark figure for degree output within four years through an annual 1% increase from 2012 to 2016. Improving our performance in the 'Neither Award or Transfer' category will require further investment during 2011/12, to enable us to understand where interventions may be most effectively made.

We will also take action to increase our overall level of performance in relation to achievement of good Honours qualifications, aiming to increase our percentage towards the national average. Whilst we recognise the national trend for BME students to achieve lower degree classifications, we will pay particular attention to ensuring that our BME students perform at least in line with national trends. We will also seek to address the benchmark for 'Neither Award or Transfer'.

We will also act to secure increased employability for students, and target a 0.5% annual increase in our performance against benchmark, so that we are on track within the same four year period.

## **Monitoring & Evaluation**

The University will put in place a suite of KPIs to monitor and evaluate the success of those access, progression and achievement measures set out in this agreement and to assess progress against agreed milestones and targets.

The Pro-Vice Chancellor Academic, reporting to the Vice-Chancellor, will be responsible for ensuring the delivery of this agreement, with support and input from the University of Derby Students' Union. Monitoring and evaluation of performance against agreed milestones will be undertaken by those individuals and groups within the Institution who have devolved responsibility for retention, outreach and statistical analysis.

### **Provision of Information**

The University commits to ensuring the publication of timely, accessible and clear information on fees to be charged and financial support available, both for applicants and students.

For continuing students, the University will ensure it is made clear that the new fee and financial support arrangements will not affect them for the duration of their programme of study. This will be undertaken by our Student Support & Information Services Department (SSIS), through the University's Online Student Portal (UDo), and in conjunction with the University of Derby Students' Union (UDSU). Details of ongoing financial support will be issued with results information, through on-line and hard copy, and information packs for re-enrollers.

The University will maintain its commitment to providing clear information to the widest range of potential applicants. To this end all programmes will continue to –

- state their entry criteria in terms of the knowledge, skills competence and qualities required as well as in terms of qualifications
- demonstrate how credit transfer and the accreditation of prior formal and experiential learning will operate
- make explicit details of any selection processes and procedures and the criteria and means by which applicants will be judged
- clarify which applicants will be interviewed, how interviews will be conducted and by whom, and the criteria used to make judgements
- specify in broad terms how applicants may demonstrate achievement and motivation in different ways
- ensure appropriate support and training for staff involved in the admissions process.

In line with the new guidance, we will also ensure that our arrangements for financial support are transparent and published in a timely manner, ensuring that potential applicants have sufficient information on which to base their decisions about application. The University operates a HE Tuition Fees & Bursaries Working Group, which reports into the Executive. This group meets within an agreed annual cycle to review levels of fees and bursaries for full and part time students. It takes into account institutional intelligence, extensive market research into sector trends, information on institutional impact from Marketing and on individual student impact from Student Wellbeing Service.

From Autumn 2011, information will be provided as follows:

### **Enquirers/Applicants**

Recruitment and advertising material, hard copy and on-line

Prospectus

Information packs outlining fee payment scholarship and bursary arrangements, including examples of living costs and details of University of Derby packages

Applicant portal of University of Derby Student Record System for on-line enquiry and response

Open/visit days, with information and guidance available

Telephone and on-line enquiry service

Parents evenings, assemblies, workshops etc through the Progression Scheme

Individual guidance appointments on campus

Links to other web sites, eg Department of Business, Innovation & Skills

The University's website contains an on-line calculator to enable students to identify the level of support for which they will be eligible.

### **Registering Students**

Pre-registration guides  
Referral interviews to support staff

### **Continuing Students**

Student handbook  
Re-enrolment packs with results information  
Referral interviews for guidance with support staff  
UDSU magazine (DUSTED)  
University portal (UDo)

The University also commits to provide information to other interested external parties, eg UCAS/SLC, as reasonably required and in a timely manner.



