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Cylchlythyr

Circular

Request for strategic planning information, forecasts and Annual Monitoring Statements 2011

Date: 10 June 2011
Reference: W11/25HE
To: Heads of higher education institutions in Wales
Response by: 29 July 2011 and 31 October 2011
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This circular requests HE institutions to submit:

- Strategic planning information
- *For Our Future* target forecasts for 2010/11 to 2012/13
- Financial forecasts for 2010/11 to 2012/13
- Student number forecasts for 2011/12 to 2012/13
- Staff number forecasts for 2010/11 to 2012/13
- Annual Monitoring Statements for 2011

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 2225 or email info@hefcw.ac.uk.



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Introduction

- 1 This Circular invites higher education institutions to submit the following information:

Part 1 - Strategic planning information

Part 2 - *For Our Future* target forecasts for 2010/11 to 2012/13

Part 3 - Financial forecasts for 2010/11 to 2012/13

Part 4 - Student and staff number forecasts for 2011/12 to 2012/13

Part 5 - Annual Monitoring Statements for 2011

A summary of our information requirements can be found in the table on page 5. More detailed notes of guidance are set out below. Copies of the returns to be submitted are attached at the Annexes to this Circular, along with further technical information.

Background and institutional strategic planning

- 2 Our *Strategic Engagement* circular (W09/20HE) stated our intention to move to requesting copies of full institutional strategic plans once every three years. We indicated in our circular *Request for institutions' response to HEFCW Corporate Strategy 2010-11 to 2012-13* (W10/21 HE) that we would begin to implement the new arrangements for strategic plan submissions from 2011. The latter circular also requested institutions to submit in September 2010 the first of annual forecasts for the high-level sector *For Our Future* measures and targets.
- 3 We require institutions to submit financial, student and staff forecasting information on an annual basis. This is to enable us to understand the past and expected future performance of institutions, and is also an important source of information for strategic dialogue between HEFCW and the institutions which it funds.
- 4 Since 2005 we have requested institutions to submit details of performance in relation to a number of specific policy areas via Annual Monitoring Statements (AMS). Through this process we aim to reduce the burden on institutions by progressively drawing requests for reporting against individual strategies into a single, unified statement.

Strategic context

- 5 In responding to this circular, institutions should take account of the various key circulars and other publications relating to higher education policy, strategy and funding developments in Wales. These include:
 - *For Our Future*, the Welsh Government's strategy and plan for higher education, published in November 2009.
 - The Minister's remit letter to HEFCW of 16 March 2011,

announcing higher education funding and priorities for 2011-12.

- HEFCW's Corporate Strategy 2010-11 to 2012-13.
- HEFCW's circulars:
 - *Guidance on the management of full-time undergraduate student numbers from 2011/12 (W10/33HE);*
 - *Learning and Teaching and Widening Access Strategies 2011/12 to 2013/14: Initial Guidance (W10/41HE)*
 - *Reaching Wider Strategies 2011/12 to 2013/14 (W11/01HE)*
 - *Changes to the funding system for higher education in Wales (W11/07HE)*
 - *Strategic Implementation Allocations 2011/12 (W11/12HE)*
 - *Fee Plan Guidance 2012/13 (W11/14HE)*
 - *Learning and Teaching and Widening Access Strategies 2011/12 to 2013/14: Supplementary Guidance (W11/17HE)*
 - *Estate Strategy Guidance (W11/21HE)*
 - *Research Capital Funding 2011-12 (W11/23HE)*

Resolving queries and providing feedback

- 6 Subject to timely receipt of the information we are requesting, we will aim to address any ad hoc queries relating to full strategic plan submissions or to forecast information by the end of September 2011. We will provide feedback to those institutions required to submit full strategic plans this year in the autumn, and to each institution on their AMS returns by January 2012.

Summary of information requirements

- 7 We will provide to each institution separately: i) **individualised forecast data forms by 17 June**; ii) **individualised AMS forms by 8 July**. These will be sent, as appropriate, to directors of finance, data contacts, or senior managers with responsibility for the specific policy areas covered by the AMS returns. All institutions should submit their completed returns by the dates indicated. In addition to the specific purposes outlined below, all of the information requested through this circular will provide evidence to inform the judgements we make through our Institutional Risk Review process.

Information	Why we want to know	What do we do with the information	Submission	Response date
<p>Full strategic plans</p> <p>Copies of institutions' current strategic plans [for 2011, only required from those institutions listed at paragraph 8]</p>	<ul style="list-style-type: none"> • Understand institutional strategic direction and performance of institutions • Understand connectedness between institutional strategies and financial and student and staff number forecasts, plans for reconfiguration/ collaboration, and any sub-plans produced by the institution. • Understand how institutional strategies are contributing to HEFCW and Welsh Government priorities for higher education in Wales. 	<ul style="list-style-type: none"> • Form judgements about institutional performance against aspirations, in the context of Wales/ UK / international performance • Check alignment between institutions' strategies and HEFCW and Welsh Government priorities • Identify institutional and sector strengths and weaknesses, and make decisions about need for intervention/ dialogue where there is underperformance 	<p>Email to: forecasts2011@hefcw.ac.uk</p> <p><i>or</i></p> <p>Post to HEFCW's office, FAO Dale Hall</p>	<p>29 July 2011</p>
<p>Strategic plan progress reports</p> <p>Copies of institutions' latest progress</p>	<p>Understand how governing bodies are exercising their responsibilities to provide oversight and monitoring of institutional strategic performance.</p>	<p>Form judgements about the adequacy of institutions' identification of key performance indicators, and of strategic plan progress reporting and monitoring arrangements.</p>	<p>Email to: forecasts2011@hefcw.ac.uk</p> <p><i>or</i></p> <p>Post to HEFCW's office, FAO Dale Hall</p>	<p>31 October 2011</p>

