

OFFA Agreement

1 Preamble

- 1.1 Leeds Metropolitan University aspires to be a world class regional university with world wide horizons, using all our talents to the full.
- 1.2 The mission of the University is 'Leeds Met is a pioneering student-centred regional University with world-wide horizons'.
- 1.3 The University has an excellent track record in attracting into HE students from a wide range of under-represented groups, as follows:
 - 14 % of the University are from ethnic minorities;
 - 34 % of the University are from social classes 4-7;
 - 67 % of the University are aged 21 or over;
 - 70 % are from the region;
 - 4.6 % declare themselves to have a disability¹.
- 1.4 As a large scale provider of FE and HE, the University believes that it is able to provide high quality education at an affordable price, without any adverse impact on the quality of our provision or the experience of students.
- 1.5 The QAA have recently commended the quality and standard of our provision, and have recognised in particular our efforts to focus on the experience of students. OFSTED have also recently endorsed the quality of our FE provision.
- 1.6 We are confident therefore in our 'low charging, high impact' approach to full-time undergraduate fees in 2006/07.

¹ Source - 2003/04 HESA

Leeds Metropolitan University Access Agreement

2 Fee limits

- 2.1 In 2006/07 the University will charge no more than £2000 per annum to each full time undergraduate student. The limit for new entrants in 2006/07 will rise by inflation each year.

3 Bursaries

- 3.1 The University considers that the fees of £2000 per annum provide high quality higher education at a reasonable and affordable price to all our HE students.
- 3.2 In 2004/05 37 % of our students are in receipt of the full-time Higher Education Maintenance Grant, and 17 % of our students are in receipt of partial grant. Therefore, over half of our full-time undergraduate students are in receipt of state support.
- 3.3 All full-time undergraduate students, including those from under-represented groups, will in effect receive financial support from the University amounting to £1000 pa.
- 3.4 As a consequence, we anticipate avoiding having to devote significant administrative time and resource to the administration of bursaries. This can be devoted to improving the quality of the student experience.
- 3.5 The University has a small bursary scheme in place, the Leeds Met Bursary scheme. This will continue during the life of this agreement. Details are attached at Annexe C.

4 Outreach activities

- 4.1 The University has historically made considerable efforts, and contributed significant resources, to encouraging students from under-represented groups to apply to this University, and raise the aspirations of those who would not normally do so to apply to Higher Education.
- 4.2 Annexe A sets out an analysis of our historic outreach work, including:
- Description of activities
 - Targets set
 - Measuring performance against target
 - Resources devoted to outreach activities since 2001/02
- 4.3 The University's Corporate Plan 2004/08 also has objectives, outcomes and actions related to widening participation. These are set out in Annexe B.

- 4.4 The University will continue to devote significant resources to ensure that these activities continue from 2006/07, and to ensure that the high proportion of students from under-represented groups does not fall below its current level. We will continue to use the performance indicators and monitoring procedures set out in Annexe A to ensure that the current level of participation from under-represented groups is at least maintained. Targets will be monitored and reviewed annually in order to avoid complacency and sustain performance in the medium to long-term.
- 4.5 Much of our outreach work is through working in partnership with Aimhigher, schools and colleges and other higher education institutions. Much of this work is generic and focussed upon raising the awareness, aspirations and achievement of young and mature learners who have no family history of or would not normally consider Higher Education. In doing so we recognise that Leeds Met may not benefit directly from this activity.
- 4.6 Consequently it is our intention to utilise a proportion of the additional fee income to support widening participation and access in order to expand existing initiatives which have been successful, and to develop some new initiatives that target specific groups who continue to be under-represented at the University. Monitoring and evaluation will be integrated in to each initiative in order to assess the impact on achievement and progression to HE.
- 4.7 The successful development, integration and embedding of widening participation in this institution is the result of a consultative and inclusive approach to planning, prioritising and monitoring activity. A cross-institutional working group reporting to the Senior Executive Team will draft a new 5 year Access Strategy and an action plan, to commence 2006-07. The group will set specific targets and milestones that recognise institutional priorities and those of academic schools and vocational/professional subject areas. The activities proposed under this agreement will form part of the new strategy, and implementation will be monitored by the working group.
- 4.8 The level of activity will expand in accordance with the cumulative level of additional funding available from 2006-07 through to 2008-09. Priorities may be set and/or small pilots tested and evaluated for viability and sustainability in the earlier years (2006-07 and 2007-08).
- 4.9 The following existing activities are initial priorities for further development and expansion from 2006/07:
- Expand the UJIMA summer school (currently externally funded to 2005), which targets young African Caribbean boys, into a longitudinal scheme to improve progression into HE at Leeds Met
 - Increase the number and range of FE to HE progression agreements and pathways with FE colleges, targeting vocational and access course provision, to improve retention in FE and progression to HE at Leeds Met. This initiative complements the strategic partnership development.

