

OFFA Access Agreement 2014/15 - Annexes B & C

Institution name:

Institution UKPRN:

Please provide contact details for up to two people in case we have any questions about your access agreement.

	Contact 1	Contact 2
Name		
Telephone		
E-mail		

Validation checks

1. Please ensure that contact details are completed for two people.

Validation check passed.

Notes:

As well as submitting your access agreement to us, you will need to complete and return this Excel template which gives information relating to your fees, income and expenditure under your access agreement, and your targets/milestones.

We will publish the information you provide in Table 5 (Milestones and targets) on our website along with your access agreement.

Please complete sections in yellow, white sections will autopopulate.

Do not apply inflation.

When pasting any data within this excel document, please RightClick > PasteSpecial > Values (or Text)

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Table 2 - Part-time courses: Fee limits

Validation checks:

4. All fees are subject to the maximum allowed for the associated fee system.

Validation check passed.

5. All rows must be fully complete.

Validation check passed.

Notes:

Do not account for fee waivers in this table - you can record these in Table 4.

For the purposes of this table, we only need to know fees by course type. You do not need to disaggregate between different intensities of study.

As per paragraph 58 of the guidance document, the full-time equivalent course fee is the fee per 120 credits (equivalent to a full year of study), or fee for the duration of the programme if less than 120 credits.

We may share information on franchise partners with the SLC so that they can populate their databases in good time to inform applications for student finance.

Number	Please select the course type	If this fee is for a franchised course you should select the name and UKPRN of the franchise partner from the drop down list, alternatively please type the UKPRN of the provider. A UKPRN lookup service is available at UK Register of Learning Providers, using the hyperlink below. www.ukrlp.co.uk	Where you have different fee limits for different courses, please provide more information e.g. subject/faculty groupings	Full time equivalent course fee	Maximum fee charged in any academic year
1					
2					
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9					
10					

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Table 3 - Predicted number of students and fee income

Validation checks:

6. If you have recorded part-time students paying above the basic fee in Table 3a, you must record the courses on which these higher fees will be paid in Table 2.

Validation check passed.

7. If you have estimated additional fee income from part-time students in Table 3b, you must record numbers of students in Table 3a, and *vice versa*.

Validation check passed.

Notes:

Tables 3a to 3c complete automatically using the data you have provided in Table 1 for full-time students.

For part-time, you will need to enter the estimated numbers of fee-regulated part-time students in Table 3a, including the numbers of fee-regulated part-time students, those studying at an intensity of at least 25 percent of a full-time course, paying over the basic fee, and include an estimate of part-time fee income above the basic fee.

3a - Estimated number of total students	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Old system students	0	0	0	0	0
- of which above the basic fee	0	0	0	0	0
New system students - full-time	0	0	0	0	0
- of which above the basic fee	0	0	0	0	0
part-time	0	0	0	0	0
- of which above the basic fee	0	0	0	0	0
Total students	0	0	0	0	0

3b - Estimated fee income above the basic fee £	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Old system students	0	0	0	0	0
New system students - full-time	0	0	0	0	0
part-time	0	0	0	0	0
Total	0	0	0	0	0

3c - Fee levels £ (full-time new system students only)	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Average fee	0	0	0	0	0
Average fee adjusted for fee waivers	0	0	0	0	0
Maximum fee	0	0	0	0	0

Commentary on fee income and predicted student numbers - if there is additional information that you would like to make us aware of you can include this here. This box is character-limited to 1000 characters; however, we are happy for you to upload additional 'supporting information' as a separate Word/pdf document.

Table 4 - Predicted expenditure

4a - Institutional expenditure (including total NSP expenditure)

Spend on fee waivers (£) - including free or discounted foundation years	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Full-time - New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
Part-time - New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
Spend on bursaries and scholarships (£) - including accommodation discounts and other institutional services					
Full-time - Old system students (full state support)	0	0	0	0	0
Old system students (other OFFA countable groups)	0	0	0	0	0
New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
Part-time - New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
Spend on student choice £					
Full-time students	0	0	0	0	0
Part-time students	0	0	0	0	0
Spend on outreach and student success £					
Outreach	0	0	0	0	0
Student success	0	0	0	0	0
Total	0	0	0	0	0
- of which government NSP allocation	0	0	0	0	0
Total excluding government NSP allocation	0	0	0	0	0

4b - Institutional access agreement spend £	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Financial support	0	0	0	0	0
Outreach	0	0	0	0	0
Student success	0	0	0	0	0
Total spend	0	0	0	0	0

We will judge your access agreement on the commitments, expenditure and targets you have set out. In order to do this we will look at your predictions in steady state. For most institutions we will look at the 2017-18 academic year. Please let us know if you feel you are disadvantaged by this approach. We recognise that spend in transitional years (i.e. years with continuing old-system students) may be above or below our guidelines on what you should spend on access measures depending on your existing commitments. Please see paragraph 89 of OFFA publication 2013/01, *How to produce an access agreement for 2014-15*.