Information	Why we want to know	What do we do with the information	Submission	Response date
reports to their governing bodies on performance against strategic plan objectives and key performance indicators.				
<p><i>For Our Future target forecasts</i></p> <p>Forecasts of expected performance against <i>For Our Future</i> targets for the period 2010/11 to 2012/13.</p>	<p>To monitor actual and forecast performance progress against each HEFCW Corporate Strategy <i>For Our Future</i> measure and target, both in terms of individual HEI contributions to those targets and the position of the sector as a whole</p>	<ul style="list-style-type: none"> • Conduct a gap analysis on likely cumulative outcomes for each target. • Provide feedback to the sector where they are on track to meet targets, and engage with institutions where there is actual or forecast underperformance. • Report to Welsh Government on performance against <i>For Our Future</i> measures and targets. 	<p>Email to: forecasts2011@hefcw.ac.uk</p>	<p>29 July 2011</p>

Information	Why we want to know	What do we do with the information	Submission	Response date
<p>Financial forecasts</p> <p>For the period 2010/11 to 2012/13</p>	<ul style="list-style-type: none"> • Check integration and connectedness between financial, student and staff numbers planning and institutional strategies. • Monitor financial health of institutions • Monitor forecast capital investment and sources of finance. • Inform policy advice to the Welsh Government. 	<ul style="list-style-type: none"> • Analyse the forecast financial position of individual institutions and the sector. • Analyse the actual and forecast efficiencies and cost savings. • Assess the financial sustainability of individual institutions and the sector. • Produce information at summary level on the overall trends and financial health of the HE sector in Wales. • Make decisions about need for intervention/ dialogue. 	<p>Email to: forecasts2011@hefcw.ac.uk</p> <p>Also, one hard copy of the forecast returns to be signed by the Head of Institution, including confirmation of the date of approval of the forecasts and associated commentary by the governing body. You may scan and send the signed forecast returns to the above email address, or else post to HEFCW's office, FAO Neil Hempstead</p>	29 July 2011
<p>Student & Staff number forecasts</p> <p>Student forecasts 2011/12 to 2012/13.</p> <p>Staff number forecasts 2010/11 to 2012/13.</p>	<ul style="list-style-type: none"> • To monitor student recruitment for future years and compare with current recruitment levels, funded numbers and the maximum student number. • To monitor trends in staffing levels. 	<ul style="list-style-type: none"> • Produce information about trends in student numbers at HEIs in Wales, at an overall, institution and subject level. • Produce information about trends in staffing levels at HEIs in Wales at an overall and institution level. 	<p>Email to: forecasts2011@hefcw.ac.uk</p> <p>Also, one hard copy of the forecast returns to be signed by the Head of Institution. You may scan and send the signed forecast returns to the above email address, or else post to HEFCW's office, FAO Rachael Gray</p>	29 July 2011
Annual	Provides updated information	<ul style="list-style-type: none"> • Analyse performance 	Email to:	31 October 2011

Information	Why we want to know	What do we do with the information	Submission	Response date
<p>Monitoring Statements</p> <p>Submission of AMS returns for various specific policy areas</p>	<p>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.</p>	<p>against the agreed performance indicators/ targets and actual outcomes.</p> <ul style="list-style-type: none"> • Determine whether the analysis demonstrates achievement of appropriate outcomes. • Assess whether outcomes/targets identified for following year are appropriate. • Initiate correspondence/ dialogue with institutions where analysis has identified concerns. 	<p>AMS@hefcw.ac.uk.</p> <p>Also, one hard copy of each completed AMS return to be signed by the Head of Institution. You may scan and send the signed AMS returns to the above email address, or else post to HEFCW's office,</p> <p>FAO Leanne Holborn</p>	

