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Guidance

This document sets out the information we need from institutions to carry out 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 Thursday 12 January 2012.

Access agreements and widening participation strategic assessments

How to complete your monitoring return for 2010-11

offa
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HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND
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Alternative formats

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Access agreements and widening participation strategic assessments

How to complete your monitoring return for 2010-11

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 annual monitoring of access agreements and widening participation strategic assessments (WPSAs). This year we have further 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, while minimising the overall administrative burden on institutions. This document asks all institutions with an OFFA-approved access agreement for 2010-11, and/or those that 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 2010-11 must provide us with the following data, using Tables 1-4 and Table 6 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
- a report setting out progress against milestones and targets in their access agreement, using Tables 8-10 of this return.

3. **Institutions with a widening participation strategic assessment** must submit a WPSA monitoring report using Tables 5 and 7 of this return. This includes:

- a breakdown of institutional expenditure on widening participation (WP) commitments
- a report on findings from evaluation of WP activity.

4. **If your institution does not have an access agreement for 2010-11 and does not have a WPSA**, you do not need to complete a return.

How we will use the information you give us

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

6. OFFA will use the information you provide in your return to consider the extent to which your institution has broadly met the commitments set out in its access agreement, and your access performance. HEFCE will use your return to better understand institutional expenditure on WP activity, and which WP activities are deemed to deliver the most impact according to institutions' evaluations. This data will be important in starting to build an evidence base on the impact of WP activity, and helping us understand what our funds are used for.

7. The data from some of the tables in the return will be published on the OFFA website. The guidance for each table makes it clear where this may be the case.

8. We will publish a joint report in July 2012 giving the outcomes of this monitoring. OFFA's annual report to Parliament also includes an overview of progress with access agreements.

What you need to do next

9. As in previous years, we will be using the HEFCE extranet (https://extranet.hedata.ac.uk) to enable you to download your monitoring return template and submit your completed return. OFFA will also be using this site to give you information to 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 mid-November, once the HEFCE extranet opens for submissions. For institutions without access agreements, we will send the keys to the first contact that you provided in your 2009-10 monitoring return. Please contact us as soon as possible if this contact has changed.

The next steps

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

- download your 2010-11 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 Thursday 12 January 2012.

Definitions of terms used in this guidance

Additional fee income

Additional fee income is defined as any fee income above the basic fee (£1,310 in 2010-11). Where institutions charged the maximum fee of £3,290 for full-time undergraduates in 2010-11, the 'additional fee income per student' was £1,980 (£3,290 – £1,310).

Additional fee income

For some 'specified' courses, including sandwich courses and courses provided in conjunction with an overseas institution, the maximum fee for 2010-11 was £1,640 and the basic fee was £650. Further details are at www.legislation.gov.uk/uksi/2004/1932/contents/made and www.legislation.gov.uk/uksi/2009/3113/contents/made (see regulation 2). Where institutions have charged the maximum fee for 'specified' courses, the 'additional fee income per student' is therefore £990.

Basic level of fee

The level of tuition fee up to which an access agreement is not required. In 2010-11 this was £1,310.

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 – even if exempt from equivalent or lower qualification (ELQ) policy for HEFCE funding purposes.

Higher level of fee

The level of tuition fee above which an access agreement is required. In 2010-11, this refers to any fee above the basic fee of £1,310.

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 2009-10 to 2010-11 should be classed as 2010-11 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 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

- some ethnic groups or sub-groups
- people who have been in care
- 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 and 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.

Other WP expenditure

For the purposes of WPSA monitoring, the reported expenditure on widening participation in Table 5 should include expenditure from all funding sources (including access agreement spend on outreach but not on financial support). See also the explanatory notes for Table 5.

Access agreements 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 in Table 5 could include work to help students succeed in their studies or work to develop more inclusive learning environments.

Variable fees

The full-time undergraduate tuition fees payable to an institution. Variable fees were introduced by the Higher Education Act 2004. In 2010-11, fee limits could be set between £0 and £3,290.

Getting started

Do we need to complete a monitoring return?

12. All HEIs and FECs with an access agreement in 2010-11, or with a widening participation strategic assessment, must complete a monitoring return.

13. You only need to complete the sections of the return which apply to your institution. Postgraduate-only institutions and many further education colleges (FECs) do not have access agreements with OFFA and are therefore not required to complete Tables 1-4 or 8-10 of the monitoring return. A small number of FECs were not required to submit WPSAs in 2009 (as they had fewer than 100 FTE HE students in 2008-09) and are therefore not required to complete Tables 5 and 7 of the monitoring return.

14. All institutions with an access agreement must provide an assessment of their progress against the milestones and targets in their access agreement, using Tables 8-10.

15. The table below summarises which tables within the return you must complete (or refer to, in the case of pre-populated tables), depending on whether you have an access agreement and/or WPSA.

