# Access Agreements for 2013-14: OFFA template for SCITTs and other non-HEI ITT providers

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| **Name of institution** |  |

This is Annex C of OFFA publication 2012/08, *How SCITTs should produce an access agreement for 2013-14*. For further guidance on producing your access agreement please see the main document.

Please download and complete this template and submit it to OFFA as described in OFFA publication 2012/08.

Text boxes may be expanded to the required length.

**Part one: Introduction to your agreement**

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| **A. Your current position in relation to access and, where appropriate, retention** |
| *In order to provide a rationale for the focus of your agreement, we ask that you set out briefly an assessment of your current position in relation to access and, where appropriate, retention.* |

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

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| **B. Fee limits** |
| *Your access agreement should set out the tuition fees you intend to charge new entrants in 2013-14.* |

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| **C. Amounts of additional fee income to be spent on access measures** |
| *You should include estimates of the amount of additional fee income you expect to receive along with the estimated amount of investment in access measures, by completing the attached Excel spreadsheet (Annex D).* ***As a broad guideline, 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.*** *This means that should you wish to charge the maximum fee of £9,000, we would expect you to recycle around £300 per fee on access or retention measures. If you wish to charge £8,000, we would expect you to recycle around £200 per fee on access or retention measures.* |

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| **D. Financial support for trainees** |
| *Your access agreement should include:*   * *what you plan to spend on targeted fee waivers, bursaries and scholarships for trainees in 2013-14* * *the amounts of support and the eligibility criteria for new entrants.* |

**Part three: outreach and retention**

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| **E. Outreach and retention work** |
| *If you do outreach work please include this in your access 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.*  *Please also include any retention activity in your access agreement.* |

**Part four: Targets, milestones and monitoring**

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| **F. Targets and milestones** |
| *Access agreements should include a commitment to monitor target groups and show a desire to improve performance over time. You may also wish to include descriptions and definitions of any targets.*  *These targets might be statistical - based on how representative your entrants are and, where appropriate, 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 those that choose to subscribe.* |

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| **G. Institutional monitoring arrangements** |
| *In your access agreement you should show how you intend to monitor your fulfilment of your agreement. You should include a brief description of how you intend to monitor measures set out in the agreement and progress towards milestones. For example, on an annual basis, the Management Committee will report to the Board on the progress of the access agreement, including monitoring against targets.* |

**Part five: Information to students**

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| **H. Provision of information to trainees** |
| *Your access agreement should:*   * *contain an explicit commitment to provide the information set out in this section* * *provide brief details about how you intend to provide such information to both existing and prospective students* * *contain an explicit commitment from you to provide timely information to GTTR and SLC.* |