Part 1 - Strategic planning information

- 8 Further to our previously announced plans to move to a three year cycle. This year, to reflect Council's Institutional Visit timetable for 2011, and in anticipation of planned Visits in 2012, we request that **all institutions in the North and Mid and in the South East Wales regions submit a copy of their current strategic plan by 29 July**. The HEIs concerned are:
- Aberystwyth University
Bangor University
Glyndŵr University
Cardiff University
University of Glamorgan
University of Wales Institute, Cardiff
University of Wales, Newport
- 9 In addition to the submission of full plans by the above institutions, **we also ask that all institutions submit, by 31 October, a copy of its latest progress monitoring report, as reviewed by its governing body, against the objectives and key performance indicators contained in its current strategic plan.**
- 10 We recognise that your strategic plan should be a document of value principally for your institution. Its primary function is to provide structured guidance for strategic development and management across all the issues with which the institution is properly concerned, and to help meet the needs and responsibilities of the governing body. Likewise, the key purpose of strategic plan progress reports to governing bodies is to enable them to exercise one of their responsibilities with respect to oversight of the strategic direction of their institutions. For these reasons we seek copies of your actual strategic planning documents, rather than bespoke reports prepared for HEFCW.
- 11 We will, however, expect that all strategic plans include key performance indicators (KPIs) and related SMART targets. Also, as indicated in our 2010 circular *Request for institutions' response to HEFCW Corporate Strategy 2010-11 to 2012-13 (W10/21HE)*, we will expect HEFCW's Corporate Strategy priorities, including the *For Our Future* target measures, to feature strongly in institutions' strategic plans going forward. As a corollary to this, we will expect future strategic plan progress reports to governing bodies to feature *For Our Future* target measures amongst the full set of KPIs included in those progress reports. We will therefore expect any institution that has agreed a new strategic plan during 2010/11 already to be taking on board these expectations.
- 12 We ask that any institution required to submit a full strategic plan this year which has not revised or updated its plan during this academic year (2010/11) supplements its plan with a brief update - no more than two

sides of A4 on significant institutional developments since the plan was written (e.g. reconfiguration/collaboration developments; specific activities to address *For Our Future* priorities). Also, institutions are requested to indicate any area of discrepancy between the full strategic plan and any sub-strategies (including fee plans; and also sub-strategies for estates; widening access; learning and teaching; innovation and engagement; initial teacher training; as well as its engagement with the Coleg Cymraeg Cenedlaethol).

Part 2 - *For Our Future* target forecasts 2010/11 to 2012/13

- 13 Our Corporate Strategy was published in 2010 and covers the three financial years 2010-11 to 2012-13 (it is available on our website at: www.hefcw.ac.uk/publications/corporate_documents/corporate_strategy.aspx)

It includes the 12 sector-level measures and targets agreed with the Welsh Government through which the delivery of *For Our Future* will be measured. As indicated in our 2010 circular *Request for institutions' response to HEFCW Corporate Strategy 2010-11 to 2012-13 (W10/21HE)*, we need to understand and monitor institutions' performance against each of these targets over the next few years.

- 14 For the following six *For Our Future* measures and targets we will draw on information from institutions' next financial and student number forecast returns (*due 29 July 2011 – see below*), and from other data sources as appropriate, to get a sense of anticipated performance at each institution and across the sector. Institutions therefore need submit nothing further in relation to these.

- Growth in overseas students;
- Improvements in the participation rates from the five Universities Heads of the Valleys Institute unitary authorities;
- Increase in part-time students;
- Growth in Research Council funding;
- Reconfiguration and collaboration – annual income target;
- Governance: no institution at 'high risk' in accordance with HEFCW's institutional risk review (IRR) process¹

¹ Through our IRR process we will continue to assess institutional risk in the key area of 'Governance and Management' based on the outcomes of our latest institutional assurance review visits; our analysis of annual monitoring returns submitted by institutions; and the range of other issues and evidence as set out in our Strategic Engagement circular (W09/20HE).

15 For the remaining six *For Our Future* measures and targets below, we ask **each institution to submit, by 29 July, details of its projected performance against each target in each of academic years 2010/11, 2011/12 and 2012/13.**

- Increase in proportion of Communities First students;
- Increase in module completion rates;
- National Student Survey 'overall satisfaction' scores;
- Increase in Welsh medium activity;
- Employability performance;
- Knowledge transfer: spin-out company performance.

Blank copies of the above data returns are attached at **Annex A**.

Part 3 - Financial forecasts for the period 2010/11 to 2012/13

16 We recognise that financial forecasts are an integral part of an institution's strategic plan. Our objectives in requesting financial forecasts are to enable us to:

- check that institutions' strategic and financial planning are integrated;
- monitor the financial health of institutions;
- produce information at summary level on the overall trends and financial health of the HE sector in Wales.

17 Normally we ask institutions to prepare five-year financial forecasts. However, in view of the impact of the new fee planning work on the sector, and the continued uncertainties regarding future funding, **exceptionally for this year we are only requiring institutions to submit financial forecasts for three years, covering the period 2010/11 to 2012/13.** Institutions will be aware of the requirement to submit fee plans for 2012/13 by the end of May, and we will therefore expect financial forecasts for 2012/13 to be based on those fee plans. The financial forecast templates will still allow for the provision of information for the normal five year period, to give institutions the option of providing forecast data for the full five years should they wish to do so. Forecast information should be submitted **by 29 July**.

- 18 In preparing the forecasts institutions should make reference to the planning assumptions outlined in **Annex B** and to the documents listed in paragraph 5 above.
- 19 We appreciate that there is significant uncertainty about the likely levels of public funding that will be available in future years, as well as the impacts of the plans for student fees which have been introduced for 2012/13. Our Strategic Implementation Allocations circular (W11/12HE) provides details of funding allocations for 2011/12. That circular also makes clear that funding for academic year 2011/12 has been based in part on indicative total grant in aid for financial year 2012-13.