Why do we need to complete a monitoring return?

Access agreements

16. 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 milestones and targets. OFFA needs sufficient information in order to:

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

Widening participation strategic assessments

17. HEFCE stated in its original request for WPSAs ('Request for widening participation strategic assessments', HEFCE 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.

18. Since the submission of WPSAs in June 2009, the context for HE has changed considerably. The announcement of the Government's reforms to HE funding, the introduction of higher fees, and the closure of the Aimhigher programme have led to some concerns from the sector that the level of widening participation activity may decline. During such uncertain times, it is crucial to maintain WP activity, and ensure its implementation remains focused and evidence-based.

19. The WPSA annual report gives institutions the chance to demonstrate the full extent of their expenditure on WP, and to show how their WP approaches/activities are informed by evidence of impact and effectiveness. This will help give us a better understanding both where institutions are spending money on WP outside of their access agreements and which WP activities deliver the most impact. It is vital to build a national evidence base about effective WP practice and the impact of WP spend. Without this future central funding may be under threat and institutions will not have an opportunity to learn from each other.

	Both (access agreement and WPSA)	Access agreement only	WPSA only	Neither
HEIs & FECs	All tables	Tables 1-4, 6, 8-11	Tables 5, 7 and 11	N/A
Postgraduate institutions	N/A	N/A	Tables 5, 7 and 11	N/A

What has changed in access agreement and WPSA monitoring for 2010-11?

Changes to access agreement monitoring

20. We have made a number of changes to the monitoring return tables relating to access agreements. Some of the tables are also in a different order to those in previous guidance. The main changes are as follows.

21. In order to capture bursary spend for students on courses that last longer than four years, we will now be collecting data for five cohorts of students (academic years 2006-07 to 2010-11).

22. Ministers have asked us to place greater emphasis on access performance. We have therefore made some changes to the way we would like you to record performance against your milestones and targets.

23. We would now like you to show your progress to date, for five academic years, against each of your targets. We have also asked for an assessment of your progress against each individual milestone. This is so that we can analyse and report on access performance against targets more fully.

24. To provide a context for your progress against milestones, we have added a new table (Table 8), which will be pre-populated with your institution's HESA WP performance indicator data. This table is for information only and does not require any work on your part.

25. We have asked you to provide a narrative where your progress against particular milestones has been less than anticipated. For this round of monitoring, we will publish your explanations alongside your milestone data.

Changes to WPSA monitoring

26. The 2009-10 monitoring return was the first time that we asked institutions to report on their WPSAs. Institutions were asked to: report on expenditure on widening participation commitments in 2009-10; give an assessment of WP activity in 2009-10; report on the effects of the current economic climate on WP; and to provide an update on their plans for evaluation of WP commitments. We also asked for institutions to report on progress against the milestones and targets set out in their 2009-10 access agreement and/or their WPSA.

27. The context for widening participation has changed since we requested 2009-10 monitoring returns, and we want to reduce the administrative burden for the sector. Therefore, for 2010-11, the WPSA elements of the return are limited to reporting on your expenditure on widening participation, and reporting on your findings from evaluating your WP activity. We are not asking you to report on progress against your milestones and targets set out in your WPSA, as these have generally been superseded by those set out in access agreements.

28. In response to issues raised by institutions we have slightly changed how we ask you to report on WP expenditure for 2010-11. In 2009-10, we asked you to report expenditure against pre-determined categories. We now ask you to list your WP activities/areas of work, showing your expenditure on each activity/area of work, and then to select a category for each activity/area of work from a list of pre-determined categories. Institutions are asked to include OFFA-countable additional outreach but not expenditure on OFFA-countable bursaries.

29. For 2009-10, we asked you to give an update on the development of your approaches to evaluation. The returns demonstrated that most institutions had developed their evaluation strategies. Therefore, for 2010-11 we are asking you to provide a brief assessment of the findings of your evaluation of WP activities, based on the three to five WP activities/initiatives/achievements that you identify as most successful/significant in 2010-11.

Will we need to submit new WPSAs in 2012?

30. The current WPSAs only run to July 2012, so we intend to request new WP strategic documents in 2012. However, because 2012-13 will be very much a period of transition, we will request only a very brief statement to cover that academic year. We will then request a full submission in 2013-14, which is intended to be the first year of longer term changes to our funding for teaching, to cover the following three-year period. Guidance for the 2012 submission will be issued next year.

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

31. As in previous years, we will give you SLC income distribution data for your institution to help you complete Table 2 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 2010-11, broken down by household income bands as set out in paragraph 42.

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

33. The data we request from the SLC will be available via the HEFCE extranet from mid-November and will:

- include all payments made since 1 August 2010 in respect of the 2010-11 academic year
- be separated between 2006, 2007, 2008, 2009 and 2010 entrants.

34. 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?