4c - Institutional spend - as a proportion of fee income above the basic fee (total students) %	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Financial support	0.0	0.0	0.0	0.0	0.0
Outreach	0.0	0.0	0.0	0.0	0.0
Student success	0.0	0.0	0.0	0.0	0.0
Total spend	0.0	0.0	0.0	0.0	0.0

Commentary on predicted expenditure, including any assumptions you have made where you are providing students a choice of financial support (if required). This box is character-limited to 1000 characters; however, we are happy for you to upload additional 'supporting information' as a separate Word/pdf document.

Table 5b - Other milestones and targets

Alongside applicant and entrant targets, we encourage you to provide targets around your outreach work (including collaborative outreach work where appropriate) or other initiatives to illustrate your progress towards increasing access. These should be measurable outcomes based targets and should focus on the number of pupils reached by a particular activity/programme, or number of schools worked with, and what the outcomes were, rather than simply recording the nature/number of activities.

Number	Please select milestone/target type from the drop down menu	Description (500 characters maximum)	Is this a collaborative target?	Baseline year	Baseline data	Yearly milestones/targets (numeric where possible, however you may use text)						Commentary on your milestones/targets or textual description where numerical description is not appropriate (500 characters maximum)	If you have made any changes to the prefilled data around your milestones/targets, or included additional milestones/targets, please indicate why here.
						2012-13	2013-14	2014-15	2015-16	2016-17	2017-18		
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40													

Optional commentary on milestones. This box is character-limited to 1000 characters; however, we are happy for you to upload additional 'supporting information' as a separate Word/pdf document.

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Annex C

Validation checks:

11. The checklist must be completed.

Validation check passed.

All access agreements must include the information set out in the following checklist. Please complete the checklist as confirmation that all the necessary elements have been included, and upload it to the extranet alongside your access agreement.

Does your access agreement include...

Checklist:	I have included this
1. The fees you intend to charge full-time and part time students	
2. An assessment of your performance that clearly identifies areas you wish to prioritise based on reliable data and evidence collected through the monitoring and evaluation of your previous access plans	
3. A level of investment that reflects the diversity of your student population	
4. Details of any financial support you will offer, including NSP and non-NSP schemes, the eligibility criteria you'll use, and the amount of financial support a student will receive	
5. Access plans that target the priority groups highlighted in the assessment of your current performance	
6. Activities that are all well targeted at under-represented groups	
7. Outreach and student success work that is informed by evidence, including your commitments to collaborative outreach, and long-term outreach with pre-16 age groups	
8. Plans that are supported by evidence and evaluation	
9. Equality and diversity embedded in your work	
10. Challenging and realistic targets and milestones that do not represent a decrease in ambition from those agreed in your 2013-14 access agreements	

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Please ensure that your return shows "Validation check passed" for all validation checks before submitting to OFFA.

Workbook validation passed.

Contact details

1. Please ensure that contact details are completed for two people.
Validation check passed.

Table 1 : Full time students

2. All fees are subject to the maximum allowed for the associated fee system.
Validation check passed.

3. All rows must be fully complete.
Validation check passed.

Table 2 : Part-time fees

4. All fees are subject to the maximum allowed for the associated fee system.
Validation check passed.

5. All rows must be fully complete.
Validation check passed.

Table 3 - Predicted number of students and fee income

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7. If you have estimated additional fee income from part-time students in Table 3b, you must record numbers of students in Table 3a, and *vice versa*.
Validation check passed.

Table 5 - Milestones and targets

8. A reason for changing any prefilled data must be recorded in Column N for both Tables 5a and 5b.
Validation check passed.

9. Column D, outlining whether a milestone is collaborative or not, must be completed for each milestone.
Validation check passed.

10. Each target must be categorised by selecting from the drop down list in Column B.
Validation check passed.

Annex C

11. The checklist must be completed.
Validation check passed.