- Expand the current work-based learning partnership with Sport Active SSC to other sectors to develop progression pathways between Advanced Apprenticeships and Foundation Degrees at Leeds Met
 - Increase the work with education and social services to improve the progression of children in public care into HE.
 - Review the pilot transition summer school to prepare non-traditional students who have confirmed an offer at Leeds Met for HE level learning with a view to significantly expanding the scheme
 - Extend current work with the voluntary sector, FE and Social Work to develop WBL pathways into other health and social care related professions (external funding finishes 2006)
 - Review and expand the delivery of the Leeds Met Progression Module targeting schools and colleges in West Yorkshire. This module is recognised by Leeds Met courses with 30 UCAS points.
- 4.10 Two new initiatives will be undertaken from 2006/07; working with education service providers and community agencies to address the under-representation of
- black and ethnic minorities in ITT and in particular the primary sector;
 - learners with disabilities in the health and social care professions

Further priorities will be identified following consultation with faculties, community partners and stakeholders.

- 4.11 We are also currently developing a network of innovative strategic partnerships with FE Colleges in the region. The aim of these partnerships (individually and collectively) is to ensure that a wide range of people from the region, particularly those from under-represented groups, have the opportunity to access higher education in the most convenient geographic location for them, and to provide better opportunity for progression from FE to HE through innovative curriculum development.

5. Support and Advice for Students

- 5.1 We will provide a student financial support and advice service as follows:
- a drop in advice service covering queries which include student funding, budgeting and consumer advice, benefit checks and debt advice
 - an appointment service for ongoing advice and debt management which includes negotiation with creditors, LEAs and other agencies.
 - group money management sessions
 - talks and discussion groups within facilities
 - talks to schools and F.E Colleges about student funding and budgeting
- 5.2 The Student Financial Advice Service will also provide an outreach 'financial capability' project for use in schools. Its aims are to encourage discussion and raise awareness of personal finance issues and increase financial capability, particularly in a higher education setting.

6. Information to students

6.1 The University will provide information to students about our fee levels, and how to access support, advice and guidance, through:

- The University's website;
- The Students' Union website;
- The 2006 prospectus;
- Helpzones and course enquiries;
- The student newspaper 'Leeds Student'
- Mail shots to applicants and prospective applicants
- Open days and visit days
- Outreach activities

The University will also undertake a marketing campaign, locally, regionally and nationally, to make our position on fees known to prospective applicants and their families.

6.2 We expect that this will be a continuous and ongoing activity.

Leeds Metropolitan University outreach activities
Information for Access Agreement

1. Activities and initiatives to widen participation and increase access

1.1 Leeds Metropolitan University works in close partnership with Aim Higher: Partnerships for Progression in West and North Yorkshire, with the education service providers throughout the 5 districts in West Yorkshire and a range of individual schools and colleges in other sub-regions to raise aspirations, achievement and progression to HE through:

