

OFFA
September 2010/07

HEFCE
September 2010/29

Guidance

This document sets out the information we need from institutions to carry out our annual monitoring of access agreements and widening participation strategic assessments.

All HEIs and FECs with access agreements and/or widening participation strategic assessments must submit a monitoring return to us by Friday 14 January 2011.

Access agreements and widening participation strategic assessments

How to complete your monitoring return for 2009-10

Alternative formats

The publication can be downloaded from the OFFA web-site (www.offa.org.uk) under 'Publications', or the HEFCE web-site (www.hefce.ac.uk) under 'Publications'. For readers without access to the internet, we can also supply it on CD or in large print. Please call 0117 931 7171 for alternative format versions.

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Access agreements and widening participation strategic assessments

How to complete your monitoring return for 2009-10

To	Heads of higher education institutions in England Heads of further education colleges in England
Of interest to those responsible for	Implementation of access agreements, widening participation, Heads of Finance
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Executive summary

What this document is about

1. This document sets out what OFFA and HEFCE need from institutions in order to carry out our annual monitoring of access agreements and widening participation strategic assessments (WPSAs). This year, we have integrated the annual monitoring process for access agreements and WPSAs to allow institutions to report on their full range of widening participation activity and commitments, ensure a joined up process and minimise the overall administrative burden. This document asks all institutions with an OFFA-approved access agreement for 2009-10, and/or which have submitted a WPSA, to send us a monitoring return, using the template on the HEFCE extranet.

The information we need

2. **Institutions with an access agreement** in 2009-10 must provide us with the following data, using Part One of this return:

- additional fee income and the number of current system students paying a higher fee
- expenditure on OFFA-countable bursaries and scholarships
- the number of students in receipt of an OFFA-countable bursary or scholarship
- expenditure on additional outreach activities
- where applicable, details of any shortfall in bursary or outreach expenditure that you have reallocated to other access measures.

3. **Institutions with a widening participation strategic assessment** must submit a WPSA monitoring report using Part Two of this return. This includes:

- a breakdown of institutional expenditure on widening participation (WP) commitments
- an assessment of WP activity in 2009-10
- a short report (max. 500 words) updating on progress with evaluation.

4. **If your institution has an access agreement in 2009-10 or a WPSA**, you must also submit a report setting out progress against milestones and targets, using Part Three of this return.

5. You only need to complete the sections of the return which apply to your institution. The 'Getting Started' section of this guidance (page 3) provides further details. If your institution has neither an access agreement for 2009-10 nor a WPSA, you do not need to complete a return.

How we will use the information you give us

6. OFFA and HEFCE will work together closely to assess your return and will use the outcomes to inform ongoing policy development and dialogue around widening participation and fair access.

7. OFFA will use the information you provide in Part One of your return to consider the extent to which your institution has broadly met the commitments set out in its access agreement. HEFCE will use Part

Two of your return to understand whether there have been substantial changes to your level of investment in WP or to your WP commitments since the submission of your WPSA. In addition, we will jointly consider the progress made against milestones and targets set out in your access agreement and your WPSA.

8. We will jointly publish a short report in July 2011 regarding the outcomes of the annual monitoring process. OFFA also provides a report to Parliament each year which contains an overview of progress with access agreements.

What you need to do now

9. First, you will need to register for the HEFCE extranet, an encrypted and authenticated website (<https://extranet.hedata.ac.uk>). As with last year's access agreement monitoring return, you will need to download your monitoring return template and submit it to us via this site. OFFA will also be using this site to give you information that will help you complete your monitoring return, such as Student Loans Company (SLC) income distribution data for your institution and details of expenditure paid through HEBSS (where applicable).

10. In order to register for the HEFCE extranet, you will need an 'organisation key' (which identifies your institution) and a 'group key' (which identifies the access agreement/WPSA monitoring return). We will send these organisation keys and group keys by post to all of our registered OFFA contacts in October. For institutions without access agreements, we will send the keys to the HEFCE WP contact.

The next steps

11. Once you have registered for the HEFCE extranet, the next steps are:

- download your 2009-10 monitoring return template from <https://extranet.hedata.ac.uk>
- complete your monitoring return template – checking it carefully against the guidance in this document. If in doubt, ask us for clarification
- submit your completed template to <https://extranet.hedata.ac.uk> by **14 January 2011**.

Getting started

Do we need to complete a monitoring return?

12. All HEIs with an access agreement in 2009-10, or with a widening participation strategic assessment, must complete a monitoring return.

13. Postgraduate-only institutions do not have access agreements with OFFA and are therefore not required to complete Part One of the monitoring return which relates to access agreements. These HEIs should complete Parts Two and Three only of the return.

14. Further education colleges (FECs) with an access agreement in 2009-10, or with a widening participation strategic assessment, must also complete a monitoring return. Paragraphs 21-23 below set out which parts of this monitoring return FECs need to complete.

Why do we need to complete a monitoring return?

Access agreements

15. There is a statutory requirement for institutions to report to OFFA on the extent to which they have met the obligations set out in their access agreements, and on the progress they have made against their objectives and milestones. OFFA needs sufficient information in order to:

- monitor that institutions are meeting their commitments, including those to individual students, and are moving towards the milestones set out in their access agreements
- provide an annual report to Parliament containing an overview of progress with access agreements.

16. An introduction to access agreements can be found on the OFFA website at www.offa.org.uk/universities-and-colleges.

Widening participation strategic assessments

17. HEFCE stated in its original request for WPSAs (2009/01) that it would require institutions to submit a WPSA in order to continue to receive the HEFCE WP allocation, and that it would require annual reports. WPSAs were designed to bring together information on institutions' widening participation,

fair access and admissions policies to provide a fuller picture of widening participation activity and expenditure. It was an opportunity for institutions to take credit for all that they do in respect of WP and to overcome some of the information gaps and misconceptions that result from only reporting on expenditure from additional fee income in access agreement monitoring reports. Furthermore, in requesting an assessment rather than a strategy, we were inviting institutions to critically and strategically review their progress to date to determine future priorities and ensure that, in an increasingly challenging economic environment, resource for WP could be prioritised effectively.

18. Since the submission of the WPSAs, the sector has been subject to some reductions in funding as well as the setting of a student number control to limit the number of full-time home and EU students that institutions can admit onto their undergraduate programmes. The sector has been warned of further cuts to the HE budget and is still awaiting the outcome of the Government's response to the Independent Review of HE Funding and Student Finance. During such uncertain times, maintaining WP as a policy and institutional priority and ensuring its implementation remains focused and evidence based is crucial.

19. WPSAs are designed to be a useful development tool for institutions, resulting in continuous improvement and helping institutions to maintain WP as an institutional priority. They enable institutions to demonstrate their ongoing commitment to WP and the measurable progress they are making against milestones and targets. As well as being an important check on institutions' progress with milestones and targets, the WPSA annual report also gives institutions the chance to report on any significant changes to WP commitments, particularly in the light of the current challenging economic situation. This will help us understand the specific nature of the challenges ahead and the likely impact on future progress with WP.

