

**To: Heads of higher education  
institutions in Wales providing ITT**

Reference: W04/41HE  
Date: 22 June 2004  
Response By: 9 August 2004  
Response to: Karen Jones  
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## **ITT STRATEGIC PLANS 2003/04 TO 2005/06: FEEDBACK AND FUTURE ACTIONS**

I am writing to give you the Council's response to your institution's ITT strategic plan and to draw attention to the requirement for these developments to be reported in July 2004, through the Council's new annual monitoring statement mechanism. I am also able to inform you of the Teacher Training Recruitment Scheme (TTRS): Student Undergraduate Placement Grant allocations for 2004/05.

### **ITT STRATEGIC PLANS: FEEDBACK AND REPORTING**

**Annex A {confidential to Institutions}** to this letter provides feedback based on an analysis of your institution's ITT strategic plan against the qualitative and quantitative aspects of the submission. I hope that you will find our comments helpful in taking forward institutional planning. We will use your submission as the basis for assessing our ability to achieve the targets outlined in the HEFCW corporate strategy and plan. To that end, if you consider any element of our feedback to be misplaced, we would be glad to hear further from you.

Circular W04/29HE, *Annual Monitoring Statement: Outcomes of Consultation*, May 2004, reported arrangements for the incremental introduction by the Council of an annual monitoring statement (AMS). It confirmed that the AMS format will be utilised in 2004 for reporting on ITT strategies only. The pro forma to be used for monitoring your institutional ITT strategic plan in 2004 is attached as **Annex B {confidential to Institutions}** and includes a declaration of expenditure, which should be signed by the Vice-Chancellor/Principal. **Annex C** is attached to enable you to resubmit your strategic plan for the 2004/05 academic year. This will form the basis of next year's AMS. Annex B & C should be returned to the Council by **Monday 9 August 2004**.

### **ITT STRATEGIC PLANS 2004/05 ALLOCATIONS**

Following the submission of a satisfactory AMS for ITT in August 2004, ITT strategic funding allocations for 2004/05 will be released. As confirmed in Circular W03/62HE, *ITT Strategic Plans: Guidelines for Institutional Submissions*, institutional allocations will be based on ITT funded credits from 2004/05 onwards. The allocations to be made available to institutions for 2004/05 are set out in **Annex D**. Payments will be made in two tranches. The first 50% of funding will be paid by the end of September 2004. The second tranche will be paid in March 2005. Institutions will be expected to monitor and update their strategies, including an account of expenditure, at the end of AY 2004/05, through the AMS. Institutions will be required to confirm that the expenditure has been utilised for the purposes for which it was intended.

### **TEACHER TRAINING RECRUITMENT SCHEME: UNDERGRADUATE STUDENT PLACEMENT GRANT ALLOCATIONS 2004/05**

The TTRS UG student placement grant allocations for eligible institutions for 2004/05 are set out in **Annex D** to this letter, based upon HEFCW funded credits for undergraduate ITT courses in 2004/05.

As indicated previously, the marketing and student hardship elements of the TTRS have been incorporated directly into the ITT strategic funding allocation. However, the UG student placement grant element of the TTRS allocation remains outside this mechanism and will continue to be paid as a ring fenced allocation to ITT providers of secondary undergraduate shortage provision under the existing TTRS arrangements. UG placement grants will be paid in two tranches alongside the ITT strategic funding allocations but should remain ring fenced within institutional financial processes as this funding is to be forwarded directly to UG students. Institutions will be required to confirm that this expenditure has been utilised for the purposes for which it was intended at the end of AY 2004/05, through the AMS.

Please contact Karen Jones (029 2068 2283) or email [Karen.jones@hefcw.ac.uk](mailto:Karen.jones@hefcw.ac.uk) if further information is required.

Yours sincerely,

**PROFESSOR PHILIP GUMMETT**  
**CHIEF EXECUTIVE**

**ITT STRATEGIC PLAN  
QUALITATIVE AND QUANTITATIVE TARGETS  
SHORT TERM: 2004/05**

<b>PROJECTS AND PROGRAMMES BEING SUPPORTED</b>	<b>QUALITATIVE AND QUANTITATIVE TARGETS</b>	<b>BY WHEN</b>	<b>COST £</b>	<b>SOURCE(S) OF FUNDING</b>	<b>OTHER RESOURCE IMPLICATIONS</b>	<b>COMMENTS</b>
<i>Collaboration across the sector:</i>						
<i>School Partnerships:</i>						
<i>Welsh medium and Welsh second language provision:</i>						
<i>Marketing and recruitment:</i>						
<i>Curriculum design and development:</i>						
<i>Quality assurance and enhancement:</i>						
<i>Statutory responsibilities:</i>						
<i>Student support and guidance:</i>						