35. We have included a copy of the monitoring return template for 2010-11 at Annex A. This is for reference only. The template that you need to complete will be available via the HEFCE extranet at https://extranet.hedata.ac.uk.

Part one: How to complete your financial 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 36-40)**
- **expenditure on bursaries and scholarships to students from lower-income and other under-represented groups, by income band and year of entry (paragraphs 41-45)**
- **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 46-49)**

Table 1

Additional fee income, by fee amount and year of entry

Action

36. Please indicate the variable fee you have charged, and how many current system students studying in 2010-11 were charged this fee, broken down by 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 basic 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

37. 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 basic fee (£1,310 in 2010-11). If you have charged the maximum fee of £3,290 for 2010-11, the ‘additional fee income per student’ is £1,980 (£3,290 - £1,310). The number of current system students charged a higher fee and total additional fee income in Tables 1a and 1b are also calculated automatically.

38. For some ‘specified’ courses, including sandwich courses and courses provided in conjunction with an overseas institution, the maximum fee for 2010-11 was £1,640 and the basic fee was £650. Tables 1a and 1b contain separate sections for recording these students.

39. As stated in paragraph 36, 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 £3,290 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 -£1,140. You should also use Table 1c to highlight where any figures are based on estimates, and provide a brief explanation.

40. Table 1d shows your total additional fee income. It calculates automatically, using the data you have provided in Tables 1a to 1c. You should check that the total additional fee income figure in Table 1d reflects your actual additional fee income for 2010-11.

Checklist for Table 1

- ✓ **include** fees charged and student numbers for Home/European Union, full-time undergraduates (including full-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
- ✓ **include** all current system students who have paid a fee or received an OFFA-countable bursary in 2010-11. 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).
- ✗ **do not include** students on part-time or flexible ITT courses. These were originally covered under the Higher Education Act 2004, but are no longer regulated from September 2010
- ✗ **do not include** students on two-year courses starting in 2006-07, 2007-08, 2008-09 (or even 2009-10 for one-year programmes) who were no longer studying in 2010-11. As Tables 1a and 1b represent a 'snapshot' of the students still paying a fee in the 2010-11 academic year, we would not expect large numbers of students on shorter courses which started before 2008-09.

Table 2a

Expenditure on bursaries and scholarships

Action

41. 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 3, 'Definitions of terms used in this guidance').

Explanatory notes for Table 2a

42. 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 varies according to year of entry and you should therefore provide information as follows:

- for 2006 and 2007 entrants, those with a residual household income in 2010-11 of up to £18,360
- for 2008, 2009 and 2010 entrants, those with a residual household income of up to £25,000.

43. The threshold for students in receipt of partial state support also varies according to year of entry. However, for the purposes of our monitoring, we are asking you to report on residual household income up to the 2010-11 threshold of £50,020. This will ensure that the expenditure on which we report is sufficiently targeted, and enable us to make comparisons with expenditure in previous years.

Please therefore provide information as follows:

- for 2006 and 2007 entrants, those with a residual household income in 2010-11 of between £18,361 and £50,020, and
- for 2008, 2009 and 2010 entrants, those with a residual household income in 2010-11 of between £25,001 and £50,020.

44. 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 41. Where figures are based on estimates, you should declare this in your monitoring return and give a brief explanation of your calculations. Wherever possible, we would like to record bursary expenditure by the income group of the beneficiary, rather than as 'students from other under-represented groups. Please record students as follows:

- 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. 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. 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 2009-10, only around four per cent of all bursary and scholarship expenditure was listed under this heading.

45. 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

46. Please indicate how many of your students received bursaries in 2010-11, 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

47. 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.

48. 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 41. 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 44. **Where figures are based on estimates, you should declare this in the monitoring return with a brief explanation of your calculations.**

49. 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 2010:

- that relates to the 2010-11 academic year (plus expenditure relating to previous years that was paid in 2010-11)
- 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 laptops[1].

✓ **include** all current system students who have paid a fee or received an OFFA-countable bursary in 2010-11. 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 2010-11 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)
- expenditure on students on part-time ITT courses, as these are now unregulated.

Tables 2c and 2d

50. 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 2009-10, and recorded in your 2009-10 monitoring return, should not be recorded again in 2010-11.

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 2010-11 which has been reallocated to other access measures**
- **an update on any underspend in previous years that was carried forward for use in 2010-11 or in future years.**

Table 3

OFFA-countable outreach spend, actual and expected

Action

51. Please tell us how much you have spent on additional outreach in 2010-11, together with the commitments that were set out in your 2010-11 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.

52. Institutions without access agreements do not need to complete Table 3.

Explanatory notes for Table 3

53. We need to know whether your additional outreach expenditure is consistent with the commitments set out in your 2010-11 access agreement.

54. 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. It should relate to **additional** outreach activities, or a continuation of existing activities where previous funding may have been reduced or discontinued.