Additional information for FECs

20. All FECs wishing to charge higher fees for their directly-funded students must have an access agreement, regardless of the scale of their HE provision. However, only colleges with more than

100 full-time equivalent (FTE) directly funded HE students are expected to submit a WPSA. This is because we do not wish to place an undue burden on colleges offering only very small-scale HE provision. This means that some parts of the monitoring return are not relevant to all FECs.

21. Please complete all parts of the monitoring return if:

- you have more than 100 FTE directly funded HE students
- you submitted a WPSA **and**
- you have an access agreement.

22. Please complete Parts One and Three only of the monitoring return if:

- you have fewer than 100 FTE directly funded HE students
- you have an access agreement, **but**
- you did not submit a WPSA.

23. Please complete Parts Two and Three only of the monitoring return if:

- you have more than 100 FTE directly funded HE students
- you did submit a WPSA, **but**
- do not have an access agreement.

24. Table 8 in Part Two of the monitoring return asks institutions whether they are currently undertaking evaluation of any of their WP activities or whether they have made plans to do so. For the majority of FECs, WP is based on internal progression and less on specific activities; therefore we have not previously placed the same emphasis on the evaluation of WP activities for FECs as we have for HEIs. However, we are interested in understanding the specific contribution that FECs make to WP and would like to receive any information or evidence FECs may have on the impact of their approaches to WP.

Additional information for postgraduate institutions

25. We recognise that postgraduate HEIs work in a different context with regards to WP than institutions with extensive undergraduate provision.

However, there is an increasing focus on access to postgraduate education in relation to social mobility and access to the professions. We are therefore still interested in your WP investment, activities and progress against milestones and targets as well as any evidence of success. We recognise that the nature of activities and milestones/targets may differ in postgraduate HEIs, as they do between different institutions with undergraduate provision.

26. As approaches to WP are still developing in postgraduate institutions, we do not place the same emphasis on evaluation that we do for other HEIs. However, we would encourage you to consider how you measure the impact of your approach to WP and welcome any evidence you currently have or information on how you plan to gain evidence in the future.

Will you give us data to help with our access agreement return?

27. As in previous years, we will give you SLC income distribution data for your institution to help you complete Part One of your monitoring return. This will set out the numbers/proportions of current system students (UK-domiciled) at your institution who applied for state finance in 2009-10, broken down by household income bands as set out in paragraph 37.

28. In addition, if your institution subscribes to the Higher Education Bursary and Scholarship Scheme (HEBSS) full administration service, we will also give you information about the number of bursary holders your institution has paid through HEBSS, and your institution's overall HEBSS expenditure. Again, this will be broken down by household income bands.

29. The data we request from the SLC will be available via the HEFCE extranet from late November and will:

- include all payments made since 1 August 2009 in respect of the 2009-10 academic year
- be separated between 2006, 2007, 2008 and 2009 entrants.

30. Previous monitoring rounds have highlighted that HEBSS and SLC income distribution data may not be directly comparable with institutions' own

data on bursary payments or eligibility. For example, not all students apply for student finance and so may not be included in SLC data. In addition, students may have been paid manually based on information supplied outside of HEBSS, had their income re-assessed since receiving a bursary, or payments may have been made after the date when the data was provided to us by the SLC. For this reason, we do not necessarily expect the figures you provide in your return to reconcile precisely with those provided by the SLC.

Where is the monitoring return template we need to fill in?

31. We have included a copy of the monitoring return template for 2009-10 at Annex A. This is for reference only. The template for you to complete is available via the HEFCE extranet at <https://extranet.hedata.ac.uk>.

Definitions of terms used in this guidance

Additional fee income

Additional fee income is defined as any fee income above the standard fee (£1,285 in 2009-10). Where institutions charged the maximum fee of £3,225 for full-time undergraduates in 2009-10, the 'additional fee income per student' was £1,940 (£3,225 - £1,285).

For some 'specified' courses, including sandwich courses, courses provided in conjunction with an overseas institution, and some part-time initial teacher training (ITT) courses, the maximum fee for 2009-10 was £1,610 and the standard fee was £640. Further details are on the Office of Public Sector Information website at

www.opsi.gov.uk/si/si2004/20041932.htm and www.opsi.gov.uk/si/si2008/uksi_20082507_en_1 (see regulation 5). Where institutions have charged the maximum fee for 'specified' courses, the 'additional fee income per student' is therefore £970.

Current system students

Current system students are those who are not 'old system students' and who started their course in September 2006 or later. Current system students are entitled to current student support and can be charged higher variable fees.

For the purposes of access agreement monitoring, you should not include students who are charged unregulated tuition fees, such as overseas students and those studying for a second or subsequent higher education qualification which is equivalent to or lower than one they already hold.

Old system students

Old system students are those who:

- are continuing on a course that they started before 1 September 2006; **or**
- are treated as gap-year students and started their course in 2006-07; **or**
- transferred on to their current course from a course that they began before 1 September 2006 or, if the student is treated as a gap-year student, that they began before 1 September 2007; **or**
- started an 'end-on' degree or honours degree course (other than a first degree course for the

initial training of teachers) after completing a Foundation Degree, Higher National Certificate, Higher National Diploma or Diploma of Higher Education course which they began before 1 September 2006 or, if the student is treated as a gap-year student, before 1 September 2007.

Entrants/year of entry

When we refer to entrants, or year of entry, we mean the academic year in which 'current system students' started their courses, including students who deferred their entry to subsequent years. For example, students who deferred their entry from 2008-09 to 2009-10 should be classed as 2009-10 entrants.

Note, however, that students who deferred their entry from 2005-06 to 2006-07, and took up a place which was offered before 1 August 2005, are classed as old system students and should not be included in this return.

Under-represented groups and OFFA-countable groups

Where we talk about students being in under-represented groups or OFFA-countable groups, we mean groups that are currently under-represented in higher education and at the national level rather than at a particular institution or course, including:

- people from low income backgrounds
- people from lower socio-economic groups
- people from low participation neighbourhoods
- minority ethnic groups or sub-groups that are under-represented in HE
- care leavers
- disabled people.

Outreach

We define outreach as any activity that involves raising aspirations and attainment and encouraging students from under-represented groups to apply to HE.

For the purposes of access agreement monitoring, you should only report on outreach expenditure related to funds committed from additional fee income and other new and additional (post-2006) sources of funding. This might include funding

specific new outreach activities, or enhancing and growing existing programmes, and can include relevant staffing and overhead costs. You should not include other funding sources such as Aimhigher or LLN funding when you are reporting on access agreement expenditure. If you are unsure as to whether expenditure is 'additional outreach' and can be included in your access agreement monitoring return, please contact OFFA for advice.

For the purposes of WPSA monitoring, the reported expenditure on outreach activity (including Aimhigher activity) in Table 6c should include expenditure from all funding sources. (Note: 'additional outreach' under access agreements is automatically recorded in table 6c – you should ensure that this is not double-counted in the figures you provide.)

Other WP expenditure

Access agreements specifically cover expenditure and activities that are aimed at improving access and entry to HE such as bursaries and outreach work. However, WPSAs cover expenditure and activities spanning the whole student life-cycle from pre-entry through to graduation and employment. So other WP expenditure reported on could include work to help students succeed in their studies or to develop more inclusive learning environments.