Content of the financial forecasts

- 20 The form and content of the financial forecasts 2010/11 to 2012/13 is unchanged from that issued in 2010. Please note that completion of both the three year forecasts and the commentary is compulsory, and it should reflect the requirements of the Financial Memorandum between HEFCW and the institutions. The forecasts should be based on realistic assumptions and be consistent with the accounting treatment and presentation in the financial statements. For this year's returns, completion of forecasts for the full five year period is optional.

Financial forecasts tables

- 21 The financial forecast tables listed below are reproduced at **Annex C**. Specific guidance is included below on the completion of the tables and the commentary.

Table 1 Income

Table 2A Non-Pay Expenditure

Table 2B Pay Expenditure

Table 3 Balance Sheet

Table 4 Cash Flow statement

Table 5 Comparison of original forecast for financial year 2010/11 (submitted July 2010) with latest estimate made

Table 6 Movement in pensions' deficit

Table 7 Capital Financing

Table 8 Key Performance Indicators

Table 1 Income

Contributions made by the Welsh Government towards students' fees should be included as part of the 'Home and EU students' fees and grants'.

Table 2A Non-pay expenditure

Please provide details of all non-pay expenditure, and of related depreciation and interest payable, against all categories indicated.

Table 2B Pay expenditure

It is a requirement that all institutions include their assumptions about FRS 17 in the financial forecasts (within the individual pay lines).

Table 3 Balance Sheet

For the purposes of the financial forecasts balance sheet, institutions are required to include the pension asset or liability for each year. It is recognised that forecasting future pension asset values is difficult, and institutions may carry forward the forecast expected pension asset or liability as at 31 July 2011 for all years. All assumptions made in the financial forecasts must be noted in the commentary.

Table 4 Cash Flow statement

This table reflects the guidance issued in the HE/FE SORP.

Table 5 Comparison of 2010/11 original forecast with latest estimate

This table highlights major differences in the latest estimated outturn for 2010/11 against the original forecast made for that same year as submitted in July 2010. Appropriate explanation should be provided in the commentary.

Table 6 Movement in pensions' deficit

This table is designed to track the movements in the pensions' deficit across the forecast period. It is appreciated that the forecasting of actuarial gains or losses is difficult, but the other movements should reflect the appropriate impacts on Income & Expenditure and Cash Flow.

Table 7 Capital Financing

Forecast capital expenditure and the expected method of finance should be provided in Table 7. Details of major capital projects over the forecast period must also be provided as part of the commentary. The commentary must also provide details of all "off balance sheet" capital projects which are expected to be funded through Private Finance Initiatives, Public Private Partnerships, or other similar funding arrangements where the capital assets and related service contract commitment is not included in the balance sheet.

Table 8 Key Performance Indicators

This table is derived from the data entered in the preceding tables and is designed to provide a trend analysis through past years' results and through to the end of the forecast period. Past years' results have been entered to calculate the KPIs shown in the model.

Financial forecasts commentary

- 22 Institutions should also provide a commentary on the financial forecasts using the pro forma at **Annex D**. The financial commentary on past performance and future prospects is an integral part of the overall financial return and serve three key purposes:
- (i) to explain how the financial forecasts are derived from and are consistent with the institution's strategic plan, and how they stand in the context of an institution's recent financial results;
 - (ii) to provide additional supporting information on the financial forecasts; and
 - (iii) to identify important trends in the forecast numbers across the period, especially with respect to the key indicators such as liquidity, operating and historic surplus, etc.
- 23 The information provided within the financial commentaries will be especially important, given the uncertainty of the future financial settlements, to inform our understanding of each HEI's specific circumstances and of the sector's forecast financial position to assist us in helping to position the sector for future sustainability.
- 24 We expect your institution's financial commentary to reflect fully the details and bases of the key assumptions supporting the numbers in the financial plan, and to this end we have included further specific requirements within Annex D.
- 25 In order to furnish us with information to show how the sector is dealing with the control of expenditure and efficiency improvements (and especially with the requirement by the Welsh Government to demonstrate a shift from support to front-line services), we require this year details of schemes already implemented, or about to be implemented, to control expenditure and improve efficiency in institutions. These should cover staff and non-staff initiatives, including procurement and shared service efficiencies. Details of the levels of anticipated savings and the timescales over which they will be realised should be provided (Section 10 of Annex D refers).
- 26 The following areas should be covered in the commentary:

Section 1 Introduction

As highlighted above, particular attention should be paid to the issues shown under the headings of 'Financial commentary on past and future prospects', 'Financial sustainability' and 'Changing economic conditions' in the pro-forma.

This should cover the context in which the forecasts have been prepared, how the elements of the institution's strategic plan and estates strategy

have been included in the forecasts, and how these developments are to be financed.

Institutions are required to provide sufficient detail in order to provide an understanding of the assumptions that lie behind their future levels of recurrent grant. All assumptions relating to the implementation of FRS 17 should be included here.

Confirmation should also be given of the adequacy of assumptions made for increases in significant areas of cost (e.g. staff costs).

