

## Circular

# Annual Monitoring Statements 2008

**Date:** Friday 16 May 2008

**Reference:** W08/16HE

**To:** Heads of higher education institutions in Wales  
Principals of directly-funded further education colleges in Wales

**Response by:** 7 November 2008

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This circular requests HE institutions to submit Annual Monitoring Statements for 2008.

This document is available online, in large print, Braille, on CD and on audio CD and cassette. Should you or someone you know require this in an alternative format, please contact us on (029) 2068 2280 or email [info@hefcw.ac.uk](mailto:info@hefcw.ac.uk).



## Introduction

- 1 This circular invites higher education institutions to submit annual monitoring statements for the following areas:
  - Learning and Teaching  
Reporting on the final year allocation of the 2007/08 – 2009/10 three year documents
  - Widening Access Strategy
  - Reaching Wider Partnership
  - Third Mission Strategies
  - Initial Teacher Training (where applicable)
  - Fee Plans
  - Additional Support for Part Time Students 2007/08
  - Overseas Research Students Awards Scheme

## Background and aims of Annual Monitoring Statements

- 2 The 2005 Strategic Planning circular (W05/17HE) requested institutions submit details of performance in relation to a number of areas through Annual Monitoring Statements (AMS). Through this process we aim to reduce burden on institutions by progressively drawing requests for reporting against individual strategies into a single, unified statement.

AMS submissions from institutions provide information to HEFCW on progress against previously agreed performance indicators/targets, and assurances that the funds reported on broadly have been used for their intended purpose. It was agreed in 2007 that the AMS process would run separately to Strategic Planning.

## Presentation of Annual Monitoring Statements

- 3 Illustrative pro-formas are attached at Annexes A-H. HEFCW officers will distribute electronic templates containing individually agreed performance indicators/targets by the 27 June 2008. Please note that where a target has been achieved, no further comment is required:
  - Individual Learning and Teaching AMS target templates, **directly to Pro Vice-Chancellor or equivalent senior manager responsible for Learning and Teaching**
  - Individual Widening Access AMS target templates, **directly to Heads of Widening Access or equivalent**

- Individual Reaching Wider AMS target templates, **directly to the Chair of the Reaching Wider Partnership**
- Individual Third Mission Strategy AMS target templates, **directly to Pro Vice-Chancellor or equivalent senior manager responsible for Third Mission**
- Individual Initial Teacher Training Strategy AMS target templates, **directly to Heads of ITT or equivalent**
- Fee Plan target templates, **directly to the Principle Contact for Fee Plans**
- Additional Support for Part Time Students 2007/08 AMS target templates, **directly to the Principle Contact for Additional Support for Part Time Students**
- Overseas Research Students Awards Scheme AMS target templates, **directly to the Principle Contact for Overseas Research Students Awards Scheme**

#### **AMS returns and response dates**

- 4 All institutions should submit the following by the **7 November 2008**:
- **one** hard copy of all AMS should be collated by each institution and sent to Rachel O’Gorman at the HEFCW office;
  - **one** electronic version of all AMS should be emailed to [AMS@hefcw.ac.uk](mailto:AMS@hefcw.ac.uk). These copies will then be distributed internally to appropriate HEFCW officers.

#### **Authorisation of AMS returns**

- 5 AMS returns must be signed off by the Head of Institution
- 6 We reserve the right to audit the information provided, and will do so on a sample basis if we have any concerns.

#### **Feedback**

- 7 Subject to timely receipt of the information we are requesting, we will aim to provide feedback to each institution on its AMS returns by **23 January 2009**. Institutions should be aware that failure to submit by the agreed date might delay our feedback to you. Any queries regarding the submission date should be forwarded to Rachel O’Gorman ([AMS@hefcw.ac.uk](mailto:AMS@hefcw.ac.uk); 029 2068 2227).

## ANNUAL MONITORING STATEMENTS 2007/08

### ANNEX A

Institutional Contact name for <b>Learning and Teaching Strategy</b> (to be used by HEFCW for all future correspondence relating to the AMS)	
Position in institution	
Telephone	
e-mail	

### ANNEX B

<b>INSTITUTION</b>	
Institutional Contact name for <b>Widening Access Strategies</b>	
Post held	
Contact details – Email/Tel	

### ANNEX C

Institutional Contact name for <b>Reaching Wider Partnership (RW)</b>	
Chair	
Contact details – Email/Tel	
<b>REACHING WIDER PARTNERSHIP (RW)</b>	

### ANNEX D

<b>INSTITUTION</b>	
Institutional Contact name for <b>Third Mission Activity 2007/08</b>	
Post held	
Contact details – Email/Tel	

## ANNUAL MONITORING STATEMENTS 2007/08

### ANNEX E

<b>INSTITUTION</b>	
Institutional Contact name for <b>Initial Teacher Training Strategy</b>	
Post held	
Contact details – Email/Tel	