Part one: How to complete your access agreement monitoring return

Additional fee income and bursary expenditure

You must complete and submit institutional data on:

- **additional fee income, by fee amount and year of entry (paragraphs 32-36)**
- **expenditure on bursaries and scholarships to students from lower-income and other under-represented groups, by income band and year of entry (paragraphs 37-41)**
- **the number of students from lower-income and other under-represented groups in receipt of a bursary or scholarship, by income band and year of entry (paragraphs 42-45).**

Table 1

Additional fee income, by fee amount and year of entry

Action

32. Please indicate the variable fee you have charged, and how many current system students you have charged this fee for each year of entry.

- Where you have charged the maximum fee, you should include these students in Table 1a.
- Where you have charged other fees above the standard fee, but below the maximum fee, you should include these students in Table 1b. Where there are different variable fees for different courses you should disaggregate the number of students in Table 1b.
- Where the formulae in Tables 1a and 1b mean that the figures provided are not an accurate reflection of your total additional fee income – for example, where some of your students have withdrawn from their courses or intercalated and not paid the full fee – you should make any negative adjustments to additional fee income in Table 1c. You should also provide an explanatory note in the commentary section.

- If you do not hold data on additional fee income or the number of students by year of entry, and have had to make estimates, you should use the commentary section in Table 1c to record this.

Explanatory notes for Table 1

33. The 'additional fee income per student' columns in Tables 1a and 1b are calculated automatically and are equal to the variable fee charged minus the standard fee (£1,285 in 2009-10). Where institutions have charged the maximum fee of £3,225 for 2009-10, the 'additional fee income per student' is £1,940 (£3,225 - £1,285). The number of current system students charged a higher fee and total additional fee income in Tables 1a and 1b are also calculated automatically.

34. For some 'specified' courses, including sandwich courses, courses provided in conjunction with an overseas institution, and some part-time ITT courses, the maximum fee for 2009-10 was £1,610 and the standard fee was £640. Tables 1a and 1b contain separate sections for recording these students.

35. As stated in paragraph 32, you should use Table 1c to make any negative adjustments to your additional fee income, for instance where a student has withdrawn or intercalated and not paid the full fee. For example, where a student paying the maximum fee of £3,225 withdrew and paid fees of £2,150, you would include them in your student count in table 1a but also record a negative

adjustment in table 1c of -£1,075. You should also use Table 1c to highlight where any figures are based on estimates, and provide a brief explanation.

36. Table 1d shows your total additional fee income. It calculates automatically, using the data you have provided in tables 1a-1c. You should check that the total additional fee income figure in Table 1d reflects your actual additional fee income for 2009-10.

Checklist for Table 1

- ✓ **include** fees charged and student numbers for Home/European Union, full-time undergraduates (including full and part-time ITT and full-time undergraduate social work students)
- ✓ **include** fees charged and student numbers from full-time undergraduate franchised courses
- ✓ **include** 'specified' courses with a lower maximum fee, such as sandwich courses, courses provided in conjunction with an overseas institution, and some part-time ITT courses
- ✓ **include** all current system students who have paid a fee or received an OFFA-countable bursary in 2009-10. Where a student has subsequently withdrawn from their studies or did not complete the full year or programme of study, you should still include them unless they received a full refund
- ✓ **do not include** fee income from courses not covered under the 2004 Higher Education Act, such as old system students, part-time courses or courses provided under NHS contracts – for example, nursing, midwifery, allied health professions and medicine (year five onwards).

Table 2a

Expenditure on bursaries and scholarships

Action

37. Please provide your actual expenditure on OFFA-countable bursaries and scholarships as set out in your access agreement. You should split your expenditure into the following groups:

- students in receipt of full state support
- other students with household residual incomes up to £50,020
- students from other under-represented groups that are OFFA-countable (see page 6, Definitions of terms used in this guidance).

Explanatory notes for Table 2a

38. As with last year, we wish to identify the amount of money being directed to the lowest income group, defined as students in receipt of full state support. The threshold for students in receipt of full state support changed in 2008-09 and you should therefore provide information as follows:

- for 2006 and 2007 entrants, those with a residual household income in 2009-10 of up to £18,360, and
- for 2008 and 2009 entrants, those with a residual household income of up to £25,000.

39. The threshold for students in receipt of partial state support changed in both 2008-09 and in 2009-10. However, for the purposes of our monitoring, we are asking you to report on residual household income up to the 2009-10 threshold of £50,020. This will ensure that the expenditure we report is sufficiently targeted, as well as providing grounds for comparison with our monitoring in previous years. Please therefore provide information as follows:

- for 2006 and 2007 entrants, those with a residual household income in 2009-10 of between £18,361 and £50,020, and

- for 2008 and 2009 entrants, those with a residual household income in 2009-10 of between £25,001 and £50,020.

40. For the purposes of our assessment we only count expenditure on bursaries and scholarships paid to students from the OFFA-countable groups set out in paragraph 37. Where figures are based on estimates, you should declare this in the monitoring return with a brief explanation of your calculations. Wherever possible, we would like to record bursary expenditure by the income group of the beneficiary:

- where you know the household income of the beneficiary – whether it relates to a means-tested payment or a non-means tested payment – you should allocate expenditure to the relevant income bracket
- where you don't know the beneficiary's household income, you may still be able to estimate approximately how many bursaries were paid to students from each household income group by using the SLC income distribution data (Note: where students are classified in SLC income distribution data as 'unknown', you should assume that their income is above OFFA-countable levels and they should not be counted.)
- similarly, if your institution provides bursaries or scholarships awarded on other measures of under-representation that are countable by OFFA or if you award bursaries regardless of a student's income, you may still be able to calculate estimated expenditure. Again, use the SLC income distribution data to work out the proportion of students who are likely to fall into each income group. For example, if you award bursaries to students from low-participation neighbourhoods or make compact scheme awards, you will not necessarily have information on household income, but you may still be able to estimate expenditure for each income group. (Note: You may need to apply a weighting if your experience indicates that beneficiaries are unlikely to be evenly distributed across income groups.)
- expenditure should only be listed under 'Students from other under-represented groups' where you know that the students are in an

OFFA-countable group but household income is unknown and you are not able to have reasonable confidence in any estimates. In 2008-09, only around three per cent of all bursary and scholarship expenditure was listed under this heading.

41. In some cases, residual household income may have been reassessed during the academic year, or a student may have withdrawn from their studies or not completed a full year or programme of study. In these cases, a student may have received a particular bursary package even though their circumstances have subsequently changed. For the purposes of our assessment, we are happy for you to include these students in your return based on their household income at the time they were originally assessed for a bursary.

Table 2b

Number of students in receipt of bursaries and scholarships

Action

42. Please indicate how many of your students received bursaries in 2009-10, disaggregated by year of entry. This will help us to ensure that you have met your commitments to individual students.

Explanatory notes for Table 2b

43. Where possible, you should tell us how many bursary holders there are in each income band as specified in your monitoring return template. We are interested in the number of beneficiaries rather than the number of awards. Therefore, if you give a student more than one bursary, you should only count them once. Where a student receives a core bursary based on income and a non-income-related award, you should record them only once based on their income-related bursary.