55. 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 incurred, you can report on this. For expenditure 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 4. This can include relevant staffing and overhead costs.

56. 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.

57. 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.

58. 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.

59. The actual additional outreach expenditure provided in Table 3a will be used to populate the OFFA financial summary in Table 6.

Table 4

Reallocation of funds

Action

60. Please use Table 4 to show details of:

- any underspend that you told us about in previous years which was spent in 2010-11
- any underspend in 2010-11 that you are planning to carry forward to future years.

61. 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 decision.

62. In the interests of consistency, please ensure that all expenditure stated in Table 4a is included elsewhere in this return. For example, where underspend from bursaries in 2009-10 was spent on additional outreach within the academic year, this should be included in Table 4b. Please do not include amounts that were reported to us in previous monitoring returns.

Explanatory notes for Table 4

63. 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.

64. Examples of what you might record in Table 4 include underspend reallocated to support outreach, stronger institutional-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 2011-12 to adjust for shortfalls in expenditure, you should highlight this here.

65. 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 learners[2]. Money redirected to fund hands-on engagement with such schools or colleges targeting major improvements in their educational offer is also 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 Buttle UK Quality Mark, fall within OFFA-countable expenditure.

66. 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

Expenditure on widening participation commitments 2010-11

Action

67. Please report on all of your WP expenditure in 2010-11. Include access agreement expenditure on additional outreach under your access agreement (if applicable) but not expenditure on OFFA-countable bursaries.

68. If you do not have a WPSA, you do not need to complete this table.

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

Explanatory notes for Table 5

69. Table 5 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 from pre-admission through to graduation, 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. Please also include expenditure on additional outreach activity that is funded from additional fee income under your access agreement.

70. Table 5a asks you to report on total expenditure on widening participation commitments in 2010-11, by activity or area of work. You should list the WP activities/areas of work you undertook in 2010-11, report the expenditure for each activity/area of work and select a category for each activity/area of work using the drop-down menu.

71. Please select one of the pre-determined categories for each of your WP activities/areas of work so we have consistent information across the sector. This will enable us to assess the overall investment in WP, and to understand the areas in which investment is made and the impact of any reduction in funding.

72. The pre-determined categories are:

- Outreach work with schools and/or young people
- Outreach work with communities/adults
- Support for current students (academic and pastoral)
- Support for progression from HE (into employment or postgraduate study)
- Support for disabled students
- WP staffing and administration
- Other.

73. We will provide further guidance and examples on which activities/areas of work fall under each category in FAQs (details of these FAQs will be in your November extranet letters). Please note that you should only use the 'Other' category in rare circumstances. If you wish to use it, contact HEFCE (Siân Griffiths, s.griffiths@hefce.ac.uk, 0117 931 7153) to discuss before submitting your return.

74. For 2009-10 monitoring, some institutions had difficulty in disaggregating WP expenditure against the categories we provided. We have therefore revised the reporting method so that institutions can select the appropriate category for each WP activity/area of work which they carry out. Institutions may not need to use all the categories, and may also use some categories multiple times.

75. Institutions should aggregate their WP activity at an appropriate level. For some institutions this may mean listing a large number of separate activities, if they are reliably able to report expenditure on each. For example, they may choose to list summer schools, taster days and compact programmes with schools as separate activities. Other institutions may choose to report on broader areas of WP work, for example reporting expenditure against their overall programme of outreach with schools.

76. You should report your actual expenditure on WP during 2010-11. This may not be the same as the amount which you reported or predicted in your WPSA. You may find it helpful, when considering which activities/areas of work contribute to WP, to refer to the method you used to calculate WP expenditure for your WPSA. For additional guidance on calculating your investment in WP, see 'Widening participation strategic assessments: Further guidance' (HEFCE Electronic publication 03/2009, available at www.hefce.ac.uk/Pubs/eps/2009/). However, if you have improved your method of calculating WP expenditure since submitting your WPSA then you may wish to use your new method. What is important is that you report your actual WP expenditure based on the activities and areas of work that you have carried out.

77. Table 5b will automatically calculate your total expenditure on WP commitments in 2010-11, based on your expenditure on each activity/area of work that you report in Table 5a. You do not need to enter anything into this table, but should check that the figure is what you were expecting.

Table 6

OFFA financial outcomes summary

Action

78. Table 6 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.

Part two: Evaluation and milestones

Table 7

Findings from institutional evaluation

Action

79. Please briefly (max. 300 words in total) report on the findings of your evaluation of your three to five most successful/significant widening participation activities/initiatives/achievements in 2010-11.

Explanatory notes for Table 7

80. Our assessment of WPSAs indicated that for most institutions, evaluation of WP commitments was an area that needed to be further developed. We therefore provided guidance on how to do this in ‘Widening participation strategic assessments: guidance on developing evaluative approaches to widening participation activities and commitments’ (HEFCE Circular letter 2010/24, available at http://www.hefce.ac.uk/pubs/circlets/2010/cl24_10/).