**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 |  |
| State School (HESA Table T1a)                               | Currently outperform benchmark of 95.5%.   | 2009/10       | 0.981         | 0.981  | 0.981   | 0.981   | 0.981   | 0.981   | As we currently outperform our benchmark this represents a challenging target.   |
| NS-SEC (HESA Table T1a)                                     | Currently marginally underperform against benchmark of 37.5%.  | 2009/10       | 0.373         | 0.375  | 0.375   | 0.375   | 0.375   | 0.375   | As we currently outperform our benchmark this represents a challenging target.   |
| LPN (HESA Table T1a)  | Currently significantly outperform against benchmark of 13.5%.   | 2009/10       | 0.195         | 0.195  | 0.195   | 0.195   | 0.195   | 0.195   | As we currently outperform our benchmark this represents a challenging target.   |
| Disabled  | Currently significantly outperform against benchmark of 5.8%.  | 2009/10       | 0.09          | 0.09   | 0.09    | 0.09    | 0.09    | 0.09    | We will continue to monitor our performance and to maintain a significantly better than benchmark level of recruitment. We recognise, however, that the current level of performance may not be sustainable. |
| Care-leavers  | Care-leavers as a percentage of all FTUG applications  | 2009/10       | 0.0063        | 0.007  | 0.0077  | 0.0085  | 0.0093  | 0.01    | We will continue to monitor our performance against national and regional statistics.  |
| Ethnicity   | UG Admissions - there is no HEFCE benchmark - average regional ethnic population is 14.5% (East & West Midlands) | 2009/10       | 0.144         | 0.145  | 0.145   | 0.145   | 0.145   | 0.145   | We will continue to monitor our performance against national and regional statistics.  |
| Projected outcomes (HESA table T5)                          | Percentage complete with target award.   | 2009/10       | 0.674         | 0.684  | 0.694   | 0.704   | 0.714   | 0.724   | Eventual target will be 77%.   |
| Gender  | % complete with target award (males).  | 2009/10       | 0.608         | 0.618  | 0.628   | 0.638   | 0.648   | 0.658   | Initial target 72.3%, based on current performance by females.   |
| Non continuation: All (HESA Table T3a)                      | Currently 0.5% below benchmark.  | 2009/10       | 0.887         | 0.892  | 0.897   | 0.903   | 0.903   | 0.903   |  |
| Non continuation: Young (HESA Table T3a)                    | Currently 0.2% below benchmark.  | 2009/10       | 0.898         | 0.903  | 0.908   | 0.913   | 0.918   | 0.919   |  |
| Non continuation: Mature (HESA Table T3a)                   | Currently 1.1% below benchmark.  | 2009/10       | 0.864         | 0.874  | 0.884   | 0.894   | 0.904   | 0.907   |  |
| Other (please give details in the next column)              | Resumption of studies - students no longer in HE after a year out of study (Extract from table 4a).              | 2009/10       | 0.861         | 0.851  | 0.841   | 0.831   | 0.823   | 0.823   |  |
| Projected outcomes (HESA table T5)                          | Percentage of students achieving no award. Currently performing 4% below benchmark.                              | 2009/10       | 0.245         | 0.235  | 0.225   | 0.215   | 0.205   | 0.195   | We will review annually, with the aim of looking to continue progress towards a 15% target.  |





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

|                     |                     |
|---------------------|---------------------|
| Name of institution | University of Derby |
|---------------------|---------------------|

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.*

The University aims to support its student base, including ITT students, through a number of access, WP and outreach measures, as detailed in our 2012-13 Access Agreement.

The broad range of initiatives outlined in the University's full Access Agreement also encompass support for ITT students.

### **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.*

As detailed in our 2012-13 Access Agreement, the University of Derby will charge a range of tuition fees from September 2012.

For its full time UG provision, the University will offer programmes within three defined fee bands, which have been set as follows –

- Specialist – £7,995 – for signature programmes with added value

- Resource Intensive – £7,495 – for programmes requiring specialist facilities
- Standard Classroom – £6,995 – for programmes delivered using generic resources

In terms of UG ITT provision, a Specialist programme fee of £7,995 will be charged for 2012-13 entrants.

In the case of PG ITT provision, the same Specialist programme fee of £7,995 will be levied.

### 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.)*

The University's estimated spend on access measures is identified in our 2012-13 Access Agreement and Annexes. Access measure spend for ITT students forms part of the spend identified within this Access Agreement.

### 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 levels of financial support for ITT students are the same as those outlined within the University's 2012-13 Access Agreement. The support measures detailed are aimed towards assisting students from disadvantaged backgrounds and on narrowing social class gap in participating in Higher Education. There is also a key focus on supporting and retaining students at risk of non-completion where financial support may be an issue.

The financial support expenditure agreed and outlined within our 2012-13 Access Agreement is for all students within the above categories, including those students following ITT programmes. Pages 4-5 of our main Agreement refer.

### **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).*

The University has outlined a robust set of outreach and retention activities and measures within our 2012-13 Access Agreement, which encompass support for ITT students. Pages 2-4 of our main Agreement refer.

### **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.**

The University does not plan to develop additional targets or milestones in relation to UG and/or PG ITT students over and above those already outlined in our published 2012-2013 Access Agreement.

The existing milestones and targets detailed in our main Agreement and Annexes will apply to ITT students.

### **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 monitoring arrangements set out in the University's 2012-2013 Access Agreement include the monitoring of ITT students.

### **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.*

The commitments outlined in the University's published 2012-13 Access Agreement are valid for ITT students, as well as students on other programmes.