44. For the purposes of our assessment we will count all students in receipt of bursaries and scholarships from the OFFA-countable groups set out in paragraph 37. As with table 2a, you should

attempt to allocate students to household income brackets, using estimates where necessary in the same way as set out in paragraph 40. **Where figures are based on estimates, you should declare this in the monitoring return with a brief explanation of your calculations.**

45. We will publish the number of 'OFFA-countable' beneficiaries at individual institutions in our monitoring outcomes report, alongside the proportion of higher fee-paying students this number represents. It is therefore important that your estimates are based on a reasonable rationale. We may need to contact you if a rationale is not provided or is unclear. We may indicate in the monitoring outcomes report where figures are based on estimates rather than known.

Checklist for Tables 2a and 2b

✓ **include** actual expenditure since 1 August 2009:

- that relates to the 2009-10 academic year (plus expenditure relating to previous years that was paid in 2009-10)
- on bursaries and scholarships paid to students from the household income groups detailed above or from other under-represented groups
- at franchise institutions, and
- on 'in-kind' awards such as discounts on accommodation and provision of laptops¹.

✓ **include** all current system students who have paid a fee or received an OFFA-countable bursary in 2009-10. Where a student has subsequently withdrawn from their studies or did not complete the full year or programme of study, you should still include them unless they received a full refund.

✓ **do not include:**

- ring-fenced funds which were unspent in 2009-10 and are to be carried forward to future years. Table 4 of this return contains a separate table for reporting these funds

- any payments reported to OFFA in previous monitoring returns – you should only count expenditure in the year in which the benefit was received
- expenditure on bursaries and scholarships for students above a household income of £50,020 who are not from an under-represented group
- expenditure that is not paid directly to students as an award with a financial benefit, for example expenditure on the overall improvement of services for students and broader retention measures
- Access to Learning Fund payments; this funding is received by all institutions from the Government and does not form part of any access agreement
- expenditure on historic bursaries and scholarships that were well established before the introduction of variable fees and which are not funded through additional fee income
- expenditure to students not covered under the 2004 Higher Education Act, such as students on part-time courses and courses provided under NHS contracts – for example, nursing, midwifery, allied health professions and medicine (year five onwards).

Tables 2c and 2d

46. Tables 2c and 2d show your expenditure on bursaries and scholarships as a proportion of additional fee income and the proportion of your students in receipt of bursaries and scholarships. These tables calculate automatically, using the data you have provided in tables 2a and 2b. We have provided these tables as a safety check for you to reassure yourself that the figures shown are in line with your expectations. We will use the data from these tables in our monitoring outcomes report.

¹ Note that some awards, such as laptops, are one-off payments. You should therefore ensure that these are only recorded once in your monitoring returns and are not double counted each year. For example, a laptop given to an eligible student in 2008-09, and recorded in your 2008-09 monitoring return, should not be recorded again in 2009-10.

Additional outreach expenditure and reallocation of funds

You must provide:

- **actual expenditure on additional outreach activities covered in access agreements**
- **an explanation where the actual amount of expenditure on outreach varies significantly from your commitments or estimate set out in your access agreement**
- **details of any underspend in 2009-10 which has been reallocated to other access measures**
- **an update on any underspend in previous years that was carried forward for use in 2009-10 or in future years.**

Table 3

Expenditure on additional outreach activities

Action

47. Please tell us how much you have spent on additional outreach in 2009-10, together with the commitments that were set out in your 2009-10 access agreement. Where your commitment was expressed in your access agreement as a percentage of your additional fee income, please indicate this as an amount (£). We will report on progress against these commitments in our monitoring outcomes report.

Explanatory notes for Table 3

48. We need to know whether your additional outreach expenditure is consistent with your commitments set out in your 2009-10 access agreement.

49. The expenditure you report on outreach should only relate to funds committed from additional fee income and other new and additional (post-2006) sources of funding. They should relate to **additional** outreach activities, or a continuation of existing activities where previous funding may have been reduced or discontinued.

50. If your institution did not commit itself in its access agreement to spending part of its additional fee income on additional outreach activity, but additional expenditure has been made, this can be reported on. To be countable it must be **additional** to activities or costs that existed before the introduction of variable fees and should meet the definition on page 6. This can include relevant staffing and overhead costs.

51. We are aware that in many institutions outreach is embedded in the core of their activities, including marketing, and that it is difficult to separate out the money from additional fee income that is specifically used on additional outreach. If this is the case, you can compare year on year budgets for activities that fall within our definition of outreach and include any increase (above inflationary increases) as expenditure.

52. Where actual expenditure on outreach is more than 10 per cent below or 20 per cent above the estimate set out in your access agreement, please use Table 3c to explain this difference. For example, if you estimated that your expenditure on additional outreach would be £100,000, we would need an explanation from you if actual expenditure was below £90,000 or above £120,000.

53. If there are significant differences between the outreach spend you committed to in your access agreement and your actual expenditure, please give us an explanation focusing on the broad reasons for

any difference (you do not need to give us detailed information). For example, your additional fee income may have been substantially less than forecast, or you may have met your additional outreach aims at a lower cost. We will then look at your reasons and apply a test of reasonableness.

Table 4

Reallocation of funds

Action

54. Please use Table 4 to show details of:

- any underspend that you told us about in previous years which was spent in 2009-10
- any underspend in 2009-10 that you are planning to carry forward to future years.

55. You should include brief details of what the money will be spent on. If you do not think it is appropriate to reallocate some, or all, of your underspend, you must state this in Table 4c and tell us the rationale for this.

56. To ensure a consistent approach across institutions, please ensure that all expenditure stated in Table 4a has been included elsewhere in this return. For example, where underspend from bursaries in 2008-09 was spent on additional outreach within the academic year, this should be included in Table 3b. Please do not include amounts that were reported to us in previous monitoring returns.

Explanatory notes for Table 4

57. If significant numbers of eligible students have failed to claim their bursaries, or if you made an explicit commitment to spend a minimum proportion or amount in your access agreement and have not done so, we would normally expect you to reallocate funds to other access measures and/or make retrospective bursary awards. We will include details of any reallocated funds that are countable by OFFA in our monitoring outcomes report.

58. Examples of what you might record in Table 4 include underspend reallocated to support outreach, stronger HEI-school links, other institutional widening participation projects or disability/hardship funds. Also, if you have increased the generosity or widened the eligibility for your bursary scheme for 2010-11 to adjust for shortfalls in expenditure, this should be highlighted here.

59. In considering how you might use any reallocated funds we are keen to encourage more work that reaches out earlier to groups of potential students, in particular schools, colleges and communities where disadvantage is concentrated, as set out in HEFCE's guidance on targeting disadvantaged learners². Money redirected to fund hands-on engagement with such schools or colleges targeting major improvements in their educational offer would also be countable. This includes investment in Academies and Trust schools. In addition, many institutions have already introduced additional bursaries for care leavers. These bursaries, and any costs incurred in pursuing the Frank Buttle Trust Quality Mark, would also be OFFA-countable expenditure.

60. If you have an underspend and do not give us a figure showing how you have reallocated funds, we will assume that any difference in expenditure has been put into general budgets that are not countable by OFFA.