81. In the 2009-10 monitoring return, we asked institutions to update us on their progress in developing effective evaluation approaches. The returns demonstrated that most institutions had successfully achieved this. Therefore, for 2010-11, we would like you to report on the findings from evaluation. You should list each of the three to five WP activities/initiatives/achievements that you consider most worthwhile. In some cases, the activities/initiatives/achievements which you report on may be the same as those reported in Table 7a of your monitoring return for 2009-10, but they do not need to be. For each activity, briefly indicate the evidence you have collected demonstrating the activity’s impact, focusing on evidence collected in 2010-11.

82. For example, you may include evidence of the impact on academic attainment of outreach programmes in partner schools; evidence of progression of learners from participation in outreach programmes to enrolment at an institution; or evidence of the improved attainment or progression at an institution of learners from WP target groups. You should indicate which activities you feel have the best evidence of impact.

83. Evaluation of WP commitments is even more important in a time of financial restraint, because it enables you to ensure that activities are appropriately targeted and deliver value for money. Over time, we hope to gain evidence on which activities across the sector demonstrate the most impact.

84. We understand that for most FECs, WP is based more on internal progression than on specific activities, and that therefore they may place less emphasis on evaluation. However, we are interested in understanding the specific contribution that FECs make to WP and how you most successfully support internal progression; we would like to receive any information or evidence that FECs may have on the impact of their WP work, including from the perspective of internal progression.

85. We are also aware that postgraduate institutions work in a different context compared to institutions with extensive undergraduate provision and that their approaches to evaluation are still developing. However, there is an increasing focus on access to postgraduate education in relation to social mobility and access to the professions. We would therefore encourage these institutions to provide any findings and evidence from institutional evaluation of WP activities which they currently have.

Table 8

HESA WP performance indicators (PIs)

Action

86. You do not need to provide data in Table 8, as this will have been pre-populated with your institution’s HESA PI data. The figures will be taken from HESA table T1b. You may wish to check the figures. Please note that FECs do not have HESA PIs, so this table will not be pre-populated; in this case you do not need to complete or check the table. If you do not have an access agreement, you do not need to check this table.

Explanatory notes for Table 8

87. The three HESA WP PIs (for State School, NS-SEC and LPN for young entrants) are given to provide a context for your institution's overall performance. Please note that the 2010-11 data are not given, as these will not have been finalised before the submission deadline for the returns. You may, however, wish to consider indicative HESA figures, where available. You can find out more about the HESA PIs by visiting www.hesa.ac.uk/pi.

88. This table provides an indication of the general direction of travel, the change between the most recent (2009-10) data and data from 2007-08, as well as the change between the most recent data and 2004-05 data. We have also included an indication of your distance from the HESA location-adjusted benchmark.

Table 9

Access agreement milestones and targets

Action

89. You should use Table 9 to provide a report on progress against the milestones and targets set out in your 2010-11 access agreement. You should only report on targets found in your access agreement, not any WPSA targets you may have. Please note that, in the interests of transparency, this year we will be publishing the information you provide on our website. If you do not have an access agreement for 2010-11, you do not need to complete this table.

90. 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 milestone type from the dropdown and a brief description of the milestone/target. You then need to provide baseline and target figures showing your progress against the target for each academic year from 2006-07 to 2010-11.

You should also select a statement which describes progress against each milestone compared to your baseline data. The available classifications are:

- target met/exceeded
- progress made – on course to meet target (please use this category if the target relates to a future year and you are on course to meet the target)
- progress made – but less than anticipated
- no progress made against baseline data
- N/A.

91. 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), the target itself, and then set out your current position and the progress you have made towards each milestone or target. (Note: although Table 9a requires numerical or percentage targets, Table 9b does not have these restrictions.)

Explanatory notes for Table 9

92. Many of you will have subsequently updated your 2010-11 access agreement milestones and targets in a more recent access agreement. If this is the case, you may wish to refer to this in Table 10. However, we still wish you to report on the milestones and targets relating to your 2010-11 access agreement.

93. We recognise that it is possible that you may meet all your financial commitments and outreach plans under your access agreement but not achieve your milestones and targets. When we are analysing your progress we will consider whether you have

met your commitments and if you have made progress towards your milestones. We will also take into account any contextual information you provide in Table 10, as well as the position of the HE sector as a whole.

Table 10

Narrative about your access agreement milestones and targets

Action

94. Please use Table 10 to provide a narrative (maximum 750 words in total) which:

- comments on the level of progress made against the targets
- sets the figures in some context, for example if there have been any external factors which may have influenced them
- provides explanations where you have not met targets or where progress has been less than anticipated.

Please note that this year we will be publishing the narrative you provide on our website, alongside the data given in Tables 8 and 9. If you do not have an access agreement for 2010-11, you do not need to complete this table.