Section 2 Income & Expenditure Account (Tables 1, 2A and 2B)

Major changes to costs, revenue, or significant trends in these areas should be adequately explained here. In addition, confirmation is requested of the adequacy of the revenue maintenance programme.

Sections 3 and 4 (Balance Sheet and Cash Flow statement)

These sections should be completed with any other information that would enable the reader to gain a fuller understanding of the institution's financial forecasts. All details should include a cross reference to the appropriate table.

Section 5 Comparison of last year's estimate for the current year with the latest estimate

This should give an explanation of all significant variances, and confirmation of any items which carry through the forecast period.

Section 6 Movement in pensions' deficit

You should comment on any significant issues affecting the movement in the deficit (e.g. increases in employer's contributions) and relate them to income & expenditure, cash flow or reserves.

Section 7 Capital finance

This should provide an analysis of the significant projects forming the capital spend. The level of spend shown should tie back to the sourcing of finance in the table. We also require information on any projects which are contained in your strategic plan and/or your estates strategy but which are funded by way of PFI/PPI or similar arrangements where the assets are not included on the balance sheet. A new proforma has been included within the section for this purpose.

Section 8 Key performance indicators

You should provide information to support any significant changes or trends in the indicators.

Section 9 Risk / opportunity analysis

This section gives the opportunity to estimate the impact of any risk or opportunity factors (e.g. an increase in employer's pensions' costs; a movement in overseas fee levels) which are NOT contained in the tables of the forecast model.

Section 10 Areas of expenditure control and efficiency improvements

This is a new section with a proforma for details of current / future expenditure controls and anticipated outcomes and timescales.

Part 4 - Student and staff number forecasts

- 27 There is an integral relationship between an institution's assumptions about future changes to its student and staff population and its financial forecasts. Therefore the student and staff forecasts are important features underpinning an institution's strategic plan and financial forecasts.
- 28 You are required to provide forecasts of all HE student numbers (both fundable and non-fundable home and EC, Island and overseas) for the two years 2011/12 to 2012/13, and staff numbers for the three-year period 2010/11 to 2012/13. **Annex E** contains guidelines to assist the accurate completion of the returns. Copies of the returns themselves are attached at **Annexes F** and **G**. As with the financial forecasts, the returns include provision to provide forecasts for the normal four-year period (student forecasts), or five-year period (staff forecasts) should institutions wish to do so.
- 29 The definitions contained in Circular *W10/34HE, Higher Education Students Early Statistics Survey 2010/11* should be used in compiling the student forecast information required by this Circular.
- 30 Assumptions should be consistent with those presented in **Annex B** to this Circular, and any other relevant assumptions used in the preparation of the financial forecasts.

Student number forecasts for the period 2011/12 to 2012/13 (Annex F)

Forms SPF1 and 2

- 31 These forms should be completed to show the full-time, sandwich year out and part-time registrations split by mode of study, level of study and funding category (SPF1), and for home and EC fundable registrations, by mode of study, level of study and Academic Subject Category (ASC) (SPF2).

- 32 All student registrations should be shown as the forecast number of registrations, not full-time equivalents (FTEs). Sandwich year out registrations should be counted as 1.
- 33 For ASC 11a (Education: Initial Teacher Training leading to QTS), students should be recorded separately under the Primary and Secondary sub-headings within ITT (QTS) as defined in HESES10.
- 34 Forecasts of franchised students should be counted at the franchisor institution. However, students in the UK, forecast to be registered at institutions outside Wales, with a Welsh institution providing quality assurance, are not included within the definition of franchised students and should not be included in this return. Institutions may only count students forecast to be franchised to institutions outside Wales if HEFCW has been notified of these courses and has agreed to their being funded.
- 35 Note that students franchised out to overseas institutions should not be included in this return. For institutions that have such an arrangement, we would ask you to include, separately, a note to show forecasts for these students covering the period 2011/12 to 2012/13.
- 36 HEFCW funds PGR selectively. Only home and EC students in Units of Assessment (UoAs) included in the QR funding model for 2011/12, i.e. those UoAs with greater than the threshold of 3 classified FTE Category A staff, should be recorded as fundable. The UoAs included in the QR funding model for 2011/12 are identified in Annex C of the circular *Strategic Implementation Allocations 2011/12 (W11/12HE)*.

Form SPF3

- 37 This form should be completed to show the number of credit values associated with full-time, sandwich year out and part-time home and EC fundable registrations (as returned in SPF2) by mode of study, level of study and ASC.

Staff number forecasts for the period 2010/11 to 2012/13 (Annex F)

Form SPF4

- 38 You should return all staff numbers in terms of FTE. In form SPF4 (Staff Numbers Forecast by Employment Function), both full-time and part-time staff numbers should be recorded in one of three sub-headings: academic departments / schools; academic support services (including central libraries and information services, central computing and computer networks and other academic services); and other services (central administration and services and student and staff facilities - including residences and catering and other staff).