### ANNEX F

<b>INSTITUTION</b>	
Institutional Contact name for <b>Fee Plans</b>	
Post held	
Contact details – Email/Tel	

### ANNEX G

<b>INSTITUTION</b>	
Institutional Contact name for <b>Additional Support For Part Time Students 2007/08</b>	
Post held	
Contact details – Email/Tel	

### ANNEX H

<b>INSTITUTION</b>	
Institutional Contact name for <b>Overseas Research Students Awards Scheme</b>	
Post held	
Contact details – Email/Tel	

## ANNUAL MONITORING STATEMENTS 2007/08

### ANNEX A

#### LEARNING AND TEACHING ACTIVITY

Activity	2007/08 measurable (qualitative and quantitative) targets	Target achieved? Yes/No*	Progress against unachieved targets/explanation	2008/09 measurable targets	Proposed changes in expenditure for 2008/09
<b>Enhancing The Student Experience</b> (Provide an account of the key priorities/performance indicators for enhancing the quality of the student learning experience)					
<b>Staff Development And Training</b> (Provide an indication of the mechanisms used to support teaching excellence and innovation amongst new staff, established staff and postgraduate teaching assistants)					

**ANNUAL MONITORING STATEMENTS 2007/08**

Activity	2007/08 measurable (qualitative and quantitative) targets	Target achieved? Yes/No*	Progress against unachieved targets/explanation	2008/09 measurable targets	Proposed changes in expenditure for 2008/09
<p><b>Recognising and Rewarding Teaching Excellence</b>                      (Provide an indication of the mechanisms used for recognising and rewarding academic and support staff commitment to enhancing the student learning experience)</p>					
<p><b>Innovation In Learning And Teaching</b> (Provide an indication of the mechanisms employed for supporting and introducing innovation in teaching and learning and dissemination of good practice)</p>					

**ANNUAL MONITORING STATEMENTS 2007/08**

Activity	2007/08 measurable (qualitative and quantitative) targets	Target achieved? Yes/No*	Progress against unachieved targets/explanation	2008/09 measurable targets	Proposed changes in expenditure for 2008/09
<b>Enhancing Graduate Skills and Employability</b> (Provide an indication of the measures taken to improve employability of graduates and diplomats)					
<b>Engagement with Assembly and HEFCW priorities</b> (Provide an indication of how the strategy has contributed to addressing the priorities of the Assembly Government and the HEFCW)					

*\*NB There is no requirement to comment further where target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2007/08**

<p><b>Funding Allocation for 2007/08 = £</b></p> <p>I confirm that the above allocation was used broadly according to the proposed expenditure outlined in the institution's <b>Learning and Teaching Strategy 2007/08 – 2009/10</b>, subject to any major changes or funds carried forward to 2008/09 that I have outlined below.</p> <p>Signature (Head of institution) .....</p> <p>Date .....</p> <p><i>Please indicate below any changes to planned expenditure, with brief explanation:</i></p>	<p><b>Funding allocation for 2008/09 = £</b></p>
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**ANNUAL MONITORING STATEMENTS 2007/08**

**ANNEX B**

**WIDENING ACCESS FUNDING**

Activity	2007/08 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2008/09 measurable targets	Proposed changes to targets in 2008/09 (if required)
<b>PRE-ENTRY</b>					
<b>ENTRY</b>					
<b>CONTINUING</b>					
<b>OUTREACH</b>					

*\*NB Please provide 3-4 key specific, measurable, challenging and achievable targets for each sub-heading provided above. Targets are not required for every RW activity. There is no requirement to comment further where a target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2007/08**

Expenditure breakdown for Widening Access Strategies	Estimated 2007/08	Actual	Estimated 2008/09	Revised expenditure (if required) 2008/09
a) Widening Access Strategy Funding				
b) Widening Access Premium including Communities First and hard to Retain Students Premium				
c) Disability Premium				
d) Articulation Strategy Funding- W06/08HE (if appropriate)				
e) Carry forward from previous years (if appropriate). Please specify the budget line and the amount.				

**I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the institution's original intentions as agreed with the Council.**

Signature (Head of Institution):	Date:
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**ANNUAL MONITORING STATEMENTS 2007/08**

**ANNEX C**

**REACHING WIDER PARTNERSHIP**

Activity	2007/08 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2008/09 measurable targets	Proposed changes to targets in 2008/09 (if required)
<b>AGE GROUP: 7 – 11</b>					
<b>AGE GROUP: 11-14</b>					
<b>AGE GROUP: 14-19</b>					
<b>AGE GROUP: –19 PLUS</b>					
<b>AGE GROUP: 21 PLUS</b>					
<b>LOOKED AFTER CHILDREN:</b>	No target required in 2007/08				