95. Where progress has been significantly less than expected, or there has been movement away from milestones, you should explain briefly what plans and strategies are in place to review the arrangements under your access agreements 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.

Table 11

Validating your monitoring return

Action

96. Your monitoring return must be approved by an appropriate senior manager. This could be your Vice-Chancellor/Principal, Deputy Vice-Chancellor or Finance Director. You should use Table 11 to state who has approved your monitoring return. We do not require you to submit a signed paper copy.

Explanatory notes for Table 11

97. 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

98. When you have successfully uploaded your return, you will see an automated message confirming that your return has uploaded.

Assessing your access agreement return and milestones and targets

99. 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.

100. OFFA will 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 you solely on the basis of not meeting your targets and 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. Similarly, we may contact you if we have any questions about the data used to monitor your targets.

Assessing your WPSA return

101. HEFCE will seek to understand institutional expenditure on WP, and will contact you if we have any major concerns about expenditure compared to previous years. We will also contact you if we have any concerns over the amount reported compared to the amount received in 2010-11 through the HEFCE WP allocation, and the retention element of the Teaching Enhancement and Student Success allocation.

102. We will expect to see evidence that you are evaluating the impact of your WP commitments, and are able to report on findings from institutional evaluation. For some institutions, notably FECs and postgraduate institutions, this may be at a developmental stage.

103. We will write to you once we have finished our assessment to confirm that we are satisfied with the information provided but will not give individual feedback unless we have particular questions or concerns. Our institutional teams will continue to use WPSAs (and annual monitoring returns) as the basis for discussions during their usual institutional visits. You are welcome to contact us to discuss your return in more detail or to request a meeting.

We will collect and share some information centrally

104. In order to inform our monitoring, OFFA 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.

105. 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 may need to contact you for further information

106. 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 publish the results of the monitoring process

107. We will publish a short report on the outcomes of the monitoring in July 2012. 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.

108. For institutions with access agreements, OFFA will publish your institution's report on your progress against targets and milestones on our website.

We may audit your monitoring return

109. 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

110. 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 the information in 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

111. Please submit your completed monitoring return template to the HEFCE extranet https://extranet.hedata.ac.uk by **12 January 2012**.

Late returns

112. Please note that 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.

113. If your monitoring return needs to be approved at a meeting of your governing body or other relevant committee after the deadline of 12 January 2012 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 2010-11

This annex is for reference only. The template for you to complete will be available in November from the HEFCE extranet at https://extranet.hedata.ac.uk.

(See paragraphs 9 to 11 of the monitoring guidance.)
Please note that some of the tables have been completed for illustrative purposes.

Institution name:

Institution code:

Institution UKPRN:

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

Name	
Post	
Telephone	
E-mail	

Your financial monitoring return

Tables 1 and 2 cover your additional fee income, expenditure on bursaries, scholarships and outreach, and the numbers of students in receipt of awards at your institution. Table 3 covers OFFA-countable additional outreach spend. Table 4 covers funds that were reallocated from previous years, or that were unspent in 2010-11. Table 5 covers your overall widening participation expenditure. The data from Tables 1-4 will be used to populate your individual OFFA outcomes section (Table 6).

Notes

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

Cells that you can complete are highlighted in yellow.

You should include data for franchise partners in Tables 1 and 2 of this return. Please list the relevant partners.

Table 1 – Additional fee income, by fee amount and year of entry (paragraphs 36 to 40)

a) Fees charged at the maximum higher fee

Courses with a basic fee of £1,310		Additional fee income per student	Number of current system students in the 2010-11 academic year (per fee charged)				
Course type	Fee (£)		2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants	2010-11 entrants
First degree	£3,290	£1,980	10	40	2,228	2,980	4,095
Foundation degree	£3,290	£1,980				10	50
HNC/HND	£3,290	£1,980					105
Courses with a basic fee of £650							
Sandwich course	£1,640	£990				21	
Year abroad	£1,640	£990				150	
Number of students charged the maximum higher fee			**10**	**40**	**2,228**	**3,161**	**4,250**
Additional fee income from students charged the maximum higher fee			**£19,800**	**£79,200**	**£4,411,440**	**£6,089,490**	**£8,415,000**

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

Courses with a basic fee of £1,310		Additional fee income per student	Number of current system students in the 2010-11 academic year (per fee charged)				
Course type	Fee (£)		2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants	2010-11 entrants
First degree	£2,600	£1,290		20	135	106	358
Foundation degree	£2,200	£890				13	15
HNC/HND	£2,000	£690				5	5
CertHE /DipHE	£2,000	£690					10
Postgraduate ITT	£2,000	£690					15
Courses with a standard fee of £650							
Sandwich course	£1,000	£350				10	
Year abroad	£850	£200				50	
Number of students charged above the basic fee but below the maximum higher fee			**0**	**20**	**135**	**184**	**403**
Additional fee income from students charged above the basic fee but below the maximum higher fee			**£0**	**£25,800**	**£174,150**	**£172,760**	**£495,870**