Table 5

OFFA financial outcomes summary

Action

61. Table 5 shows the institutional-level data that we will include in our monitoring outcomes report, based on the data you have given us. This includes your additional fee income, your expenditure on access measures, and the proportion of students in receipt of bursaries and scholarships. All you need to do is check that the figures shown are in line with your expectations.

² HEFCE (May 2007) Higher education outreach: targeting disadvantaged learners 2007/12
www.hefce.ac.uk/pubs/HEFCE/2007/07_12/

Part two: How to complete your widening participation strategic assessment return

Table 6

Expenditure on widening participation commitments 2009-10

Action

62. Please report on all of your WP expenditure in 2009-10 that is not reported as additional under your access agreement.

Explanatory notes for Table 6

63. Table 6 provides an opportunity for you to demonstrate and take credit for the full range of WP activities that you invest in across the student lifecycle and that are funded by a range of funding sources. These sources could include HEFCE's WP and Teaching Enhancement and Student Success allocations, Aimhigher and Lifelong Learning Networks as well as non-HEFCE funds.

64. The amount of funding your institution stated that it would commit to WP in its WPSA should already be included in table 6a. Your calculation of actual expenditure for 2009-10 should be based on whatever method you used to calculate WP expenditure for your WPSA. We produced additional guidance (HEFCE electronic publication 03/2009 – available at www.hefce.ac.uk/Pubs/eps/2009/) on calculating the investment in WP which you may find it useful to refer to.

65. If your actual expenditure during 2009-10 has been reduced by ten per cent or more, please provide an explanation for this reduction in table 6b. For example, if the expenditure set out in your WPSA was £2.6 million you would need to provide an explanation if your expenditure for 2009-10 was below £2.34 million.

66. Expenditure on OFFA-countable bursaries and additional outreach expenditure is already included in the top two rows of table 6c. You should make sure that this is not double-counted elsewhere in this table.

67. We would like to gain consistent information across the sector which will enable us to better answer

questions regarding overall investment in WP and to establish the impact of any reductions in funding. In the original guidance for WPSAs we asked institutions to report on the broad areas of WP activity to which resources were directed. Institutions reported in a variety of ways although often under similar categories. It would be helpful if you could report in more detail your actual WP expenditure in 2009-10 using the broad categories in table 6c. Please provide the approximate amount spent under the headings, and add further headings to report any other significant investment in WP if applicable. This could include, but is not limited to, expenditure on summer schools, lifelong learning and student support services. We would be particularly interested in any investment in the development of strategic partnerships which support WP, such as formal relationships with schools and colleges to support governance or with employers on course development and adult skills.

Table 7a

An assessment of WP activity in 2009-10

Action

68. Please assess your institution's WP activity for the 2009-10 academic year, briefly describing what you believe to be your three to five most successful or significant widening participation activities/initiatives/achievements over the past year, along with any supporting evidence of impact. The activities/initiatives/achievements on which you report could include specific activities, programmes, changes to admissions procedures, course or curriculum development, and research to support widening participation.

Explanatory notes for Table 7a

69. WPSAs demonstrated the high level of commitment to WP that exists across the sector and provided a comprehensive picture of the range of activities undertaken. However, many of the documents did not indicate which activities were

seen as the most effective and how this would inform future priorities. Therefore, this section of the return is designed to encourage institutions to consider the significance of the different aspects of their WP work. We anticipate that this will provide greater depth and breadth of information regarding the type of activity that is most widely valued across the sector and why it is valued.

70. In assessing WP activity you should take account of initiatives across the student lifecycle, not just outreach activity. For example, you may wish to report on the development of inclusive practices; on improvements to student support structures and learning environments; on flexible modes of delivery in order to deliver wider learning opportunities for mature and part-time students; or on inclusive curricula.

Table 7b

Changes to WPSAs

Action

71. Please use this section to tell us about any effects that funding reductions and/or student number control have had on your WP commitments and activities.

Explanatory notes for Table 7b

72. This section will help us better understand the challenges facing the sector in the current economic climate. Please answer the questions below, and indicate if there have been any substantial changes to your commitments since the submission of your WPSA. This may include changes to your strategy or to staffing and structures. In terms of your milestones and targets, it may include any changes you anticipate in the context of long term planning in addition to any immediate changes to milestones and targets that you report in Table 9.

73. Taking into account the current financial climate:

- Has your WP strategy altered due to funding cuts and/or undergraduate student number restrictions? Do you anticipate changes to your strategy in the future?

- Have there been any changes to the way in which WP is supported in your institution in terms of staffing and structures? Do you anticipate any such changes?
- Have you had difficulty in meeting targets/milestones for financial reasons? Do you anticipate future difficulty in meeting them due to reductions in funding (from any source)?
- Do you anticipate changes to your targets/milestones in the longer term?
- Which WP activities/initiatives are you prioritising? Which do you think should be protected from the effects of funding cuts?

Table 8

Update on plans for evaluation

Action

74. Please tell us (max. 500 words) whether you are currently evaluating any of your WP activities and what plans you have put in place over the last year to enable future evaluation of your WP work. This might include activities such as setting up an evaluation working group, developing criteria to prioritise which elements of your WP activity you will evaluate, or developing an evaluation plan or strategy. Some institutions told us in their WPSA that they intended to develop new evidence-based ways of evaluating their WP work in the coming year. If this applies to your institution, please update us on your progress.

Explanatory notes for Table 8

75. In our initial request for WPSAs, we asked institutions to evaluate their WP commitments and to identify the measures they would use to assess the effectiveness and impact of their WP activities. Evaluation is essential in enabling institutions to allocate their resources effectively and we recognise that many institutions have been evaluating their WP activities on an ongoing basis. However, our assessment of WPSAs highlighted that this was an area that most institutions needed to develop further.

76. In December 2009 we therefore asked institutions to develop their approaches to evaluation with the expectation that they would use the resulting evidence to inform the development of their WP policy and activities. We expect institutions to demonstrate how they have done this in their revised WPSA, due to be submitted in 2012. HEFCE Circular Letter 24/2010, published in September 2010 and available on the HEFCE website, sets out guidance which clarifies our expectations and supports institutions to develop their approaches to evaluation. There was no requirement for institutions to submit separate plans or strategies for evaluation and it is acknowledged that institutions will be best placed to decide what and how they evaluate. However, we indicated that we would expect some information on how approaches to evaluation were developing in the annual progress report. Many institutions indicated their intention to develop more evidence based approaches within their WPSA and this is an opportunity to update us on those plans. We are also aware that some institutions were already undertaking evaluation but had not necessarily set this out in their WPSA, so this annual report is an opportunity to include this information.

77. Most institutions are assessing the effectiveness of their activities by measuring their performance against performance indicators (PIs). They should continue to do so. However, in addition, we want to encourage institutions to think about other measures they can use to assess impact based on more specific and direct outcomes of interventions. This is because much of the work institutions undertake will not have a direct or immediate impact on entry to HE, or necessarily on entry to their own institution.

78. We understand that we have not previously placed the same emphasis on evaluation of WP activities for FECs as we have for HEIs. However, we are interested in understanding the specific contribution that FECs make to WP and would like to receive any information or evidence that FECs may have on the impact of their WP work.