- a comprehensive range of generic and subject-based outreach activities for pupils/students from yr6 to yr13 involving over 100 short events and 8,000 participants
- a range of 8 residential and non-residential summer schools involving over 650 participants to raise aspirations to HE and aid transition. 3 are targeted at ethnic minorities and 1 for primary schools
- Kids@Uni, a 2-year structured programme of awareness raising targeted at primary schools in deprived areas in Leeds, in collaboration with Leeds Aimhigher.
- raising awareness with parents and families – a project in conjunction with Leeds Aimhigher
- working with Education Leeds and Leeds Social Services to raise the aspirations and progression to HE of children in public care. Leeds Met funds 10 additional places on the HE Summer School each year.
- the Youth Summit, an event presented as a 'second chance school' for 16-25 yr olds. Leeds Met acts as a broker for Leeds City Council and provides student ambassadors
- the Progression Module delivered to over 500 Y12 students in 9 schools and colleges. Worth 30 UCAS points at Leeds Met and Leeds Trinity and All Saints College.
- partnership with Leeds Mentoring to provide 120 subject-based e-mentors for yr10 - yr12 students in Leeds schools and colleges
- the development of FE to HE progression pathways and agreements with FE colleges in West and North Yorkshire. Agreements currently with 7 colleges targeting vocational curricula.
- the provision of HE related staff development seminars for teachers/tutors and careers advisors in West Yorkshire and a programme of staff development for Leeds Met employees including an innovative and comprehensive programme of admissions training.

1.2 Leeds Metropolitan University has been successful in securing external funding for a range of developmental projects and further funding to disseminate the good practice to other HEI/FE partnerships including

- HE/FE partnerships to develop vocational progression agreements and pathways which incorporate an early application scheme and a schedule of aspiration raising activities
- The Voluntary Agencies Partnership to provide high quality and accredited work experience for Access to Social Work students and for volunteers in the agencies with integrated pathways to HE provision.
- The Refugee partnership to address the needs of and break down the barriers to higher education and lifelong learning for refugees in the community.
- Work-based learning partnerships to develop progression pathways between Advanced Apprenticeships and Foundation Degrees at Leeds Met

2. Targets and Performance Indicators

2.1 The University has a Widening Participation Strategy, covering the period 2001-2005. The aim of the Strategy, the targets set and a review of performance at July 2004, is set out below.

Aim 2001-04	Target July 2004	Actual reported in the July 2004 AMS*	Target July 2005
The percentage of students from under-represented groups will increase.	<p>Full-time HE students from low participation neighbourhoods (HEFCE PI) will increase from 12 to 15%</p> <p>The percentage of part-time undergraduate students from low participation neighbourhoods will be at least the level of the aggregated Hefce Institutional benchmark for young and mature students.</p>	<p>Young FT first degree entrants from low participation neighbourhoods currently 15% (HEFCE PI 2001/02)</p> <p>Entrants from low participation neighbourhoods without previous HE background 8% (HEFCE PI 2001/02)</p>	<p>Target 16% (PI benchmark 15% location adjusted PI benchmark 18%)</p> <p>Target 10% (PI benchmark 6% location adjusted PI benchmark 8%)</p>
	The percentage of non-white HE students will increase from 8% to more than 10%.	Non-white HE UK students 10.9% (HE Management Statistics 2001/02)	Target 12%
	The percentage of	1 st year students with	Target 6%

	disabled students will increase from 5% to over 6% of FT UK students	disability 3.5% (HE Management Statistics 2001/02)	
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2.2 Monitoring, embedding and integration

This is achieved as follows:

- a) The corporate widening participation strategy is supported by an annual action plan, containing specific and detailed targets and milestones, which is monitored through the Academic Committee.
- b) Each academic school has annual WP action plan which is coherent with and contributes to the achievement of the corporate action plan. Each school has a WP Co-ordinator who has responsibility for overseeing the development and implementation of the plans. School WP plans are monitored through the faculty committee system.
- c) An Annual monitoring report, which incorporates a progress report of the corporate WP plan and all school plans, is prepared and disseminated to schools/faculties, Academic Committee and other key stakeholders. An annual report of participation, by postcode category, down to course level is prepared and disseminated to schools/faculties, Academic Committee and other key stakeholders as hard copy and is also available on the institutional intranet.
- d) The University employs an Access Strategy Manager with responsibility to ensure coherence between school plans, central initiatives, the corporate strategy and regional and central government policies and strategies.