*\*NB Please provide 3-4 key specific, measurable, challenging and achievable targets for each sub-heading provided above. Subject to HEFCW agreement, targets are not required for every RW activity. There is no requirement to comment further where a target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2007/08**

Activity	2007/08 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2008/09 measurable targets	Proposed changes to targets in 2008/09 (if required)
<b>WORK-BASED LEARNING</b>					
<b>WELSH MEDIUM EVENTS</b>					
<b>BLACK AND MINORITY ETHNIC COMMUNITY- FOCUSED EVENTS</b>					
<b>DISABLED STUDENTS FOCUSED EVENTS</b>					
<b>OTHER (INCLUDING ALL WALES ACTIVITIES)</b>					

*\*NB Please provide 3-4 key specific, measurable, challenging and achievable targets for each sub-heading provided above. Subject to HEFCW agreement, targets are not required for every RW activity. There is no requirement to comment further where a target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2007/08**

<b>Agreed Reaching Wider expenditure budget lines</b>	<b>Estimated 2007/08</b>	<b>Actual</b>	<b>Estimated 2008/09</b>	<b>Revised expenditure (if required) 2008/09</b>
Total Core Staff				
Additional Staff				
Staff Development				
Travel, Subsistence				
Consumables				
Marketing, Printing, Publicity				
Activity Costs by Partnership Title, not including staff costs				
Contingency				
Other, please specify				
Virement from previous years				
<b>Total</b>				

**I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the Partnership's original intentions as agreed with the Council.**

Signature (Chair):

Date:

**Additional allocation for data collection priorities related to retention & impact assessment =£**

I confirm that the above allocation was used in accordance to the objectives outlined in Circular W07/10HE

Signature (Partnership Chair):

Date:

**ANNUAL MONITORING STATEMENTS 2007/08**

**ANNEX D**

**THIRD MISSION STRATEGY**

Activity	2007/08 performance indicators	Target achieved? Y/N	Progress against unachieved performance indicators/comment on unspent balances*	2008/09 performance indicators	Proposed changes to expenditure in 2008/09 (if required)

*\*NB There is no requirement to comment further where target has been achieved.*

**I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the institution's original intentions as agreed with the Council.**

Signature (Head of Institution):	Date:
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## ANNUAL MONITORING STATEMENTS 2007/08

### ANNEX E

#### INITIAL TEACHER TRAINING

Activity*	2007/08 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2008/09 measurable targets	Proposed changes to targets in 2008/09 (if required)
Collaboration across the Sector					
School Partnerships					
Marketing and Recruitment					
Retention of Students					
Welsh medium and Welsh second language provision					
Curriculum Design and Development					
Quality Assurance and Enhancement					

\*NB: Please provide 3-4 key specific, measurable and achievable targets for each sub heading provided. Each target should be set out on a new line.

\*\*NB: There is no requirement to comment further where a target has been achieved.

**ANNUAL MONITORING STATEMENTS 2007/08**

**ANNEX F**

**FEE PLANS**

Activity	2007/08 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2008/09 measurable targets	Proposed changes to targets in 2008/09 (if required)

*\*NB There is no requirement to comment further where target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2007/08**

<b>Expenditure breakdown for Fee Plans</b>	<b>Estimated 2007/08</b>	<b>Actual</b>	<b>Estimated 2008/09</b>	<b>Revised expenditure (if required) 2008/09</b>
a) Total Fee income	£K		£K	
b) Amount to be spent on widening access	£K		£K	
c) Amount to be spent on promoting HE	£K		£K	
d) Sum of b) and c)	£K		£K	
e) Row d) as a percentage of row a) above (N.B. must at least 30% of total allocation)	%		%	

**I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the institution's original intentions as agreed with the Council.**

Signature (Head of Institution):

Date:

**ANNUAL MONITORING STATEMENTS 2007/08**

**ANNEX G**

**ADDITIONAL SUPPORT FOR PART TIME STUDENTS 2007/08**

Activity	2007/08 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*
<b>WIDENING ACCESS</b>			
<b>THIRD MISSION</b>			

*\*NB There is no requirement to comment further where target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2007/08**

Allocation in 2007/08	£
<b>Expenditure 2007/08</b>	£
<b>Unspent balance (if any)</b>	£

**I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the institution's original intentions as agreed with the Council.**

Signature (Head of Institution):

Date:

**ANNUAL MONITORING STATEMENTS 2007/08**

**ANNEX H**

**OVERSEAS RESEARCH STUDENTS AWARD SCHEME**

<b>Student Name</b>	<b>Nationality</b>	<b>Subject</b>	<b>Allocation in 2007/08 £</b>

Allocation in 2007/08	
Carry forward from 2006/07	
Total ORSAS funding available for 2007/08	
<b>Expenditure 2007/08</b>	
<b>Unspent balance (if any)</b>	

**I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the institution's original intentions as agreed with the Council.**

Signature (Head of Institution):	Date:
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