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 brief 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	2010-11 entrants
		-£1,000	-£1,050	-£1,400	-£15,000

Brief commentary on additional fee income adjustments
e.g. 14 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	2010-11 entrants
Additional fee income - maximum fee (From Table 1a)	£19,800	£79,200	£4,411,440	£6,089,490	£8,415,000
Additional fee income - between the basic fee and the maximum fee (From Table 1b)	£0	£25,800	£174,150	£172,760	£495,870
Adjustments (From Table 1c)	£0	-£1,000	-£1,050	-£1,400	-£15,000
Subtotal	£0	£104,000	£4,584,540	£6,260,850	£8,895,870
Total additional fee income					**£19,865,060**

Table 2 – Bursaries and scholarships (paragraphs 41 to 50)

a) Expenditure on bursaries and scholarships

Income threshold	2006-07 entrants	2007-08 entrants	2008-09 entrants	2009-10 entrants	2010-11 entrants	Totals
Students on full state support (1)	£2,500	£5,000	£1,100,000	£1,600,000	£1,900,000	£4,607,500
Other students with household incomes of up to £50,020 (2)	£350	£700	£170,000	£180,000	£200,000	£551,050
Students from other under-represented groups (3)	£1,000	£6,000	£5,000	£4,000	£4,000	£20,000
Totals	**£3,850**	**£11,700**	**£1,275,000**	**£1,784,000**	**£2,104,000**	**£5,178,550**

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	2010-11 entrants	Totals
Students on full state support (1)	2	7	1,200	1,600	2,000	4,809
Other students with household incomes of up to £50,020 (2)	0	1	200	300	350	851
Students from other under-represented groups (3)	1	8	8	40	140	197
Total OFFA-countable students	**3**	**16**	**1,408**	**1,940**	**2,490**	**5,857**
Total number of students paying a higher fee (from Tables 1a and 1b)	**10**	**60**	**2,363**	**3,345**	**4,653**	**10,431**

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 2010-11 of up to £18,360 and for 2008, 2009 and 2010 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 2010-11 between £18,361 and £50,020. For the 2008, 2009 and 2010 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 %	2010-11 entrants %	Totals %
Students on full state support (1)	12.6	4.8	24.0	25.6	21.4	23.2
Other students with household incomes of up to £50,020 (2)	1.8	0.7	3.7	2.9	2.2	2.8
Students from other under-represented groups	5.1	5.8	0.1	0.1	0.0	0.1
Totals	**19.4**	**11.3**	**27.8**	**28.5**	**23.7**	**26.1**

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 %	2010-11 entrants %	Totals %
Students on full state support (1)	20.0	11.7	50.8	47.8	43.0	46.1
Other students with household incomes of up to £50,020 (2)	0.0	1.7	8.5	9.0	7.5	8.2
Students from other under-represented groups	10.0	13.3	0.3	1.2	3.0	1.9
Totals	**30.0**	**26.7**	**59.6**	**58.0**	**53.5**	**56.1**

Table 3 – OFFA-countable outreach spend, actual and expected (paragraphs 51 to 59)

a) Actual expenditure on additional OFFA-countable outreach expenditure in 2010-11 (£) (This figure determines your total outreach figure in Table 6)	£250,000
b) Predicted or committed expenditure on additional OFFA-countable outreach expenditure in 2010-11 (£) (This figure is based on the information you gave in your access agreement and financial forecasts)	£197,000
c) Please provide an explanation or comment where actual OFFA-countable expenditure (in 3a above) **is more than 10 per cent below or 20 per cent above your commitments or estimate set out in your access agreement** (in 3b above)	

Table 4 – Reallocation of funds spent in 2010-11 (paragraphs 60 to 66)

a) Please provide details of any underspend that you committed to reallocating in 2009-10, or in previous years, and how much has been spent in 2010-11. Actual amounts should all be included in Tables 2 and 3.	
Amount committed to reallocation (£)	
Description of what the 2009-10 underspend was used for	
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.	
Amount (£) carried forward	
Description of what the underspend will be used for	
c) Please provide an explanation if underspend has not been reallocated.	