79. We are also aware that postgraduate institutions work in a different context with regards to WP and that their approaches are still developing. However, we would encourage these institutions to consider how they might measure the success and impact of their approach, and to provide any information and evidence they currently have.

Part three: Progress towards milestones and targets

Table 9

Milestones and targets

Action

80. You should use Table 9 to provide a report on progress against the milestones and targets set out in your access agreement covering 2009-10 and in your widening participation strategic assessment.

81. Please use Table 9a to report against statistical milestones/targets relating to your applicants, entrants or student body – for example, those based on HESA, UCAS or similar data that you use to measure the outcomes of your WP work. For each statistical milestone/target, you should provide a brief description of the milestone/target (including your baseline where applicable), then set out your current position and progress towards each milestone or target (if you need to, use the text box below the table to provide further commentary). It is important that the information you provide in Table 9a gives a clear idea of your key institutional milestones, targets and commitments.

82. Table 9b should be used to report against other milestones and targets, for example, those relating to outreach, lifelong learning, or institutional management and mission. Where there are a number of similar milestones/targets, you may wish to amalgamate these for the purposes of your monitoring report. As with Table 9a, you should set out a brief description of the milestone or target along with data for the baseline year (where applicable), then set out your current position and the progress you have made towards each milestone or target.

83. Where progress has been significantly less than expected, or there has been movement away from milestones, you should use the 'further commentary' sections to explain briefly what plans and strategies are in place

to review the arrangements under your access agreements and WPSAs and what changes

might be necessary in order to make progress. We may wish to contact you to gain a better understanding of the situation if the information you give us is not sufficient to allow us to gauge your progress.

84. Table 9c asks you to assess your progress against your milestones by selecting one of four statements from a dropdown menu, choosing the one that most accurately reflects your institutional position. Please note that we are more interested in trends than in an individual year's data.

85. We anticipate that many of you will have already produced information on progress against milestones as part of your own internal management processes and may have existing reports. If it is easier to submit an existing report, that is acceptable. You simply need to highlight this in the further commentary section of Table 9a and upload your existing report as 'supporting information'. Please also ensure that you complete the self-assessment in Table 9c, and that **the milestones reported on clearly relate to the approved milestones in your access agreement covering 2009-10 and your WPSA**. In addition, where a milestone needs changing, this should be clearly stated.

Explanatory notes for Table 9

86. This year, there has been a change to the HESA performance indicator relating to social class that may make it difficult for some institutions with a milestone or target relating to NS-SEC to provide precise reporting in Table 9a. This is because a change in the relevant UCAS question for 2008-09 applicants means that the NS-SEC indicator is not comparable with data published in previous years. For more information, visit www.hesa.ac.uk/pi. (Note: for 2009-10 UCAS applicants, the question will revert back to the original wording and it is expected that NS-SEC 2009-10 data will be

comparable to that published up until 2007-08.) As we are primarily concerned with trends over time, a lack of comparability of one year's data is not of major concern, and while you may not be able to provide a comment specifically on this year's indicator, you may wish to comment on progress in relation to NS-SEC more generally.

87. In addition, OFFA's most recent monitoring round found that some institutions had milestones and targets linked to the performance indicators for low participation neighbourhoods that had not been updated to reflect the new POLAR2 methodology. OFFA has therefore asked all institutions to review their statistical milestones alongside their revisions to access agreements and to submit them as soon as possible to OFFA at accessagreements@offa.org.uk.

88. Some institutions may have subsequently updated some of their 2009-10 access agreement milestones in a more recent access agreement. If this is the case, you should indicate this in your return. However, we still wish you to report on your milestones relating to your access agreement for 2009-10 and your WPSA.

89. In some circumstances, it may be appropriate to withdraw or alter milestones in your access agreement or your WPSA – for example, if a current milestone is not measurable, if you have devised a better method, or if data suggest that a milestone was either unrealistic or not stretching enough. If you wish to withdraw or alter a milestone you should indicate this in Table 9a or 9b and provide further details in the commentary section.

90. We recognise that it is possible that you may meet all your financial commitments and outreach plans under your access agreement or in your WPSA but not achieve your milestones. When we are analysing progress with milestones we will consider whether you have met your commitments and if there is a positive direction towards milestones. We will also take into account the position of the HE sector as a whole.

Table 10

Validating your monitoring return

Action

91. Your monitoring return must be validated and signed off by an appropriate senior manager. This could be your Vice-Chancellor/Principal, Deputy Vice-Chancellor or Finance Director.

Explanatory notes for Table 10

92. The purpose of the sign-off is to provide assurance that the information you provide has been validated independently by someone other than the person responsible for compiling the return. It is up to each institution to determine its own process for checking the accuracy of the information it provides. This could be through internal audit, a report to the head of the institution, a governors group or a steering committee. All information is subject to audit and you should ensure that the way you validate your information meets your own internal audit requirements.

What happens once you have submitted your form

How we will assess your monitoring return

93. As soon as we receive your return, we will email you to confirm receipt. We will then start to assess your return.

Assessing your access agreement return

94. As in previous years, OFFA will look to see that you have broadly met your bursary and outreach commitments and, where you have not done so, that there is a reasonable explanation and/or appropriate review and re-adjustment of plans.

95. OFFA will also look at the progress you have made towards your milestones. We are more concerned with trends over time than year-on-year indicators and will not penalise institutions for not meeting their milestones. However, if the trend indicated by central or institutional returns shows that your institution has made no progress or regressed, we will want to discuss this with you to understand the issues and investigate possible solutions.

96. We hope to have completed all assessments and to let you know the outcome of your assessment by June 2011.

Assessing your WPSA return

97. HEFCE will look at whether there have been substantial changes to your level of investment in WP and/or your WP commitments since you submitted your WPSA and, if so, will expect to see a reasonable explanation.

98. We will also look at what you believe to be your most significant and successful WP activities over the past year, and how these are helping you to achieve your targets and milestones developed as part of WPSAs. In considering your progress against your milestones, we want to understand any difficulties you may have experienced in meeting your targets and the reasons for any changes. We are also interested in the effects that the current financial climate and student number control have had on your ability to meet targets and make progress against milestones.

99. We will expect to see evidence that your institution is considering evaluation of WP activities, even if this is still only at a developmental stage.

100. We will write to institutions once we have finished our assessment to confirm that we are satisfied with the information provided but will not give individual feedback to institutions unless we have particular questions or concerns.

101. Our institutional teams will continue to use WPSAs (and annual monitoring returns) as the basis for discussions during their usual institutional visits. Institutions are welcome to contact us to discuss their return in more detail or to request a meeting.

We may need to contact you for further information

102. We may need to ask you for further information about your return if, for example, some of the information or data:

- is unclear
- does not make sense from our knowledge of your access agreement, WPSA and institution
- is inconsistent with centrally collected data.

We will collect and share some information centrally

103. In order to inform our monitoring, we will ask the SLC for information on the number of students from lower-income backgrounds at each institution. We will also use sector data from HESA, UCAS and others to monitor progress across the sector and identify any emerging patterns over time.

104. OFFA and HEFCE will work together closely in assessing returns and, where relevant, may share information with other partners, such as the Department for Business, Innovation and Skills.