- 39 Full-time staff are those with a contract coded as 1 or 2 in Field 007: Mode of Employment on the HESA Staff Record contract table. All other contracts should be shown as part-time.
- 40 The staff FTE should reflect that to be shown in Field 009: FTE during reporting period. Staff FTE should be returned in the category that the dominant function of the contract falls into. Staff FTE of all contracts relating to a member of staff should be returned, including FTE relating to atypical contracts (see HESA Staff Record 2010/11 coding guidance, C10025 Coverage of the record).
- 41 Assumptions should be consistent with definitions used in the coding of the HESA Staff Record for 2010/11.

Form SPF5

- 42 In order to enable HEFCW to monitor the employment terms and conditions of staff, you are asked to complete form SPF5. You should return the forecast staff FTEs, recorded in SPF4, by terms of employment. For full-time and part-time staff, FTEs should be recorded in one of three sub-headings: open ended/permanent; fixed-term contract; and atypical. The terms of employment should reflect that to be shown in Field 006: Terms of Employment on the HESA Staff Record contract table.
- 43 You are also asked to show forecast pay expenditure against each of the three terms of employment sub-headings, and by dominant function of contract. The information in these columns **must be consistent with the corresponding data shown in the Financial Forecasts return, Table 2B Pay Expenditure** (Head 9 Total pay expenditure less Head 8 Total staff restructuring).
- 44 **In SPF 4 the total staff FTEs for each of the four sub-headings should correspond to those figures in SPF 5.**

Part 5 - Annual Monitoring Statements

- 45 We require Annual Monitoring Statement (AMS) submissions from institutions in order to provide us with information on progress against previously agreed performance indicators/targets, and assurances that the funds reported on have broadly been used for their intended purpose
- 46 Illustrative pro-forma are attached at **Annex H** (H1 to H7). Please note that where a target has been achieved, no further comment is required:
- Learning and Teaching AMS target template (**Annex H1**)
 - Widening Access AMS target template (**Annex H2**)

- Reaching Wider AMS target template (**Annex H3**)
 - Innovation and Engagement AMS template (**Annex H4**)
 - Individual Initial Teacher Training Strategy AMS target template (**Annex H5**)
 - Fee Plans AMS template (**Annex H6**)
 - Additional Support for Part-Time Students AMS template (**Annex H7**)
- 47 We will also be inviting the submission of AMS templates for the three regional strategies but will be dealing with this as a separate exercise in 2011, with the aim of mainstreaming it within HEFCW processes from 2012.
- 48 We reserve the right to audit the information provided, and will do so on a sample basis if we have any concerns. We will provide separate templates to the institutional contact for each AMS by 8 July.
- 49 Any queries regarding the AMS returns should be forwarded to Leanne Holborn (AMS@hefcw.ac.uk; 029 2068 2259).

Freedom of information

- 50 As a public authority HEFCW is subject to the Freedom of Information Act 2000. The Act gives a public right of access to any information held by a public authority. Information submitted to HEFCW may be disclosed on request under the terms of the Act. We have a responsibility to decide whether any responses should be made public or treated as confidential. We may refuse to disclose information in exceptional circumstances, such as where disclosure of information would prejudice commercial interests (for example, future financial projections). Further information about the Act, including the particular circumstances when information may be withheld, can be found at www.ico.gov.uk under Freedom of Information Act.

For our Future indicators

1. Widening Access

A 10% rise in the proportion of all Welsh domiciled students studying higher education courses at higher education institutions and further education institutions in Wales who are domiciled in the Welsh Communities First areas from 5.6% in 2008/09 to 17.2% in 2012/13

	Latest actuals:						Estimate:			Forecasts:					
	2008/09			2009/10			2010/11			2011/12			2012/13		
	Number	Total	Percentage	Number	Total	Percentage	Number	Total	Percentage	Number	Total	Percentage	Number	Total	Percentage
Aberystwyth University															
Bangor University															
Cardiff University															
University of Glamorgan															
Glyndŵr University															
Swansea Metropolitan University															
Swansea University															
University of Wales Institute, Cardiff															
University of Wales, Newport															
University of Wales Trinity Saint David															
The Open University in Wales															
Welsh HEIs															
Welsh HEIs and FEIs															17.2% (FoF target)

Notes

Source: HESA student record

Definition: Percentage = number of students domiciled in the Communities First areas as % of total Welsh domiciled students at the institution with known postcode.

The Communities First areas correspond to the 100 most deprived electoral divisions according to the Welsh index of multiple deprivation 2000, the 32 pockets of deprivation, 6 imaginative proposals and 47 new areas as identified by the Welsh Assembly Government. The following 4 imaginative proposals are excluded: Cardiff -Black and Minority Ethnic; Neath Port Talbot - Domestic Violence; Newport - Black and Minority Ethnic; Pembrokeshire - Young People.

[See attached list of Communities First postcodes. N.B. This list is different to that used currently for widening access premium calculations.]

Welsh domiciled students are taken to be those with a Welsh home postcode.

Based on the HESA standard registration population.

Enrolments are reduced to a headcount i.e. where a student is enrolled on more than one course the student is only counted once.

All modes, levels and years of study are included.

Figures for University of Glamorgan include Royal Welsh College of Music and Drama.