Table 5 – Expenditure on widening participation commitments 2010-11 (paragraphs 67 to 77)

Please include all widening participation expenditure from all funding sources, *including* the OFFA-countable outreach expenditure from additional fee income which you reported in Table 3, but *excluding* OFFA-countable bursary expenditure. The examples below are for illustrative purposes only.

a) Total widening participation expenditure 2010-11, by activity

Activity – please aggregate at an appropriate level. You may wish to highlight flagship activities	Category	Expenditure £
Compact programme with local secondary schools and colleges	Outreach work with schools and/or young people	£250,000
Summer schools programme	Outreach work with schools and/or young people	£50,000
Programme of masterclasses and taster days for school students	Outreach work with schools and/or young people	£30,000
Campus visits for local schools with low levels of progression to HE	Outreach work with schools and/or young people	£15,000
Sponsorship of local Academy	Outreach work with schools and/or young people	£350,000
Programme of taster days for adults	Outreach work with communities/adults	£20,000
Creative writing project with local community for adults without a HE background	Outreach work with communities/adults	£20,000
Costs of lifelong learning outreach programme (classes in community centres)	Outreach work with communities/adults	£50,000
Peer mentoring scheme aimed at students from families with no HE background	Support for current students (academic and pastoral)	£50,000
Proportion of student services expenditure spent on WP students	Support for current students (academic and pastoral)	£300,000
Induction programme for local commuter students	Support for current students (academic and pastoral)	£10,000
Disability support expenditure	Support for disabled students	£100,000
Internships scheme for students who could not afford to carry out unpaid internships	Support for progression from HE (into employment or postgraduate study)	£60,000
Central WP unit staffing	WP staffing and administration	£230,000
Administration costs contribution to local partnership working	WP staffing and administration	£20,000
b) Total expenditure on widening participation commitments 2010-11 (autocalculated)		£1,555,000

Table 6 – OFFA financial outcomes summary (paragraph 78)

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
£19,865,060	£4,607,500	£571,050	£5,178,550	£250,000	£5,428,550	£0
As proportion of additional fee income (%)	23.2	2.9	26.1	1.3	27.3	

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
10,431	4,809	1,048	5,857
As proportion of students paying higher fees (%)	46.1	10.0	56.1

c) Year on year expenditure data

	2006-07	2007-08	2008-09	2009-10	2010-11
OFFA-countable expenditure as a proportion of additional fee income (%)	26.5	26.9	27.3	27.1	27.3

Evaluation and milestones

Table 7 – Findings from institutional evaluation (paragraphs 79 to 85)

Activity	Evidence of impact/findings from institutional evaluation (max. 300 words in total)

Milestones and targets

Table 8 shows your institution's performance against HESA WP performance indicators (PIs). It is pre-populated and for information only.

Table 9 covers milestones from your access agreement only.

Table 8 – HESA WP performance indicators to 2009-10 (from HESA Table T1b) (paragraphs 86 to 88)

	Progress to date							
HESA PI category	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Two-year change (2007-08 to 2009-10)	Five-year change (2004-05 to 2009-10)
State School %	86.4	87.3	87.7	87.9	88.6	89.0	+1.1	+2.6
Distance from benchmark	+1.0	+1.2	-0.1	+1.3	+1.5	+1.6	+0.3	+0.6
NS-SEC 4-7 (socio-economic class) %	28.3	29.6	30.3	30.0	N/A	30.9	+0.9	+2.6
Distance from benchmark	-2.5	-2.8	-2.2	-1.8	-1.0	+0.1	+1.9	+2.6
Low participation neighbourhoods (young) %	N/A	N/A	10.1	10.3	10.6	10.9	+0.6	N/A
Distance from benchmark	N/A	N/A	-0.1	+0.3	+0.2	+0.5	+0.2	N/A

Table 9 – Access agreement milestones and targets (paragraphs 89 to 93)

a) Statistical milestones and targets relating to your applicants, entrants or student body (e.g. HESA, UCAS or internal targets)

						Progress to date					
Please select milestone/ target type from drop-down menu	**Description**	**Baseline data** (number or percentage)	**Baseline year** (e.g. 2004-05)	**Target** (number or percentage)	**Target year**	**2006-07**	**2007-08**	**2008-09**	**2009-10**	**2010-11**	**Performance summary** (please select from drop-down)
e.g. State School (HESA Table 1a)	Proportion of entrants from state schools (three-year rolling average)	75.1	2005-06	80.0	2011-12	75.8	76.5	76.9	78.0	79.3	Progress made – on course to meet target

b) Other milestones and targets

						Progress to date					
Please select milestone/ target type from drop-down menu	**Description**	**Baseline data**	**Baseline year** (e.g. 2004-05)	**Target**	**Target year**	**2006-07**	**2007-08**	**2008-09**	**2009-10**	**2010-11**	**Performance summary** (please select from drop-down)

Table 10 – Narrative about your access agreement milestones and targets (paragraphs 94 and 95)

Report on statistical milestones and targets

For your statistical and other access agreement milestones (from Tables 9a and 9b), please provide a narrative (maximum 750 words) which:

- comments on the level of progress made against the targets
- sets the figures in some context, for example if there have been any external factors which may have influenced them
- provides explanations where you have not met targets or where progress has been less than anticipated.

Table 11 – Validating your monitoring return (paragraphs 96 and 97)

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:

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Post

Telephone

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