We will publish the results of the monitoring process

105. We will publish a short report on the outcomes of our monitoring in July 2011. For access agreement monitoring, this will include the proportions of fee income spent on bursaries and scholarships to lower-income students, the amount spent on additional outreach, any underspend that has been reallocated and the proportion of students receiving a bursary at each institution. For WPSA

monitoring it will include a simple analysis and comment on the main areas reported on including overall investment in WP at an aggregated level across the sector.

We may audit your monitoring return

106. OFFA reserves the right to audit your monitoring return and the way you are implementing your access agreement. If, before taking this step, we identify significant concerns with delivery or progress towards milestones, we will invite you to discuss any emerging issues with us and, where necessary, ask you to provide further information.

How the Freedom of Information Act affects monitoring returns

107. OFFA and HEFCE are subject to the Freedom of Information Act (FOIA), which gives the public a right of access to any information we hold. We have a responsibility to decide whether individual monitoring returns should be disclosed on request, or treated as confidential. We can refuse to disclose information only in exceptional circumstances. This means individual monitoring returns are unlikely to be treated as confidential except in very particular circumstances. **Where you consider information in your return to be confidential, please extract the information and insert it into a separate annex, which we will treat as being potentially commercially sensitive. You should still refer to this information elsewhere in the monitoring return.** Where we consider it to be appropriate and practicable, we may seek your views before disclosing information in this annex. Further information about the FOI Act is available at www.informationcommissioner.gov.uk.

How to submit your return

108. Please submit your completed monitoring return template to the HEFCE extranet <https://extranet.hedata.ac.uk> by **14 January 2011**.

Late returns

109. Please note, it is a statutory obligation to report on progress with your access agreement and it is important to submit your joint access agreement/WPSA return by the deadline. If your return is late we cannot guarantee that we will be able to include your data in the monitoring outcomes report we publish.

110. If your monitoring return needs to be approved at a meeting of your governing body or other relevant committee after the deadline of 14 January 2011 you can submit a draft electronic copy of your monitoring return with a request for a **limited** extension to the deadline for your final version.

Annex A

Access agreement and widening participation strategic assessment monitoring return academic year 2009-10

This annex is for reference only. The template for you to complete is available on the HEFCE extranet at <https://extranet.hedata.ac.uk>.

(See paragraphs 9 to 11 of the monitoring guidance.)

Institution name:

Institution code:

Institution UKPRN:

Please provide contact details for up to two people in case we have any questions about your monitoring return:

Name	
Post	
Telephone	
E-mail	

Part One – your access agreement monitoring return

Part One covers your additional fee income, expenditure on bursaries, scholarships and outreach, and the numbers of students in receipt of awards at your institution. The data from this whole section will be used to populate your individual OFFA outcomes section (Table 5).

Notes

Definitions of current system students, additional fee income, under-represented groups and outreach can be found in our monitoring guidance.

You should include data for franchise partners in Part One of this return. Please list the relevant partners.

Table 1 – Additional fee income, by fee amount and year of entry (paragraphs 32 to 36)

a) Fees charged at the maximum higher fee

Courses with a standard fee of £1,285		Additional fee income per student	Number of current system students in the 2009-10 academic year (per fee charged)			
			2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants
First degree	£3 225	£1 940	40	2 228	2 980	4 095
Courses with a standard fee of £640						
Sandwich course	£1 610	£970			5	
Year abroad	£1 610	£970			5	
Part-time ITT, less than 10 wks	£1 610	£970				15
Other	£1 610	£970				
Number of students charged the maximum higher fee			40	2 228	2 990	4 110
Additional fee income from students charged the maximum higher fee			£77 600	£422 320	£5 790 900	£7 958 850

b) Fees charged above the standard fee but below the maximum higher fee

Courses with a standard fee of £1,285		Additional fee income per student	Number of current system students in the 2009-10 academic year (per fee charged)			
			2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants
First degree	£2 500	£1 215	20	135	106	358
Foundation degree	£2 200	£915			13	15
HNC/HND	£2 000	£715			5	5
Courses with a standard fee of £640						
Sandwich course	£1 255	£615		4		
Year abroad	£850	£210			50	
Part-time ITT, less than 10 wks	£800	£160				10
Number of students charged above the standard fee but below the maximum higher fee			20	139	174	388
Additional fee income from students charged above the standard fee but below the maximum higher fee			£24 300	£166 485	£154 760	£453 870

c) Negative adjustments to additional fee income

Where the formulae in Tables 1a and 1b mean that the figures provided are not an accurate reflection of your total additional fee income - for example, where students have withdrawn or intercalated - you should make any adjustments and provide a commentary here. Where figures are based on estimates, you should declare this with a brief explanation.	2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants
			-£1 400	-£15 000

Commentary on additional fee income adjustments

e.g. 15 entrants from 2009-10 withdrew before the year end and paid only a partial fee.
2 entrants from 2008-09 had fees reduced.

d) Total additional fee income

(This table calculates automatically, using the data you have provided in Tables 1a, b and c.)

	2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants
Additional fee income – maximum fee (From Table 1a)	£77 600	£4 322 320	£5 790 900	£7 958 850
Additional fee income – between the standard fee and the maximum fee (From Table 1b)	£	£166 485	£154 760	£453 870
Adjustments (From Table 1c)	£	-£1 400	-£15 000	
Subtotal	£77 600	£4 488 805	£5 944 260	£8 397 720
Total additional fee income				£18 908 385

Table 2 – Bursaries and scholarships (paragraphs 37 to 46)

a) Expenditure on bursaries and scholarships

Income threshold	2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants	Totals
Students on full state support (1)	£5 000	£1 100 000	£1 600 000	£1 900 000	£4 605 000
Other students with household incomes of up to £50,020 (2)	£700	£170 000	£180 000	£200 000	£550 700
Students from other under-represented groups (3)	£6 000	£5 000	£4 000	£4 000	£19 000
Totals	£11 700	£1 275 000	£1 784 000	£2 104 000	£5 174 700

Where figures are based on estimates, you should declare this with a brief explanation of your calculations.

b) Number of students in receipt of bursaries and scholarships

Income threshold	2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants	Totals
Students on full state support (1)	7	1 200	1 600	2 000	4 807
Other students with household incomes of up to £50,020 (2)	1	200	300	350	851
Students from other under-represented groups (3)	8	8	40	140	196
Total OFFA-countable students	16	1 408	1 940	2 490	5 854
Total number of students paying a higher fee (from Tables 1a and 1b)	60	2 367	3 164	4 498	10 089

Where figures are based on estimates, you should declare this with a brief explanation of your calculations.

Notes

(1) Students on full state support: for 2006 and 2007 entrants you should provide information for students with a residual household income in 2009-10 of up to £18,360 and for 2008 and 2009 entrants you should provide information for students with a residual household income of up to £25,000

(2) Other students with household incomes of up to £50,020: for 2006 and 2007 entrants you should provide information for students with a residual household income in 2008-09 between £18,361 and £50,020. For the 2008 and 2009 entrants you should provide information for students with a residual household income between £25,001 and £50,020

(3) Only list expenditure here where students are in an OFFA-countable group and either:

- a) household income is unknown and you are not able to make estimates, or
- b) household income is above £50,020.

c) Expenditure on bursaries and scholarships, as a proportion of additional fee income

(This table calculates automatically, using the data you have provided in the previous tables – you should check that the figures are in line with your expectations.)