For our Future indicators

2. Module completion rates

A 2.7% increase in the module completion rate for undergraduate enrolments in Welsh higher education institutions from 87.6% in 2008/09 to 90% in 2012/13

	Latest actuals:			Estimate:			Forecasts:								
	2008/09			2009/10			2010/11			2011/12			2012/13		
	Total modules expected to have results	Modules completed	Modules completed as % of modules expected to have results	Total modules expected to have results	Modules completed	Modules completed as % of modules expected to have results	Total modules expected to have results	Modules completed	Modules completed as % of modules expected to have results	Total modules expected to have results	Modules completed	Modules completed as % of modules expected to have results	Total modules expected to have results	Modules completed	Modules completed as % of modules expected to have results
Aberystwyth University															
Bangor University															
Cardiff University															
University of Glamorgan															
Glyndŵr University															
Swansea Metropolitan University															
Swansea University															
University of Wales Institute, Cardiff															
University of Wales, Newport															
University of Wales Trinity Saint David															
The Open University in Wales															
Welsh HEIs															90.0% (FoF target)

Notes

Source: HESA student record

Based on the HESA standard registration population.

Full-time, sandwich and part-time undergraduate enrolments who studied one or more modules expected to have results within the academic year.

All domiciles are included.

Modules completed include those where full credit has been gained and where the module was completed but credit was not gained.

Modules expected to have results within the academic year include those which are continuing from the previous year or contained within the reporting year, excluding those taken on a not-for-credit-basis.

For our Future indicators

3. National Student Survey

The three year rolling average score for Wales in the National Student Survey 'overall satisfaction' question will be equal to, or greater than, the comparative score for the UK

	Latest actuals:					Forecasts:		
	2007	2008	2009	Three year average: 2007 to 2009 2010		2011	2012	2013
Aberystwyth University								
Bangor University								
Cardiff University								
University of Glamorgan								
Glyndŵr University								
Swansea Metropolitan University								
Swansea University								
University of Wales Institute, Cardiff								
University of Wales, Newport								
University of Wales Trinity Saint David								
Welsh HEIs								
UK HEIs								

Source: National Student Survey

For our Future indicators

4. Welsh medium

The number of Welsh domiciled students at Welsh higher education institutions and further education institutions undertaking some element of their course through the medium of Welsh will rise from 4,677 in 2008/09 to 5,600 in 2012/13.

	Latest actuals:						Estimate:			Forecasts:					
	2008/09			2009/10			2010/11			2011/12			2012/13		
	Number Welsh dom. undertaking some element through Welsh	Total	Percentage	Number Welsh dom. undertaking some element through Welsh	Total	Percentage	Number Welsh dom. undertaking some element through Welsh	Total	Percentage	Number Welsh dom. undertaking some element through Welsh	Total	Percentage	Number Welsh dom. undertaking some element through Welsh	Total	Percentage
Aberystwyth University															
Bangor University															
Cardiff University															
University of Glamorgan															
Glyndŵr University															
Swansea Metropolitan University															
Swansea University															
University of Wales Institute, Cardiff															
University of Wales, Newport															
University of Wales Trinity Saint David															
The Open University in Wales															
Welsh HEIs															
Welsh HEIs and FEIs													5,600		

(FoF target)

Notes

Source: HESA student record

Welsh domiciled students are taken to be those with a Welsh home postcode.

Students are counted as having some element of their course through the medium of Welsh if they are taking any module which has a greater than zero percentage of provision through the medium of Welsh. Courses in Welsh language and literature are included.

All modes, levels and years of study are included.

Based on the HESA standard registration population.

Enrolments are reduced to a headcount i.e. where a student is enrolled on more than one course the student is only counted once. Results only modules have been excluded

Figures for University of Glamorgan include Royal Welsh College of Music and Drama.

For our Future indicators

6. Employability

The proportion of leavers obtaining first degrees from full-time courses who were employed, studying or both six months after leaving will be equal to, or greater than, the UK proportion

	Latest actuals:						Estimate:			Forecasts:										
	2008/09			2009/10			2010/11			2011/12			2012/13			2012/13				
	Percentage responded to DLHE survey	Base population	Number employed, studying or both	Percentage employed, studying or both	Base population	Number employed, studying or both	Percentage employed, studying or both	Base population	Number employed, studying or both	Percentage employed, studying or both	Base population	Number employed, studying or both	Percentage employed, studying or both	Base population	Number employed, studying or both	Percentage employed, studying or both	Base population	Number employed, studying or both	Percentage employed, studying or both	
Aberystwyth University																				
Bangor University																				
Cardiff University																				
University of Glamorgan																				
Glyndŵr University																				
Swansea Metropolitan University																				
Swansea University																				
University of Wales Institute, Cardiff																				
University of Wales, Newport																				
University of Wales Trinity Saint David																				
Welsh HEIs																				
UK HEIs																				

Notes

Source: HESA higher education performance indicators Table E1. Derived from data collected in the HESA Destination of Leavers from Higher Education (DLHE) survey.

The **eligible population** is the set of all home-domiciled students who graduated from a full-time course with a first degree qualification in the year in question, provided they are also part of the DLHE population.

The **response rate** is the proportion of the eligible population for which there are responses to the DLHE survey. This includes those who have refused to take part in the survey.