3. Funding allocated specifically for widening participation and access

Year	Formula funding £k	External project funding £k	Total £k
01-02	439	196	635
02-03	616	196	812
03-04	761	239	1,000
04-05	832	292	1,124

Widening Participation and increasing access
Corporate Plan Objectives

<p>Objective 3.1 Progression Partnerships Collaborative agreements will exist with the widest range of education providers across the region and beyond.</p>	<p>Outcomes</p> <p>3.1.1 There will be clearly identified progression routes from post-16 from Harrogate College and all schools and colleges to the University's HE provision</p> <p>3.1.2 Feedback from all partners in such collaborations will be welcomed, considered and wherever possible incorporated into improved practice.</p> <p>3.1.3 We will maintain significant recruitment from outside the region and will ensure that widening participation is also to the fore in attracting students for such courses.</p>	<p>Actions</p> <ul style="list-style-type: none"> • Current and future Additional Student Number bidding opportunities will focus upon partnerships with post-16 organisations. • Marketing strategies will identify new employer partnerships. • Widening participation statistics will be monitored closely by course and region, with marketing adjusted where necessary.
<p>Objective 3.2 Widening Participation The University will recruit above its benchmark targets for the proportions of non-traditional entrants to HE in terms of social class, gender, ethnicity, and disability.</p>	<p>Outcomes</p> <p>3.2.1 All faculties and schools will achieve specific annual targets for the recruitment of under-represented groups agreed within the University's overall widening participation strategy and action plans, the aggregate being consistent with the HEFCE location adjusted benchmark</p> <p>3.2.2 All courses will have monitored the balance of their intake cohorts</p> <p>3.3.3 All faculties will have begun to assess the proportions of under-represented groups at</p>	<p>Actions</p> <ul style="list-style-type: none"> • Appropriately benchmarked annual recruitment and completion targets will be identified and agreed institutionally for faculties, schools and courses; school level action and resource plans will be agreed to achieve targets in relation to co-ordinated and integrated use of HEFCE and related sources of funding, advice and other support for institutional WP strategy. Annual monitoring and where appropriate modification of institutional and school WP strategies will be undertaken

	<p>Masters and doctoral levels so that a commitment to widening participation flows right through the university's provision</p>	<ul style="list-style-type: none"> • All undergraduate programmes will have an annually increasing number of specific progression routes from schools or colleges in the region based upon closer integration of the HE and pre-HE components of study and preparatory programmes • The University will ensure at least a 10% annual increase in entrants from the 'Progression Module' delivered in regional schools and colleges.
<p>Objective 3.3 Work-based learning The University will be recognized nationally and internationally for the recruitment and progression of students into HE from and through work-based learning routes; students from all entry routes and backgrounds will benefit from a flexible award framework affording equal opportunities for high quality educational attainment and employability; the university will lead the extension of foundation degrees and apply lessons from this pioneering provision to enhance employability for other students.</p>	<p>Outcomes</p> <p>3.3.1 The number of employers offering opportunities for work based learning accredited by the university will double.</p> <p>3.3.2 Regular regional and national conferences, workshops and other events disseminating the University's expertise will have raised awareness.</p> <p>3.4.1 Work-based provision will have been integrated with foundation degrees to provide progression routes to and through a framework from free-standing modules to honours degrees.</p>	<p>Actions</p> <ul style="list-style-type: none"> • In 2004 -5, a promotional campaign and supporting web-site will be launched to raise awareness amongst employers and those implementing the regional skills strategy of how they can access and benefit from the flexible provision of off-campus HE accredited workforce development. the Leeds Training Partnership currently managed by Leeds Met Training will be developed as a one-stop shop for Workforce Development, expanding into the West and North Yorkshire Partnership by 2005-6 • The practice and principles of accrediting prior and concurrent experiential learning in HE will be reviewed and revised in 2004-05 • generic routes and pathways through foundation degrees will be developed to allow access, progression, and advanced entry from a range of previously accredited and

		and/or non-accredited programmes of vocational training at FE and HE
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Leeds Metropolitan University Bursary Scheme
Information for Access Agreement

The Leeds Met Bursary scheme targets Full-time Undergraduate Students from low-income families in the Leeds City Council area and also the Harrogate area.

Leeds Met Bursaries have a total value of £2000 and are paid over 3 years. (Yr.1 - £1000, Yr.2 - £500, Yr.3 - £500). Fifteen Bursaries were awarded in 2003/04 and all of the recipients returned for their 2nd instalment in 2004/05. A further twenty one new Bursaries were awarded in 2004/5. The profile of the previous recipients is as follows:

	2003/04	2004/05
Young Single Students	11	15
Single Parents	2	4
Mature Single Students	2	2
TOTALS	15	21