Income threshold	2006-07 entrants %	2007-08 entrants %	2008-09 entrants %	2009-10 entrants %	Totals %
Students on full state support (1)	6.4	24.5	26.9	22.6	24.4
Other students with household incomes of up to £50,020 (2)	0.9	3.8	3.0	2.4	2.9
Students from other under-represented groups	7.7	0.1	0.1	0.0	0.1
Totals	15.1	28.4	30.0	25.1	27.4

d) Proportion of students in receipt of bursaries and scholarships

(This table calculates automatically, using the data you have provided in the previous tables – you should check that the figures are in line with your expectations.)

Income threshold	2006-07 entrants %	2007-08 entrants %	2008-09 entrants %	2009-10 entrants %	Totals %
Students on full state support (1)	11.7	50.7	50.6	44.5	47.6
Other students with household incomes of up to £50,020 (2)	1.7	8.4	9.5	7.8	8.4
Students from other under-represented groups	13.3	0.3	1.3	3.1	1.9
Totals	26.7	59.5	61.3	55.4	58.0

**Table 3 – Expenditure on additional outreach activities
(paragraphs 47 to 53)**

a) Amount that you committed to spend/estimated in your access agreement for 2009-10 (£)

N.B. Where your commitment was as a percentage of your additional fee income please indicate this as £

£250,000

b) Actual expenditure on additional outreach expenditure in 2009-10 (£)

£197,000

c) Please provide an explanation or comment where actual expenditure is more than 10 per cent below or 20 per cent above your commitments or estimate set out in your access agreement

Table 4 – Reallocation of funds spent in 2009-10 (paragraphs 54 to 60)

<p>a) Please provide details of any underspend that you committed to reallocating in 2008-09, or in previous years, and how much has been spent in 2009-10. Actual amounts should all be included in Tables 2 and 3.</p>	
<p>Amount committed to reallocation in 2008-09 (£)</p>	
<p>Description of what the underspend was used for</p>	
<p>b) amounts carried forward to be spent at a later date. If you have increased the eligibility for your bursary scheme for 2010-11 to adjust for shortfalls in expenditure, this should be highlighted here.</p>	
<p>Amount (£)</p>	
<p>Description of what the underspend will be used for</p>	
<p>c) Please provide an explanation if underspend has not been reallocated.</p>	

Table 5 – OFFA financial outcomes summary (paragraph 61)

(This table calculates automatically using the data you have provided in tables 1-4. Once it has been verified, this is the data that OFFA will publish on your institution.)

a) Financial data that will appear in our outcomes report

Additional fee income	Expenditure on bursaries and scholarships for students on full state support	Expenditure on bursaries and scholarships for other OFFA-countable groups	Total expenditure on bursaries and scholarships	Additional outreach	Total OFFA countable expenditure	Expenditure reallocated and carried forward
£18 908 385	£4 605 000	£569 700	£5 174 700	£197 000	£5 371 700	£23 000
As proportion of additional fee income (%)	24.4	3.0	27.4	1.0	28.4	

b) Data on bursary recipients that will appear in our outcomes report

Total number of students paying higher fees	Number of students in receipt of bursaries and scholarships on full state support	Number of students in receipt of bursaries and scholarships in other OFFA-countable groups	Total number of bursary and scholarship recipients
10 089	4 807	1 047	5 854
As proportion of students paying higher fees (%)	47.6	10.4	58.0

c) Year on year expenditure data

	2006-07	2007-08	2008-09	2009-10
OFFA-countable expenditure as a proportion of additional fee income (%)	26.9	27.3	27.1	28.4

Part Two – your widening participation strategic assessment return

Part Two covers your broader widening participation commitments at your institution.

Table 6 – Expenditure on widening participation commitments 2009-10 (paragraphs 62 to 67)

a) Overview of institutional expenditure

Total expenditure on WP commitments as set out in WPSA (£)	
Actual expenditure on WP commitments 2009-10 (£)	
Do these figures include expenditure included under access agreements?	
If yes, please provide details	

b) Explanation of variance

Please provide an explanation where actual expenditure is more than 10 per cent below your commitments or estimate set out in your WPSA

c) Widening participation expenditure by category

Activity	£
OFFA-countable bursary expenditure (pre-populated from table 5a)	£ 5 174 700
Additional outreach expenditure (pre-populated from table 5a)	£ 197 000
WP staffing	
Overall outreach activity (including Aimhigher activity but excluding additional outreach from table 5a)	
Student support (excluding OFFA-countable bursaries)	
Specific support for disabled students	
(Other - please specify here)	
(Other - please specify here)	
(Other - please specify here)	
(Other - please specify here)	
Total (please calculate this)	

Table 7a – An assessment of WP activity in 2009-10 (paragraphs 68 to 70)

Activity in order of significance	Reason for inclusion/evidence of success

Table 7b – Changes to WPSAs (paragraphs 71 to 73)

Taking into account the current financial climate, please answer the questions below:

Has your WP strategy altered due to funding cuts and/or undergraduate student number restrictions? Do you anticipate changes to your strategy in the future?	
Have there been any changes to the way in which WP is supported in your institution in terms of staffing and structures? Do you anticipate any such changes?	
Have you had difficulty in meeting targets/milestones for financial reasons? Do you anticipate future difficulty in meeting them due to reductions in funding (from any source)?	
Do you anticipate changes to your targets/milestones in the longer term?	
Which WP activities/initiatives are you prioritising? Which do you think should be protected from the effects of funding cuts?	

Table 8 – Update on plans for evaluation (paragraphs 74 to 79)

Please state (max. 500 words) whether your institution has been or is currently evaluating any WP activities, and outline what plans or actions your institution has instigated over the last year to enable future evaluation of WP work.

Part Three – milestones and targets

Part Three covers the milestones from both your WPSA and your access agreement, recognising that in some cases they may overlap

Table 9 – Milestones and targets (paragraphs 80 to 90)

a) 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 menu	Description (please include baselines and milestones/targets)	Current position and progress towards milestone/target	WPSA/ Access agreement?	Does this milestone/target need changing?	Details of changes and reasons for these

Further commentary

b) Other milestones and targets

Please select milestone/target type from drop-down menu	Description (please include baselines and targets where applicable)	Current position and progress towards milestone/target	WPSA/ Access agreement?	Does this milestone/target need changing?	Details of changes and reasons for these

Further commentary

c) Overall self-assessment on milestones

i) Self-assessment on progress towards statistical milestones/targets in table 9a (please select from dropdown)

ii) Self-assessment on progress towards other milestones/targets in table 9b (please select from dropdown)

Table 10 – Validating your monitoring return (paragraphs 91 to 92)

In submitting this monitoring return you are confirming that all the information you have provided has been compiled in accordance with our guidance, that it has been subject to an independent internal validation process, and has been signed off and approved as correct.

Contact details for senior manager responsible for validating the monitoring return:

Name

Post

Telephone

E-mail

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