The **base population** is the set of all respondents to the survey who are classed as working or studying or as unemployed and seeking work.

N.B. For the 2008/09 actuals the '% employed/studying/both' figures were calculated on unrounded data. However, the 'base population' and 'Number employed/studying/both' figures above are rounded.

For our Future indicators

9. Knowledge Transfer

The total number of spin-off companies still active which have survived at least three years will increase by 10% from 252 in 2008/09 to 277 in 2012/13

**Spin-off companies and staff and graduate start-ups:
number still active which have survived at least 3 years**

Institution	Latest actuals:		Estimate: Forecasts:		
	2008/09	2009/10	2010/11	2011/12	2012/13
Aberystwyth University					
Bangor University					
Cardiff University					
University of Glamorgan					
Glyndŵr University					
Swansea Metropolitan University					
Swansea University					
University of Wales Institute, Cardiff					
University of Wales, Newport					
University of Wales Trinity Saint David					
Wales Total					277

(FoF target)

Notes

Source: Higher education business and community interaction survey (HEBCIS) Table 4d Part B.

Figures for the academic year 2008/09 are taken from the 2009 Survey which was collected by HESA for the first time. (Previously data was collected by HEFCE.)

University of Glamorgan includes Royal Welsh College of Music and Drama.

2011 Financial forecasts: assumptions

- 1 At this stage we are able to confirm only that the funding for academic year 2011/12 remains in line with the information provided in the Welsh Government's remit letter to HEFCW for 2011-12 and in our circular Strategic Implementation Allocations 2011/12 (W11/12HE). Beyond 2011/12 institutions should include their own assumptions and document clearly the rationale for adopting these assumptions. The assumptions should take account of the various documents described in paragraph 5 of this circular

Funding for teaching

- 2 Institutions were required to submit fee plans for 2012/13 by the end of May. We will expect financial forecasts for 2012/13 to take into account those proposed fee plans.
- 3 We expect to consult on new funding arrangements in late July. Institutions should assume the operation of the existing funding method for 2012/13 in the absence of further guidance.

Formula based funding for additional funded numbers

- 4 For the purposes of the forecasts, institutions should assume **no growth** in funded undergraduate or postgraduate taught provision and no recruitment above the cap in full-time funded undergraduate and PGCE previously notified in circular W10/33HE.

Postgraduate research training is subject to separate funding arrangements.

- 5 Funding assumptions for undergraduate full-time and sandwich recruitment in **quota controlled** provision in medicine and dentistry, initial teacher training and PGCE should accord with the advice given in HEFCW communications specific to those areas.
- 6 Assumptions should be consistent with those used in the preparation of the student number forecast tables.

Strategic investment funding

- 7 Note that ALL sources of HEFCW formula and non-formula based funding should be included in your forecasts on the appropriate income lines.

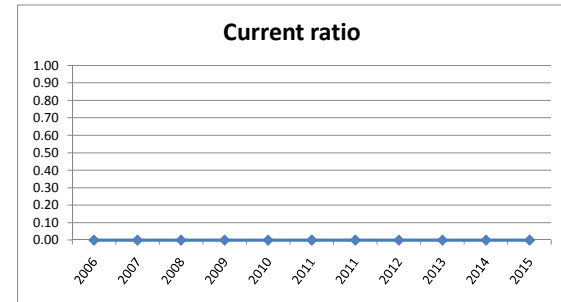
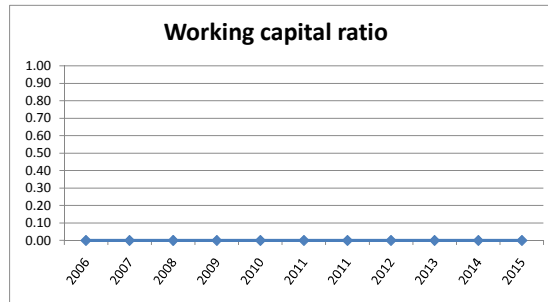
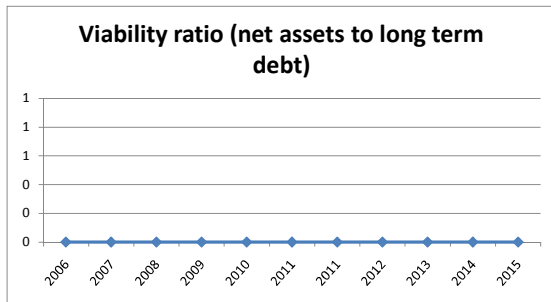
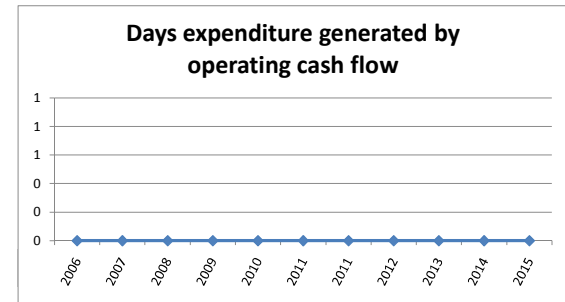
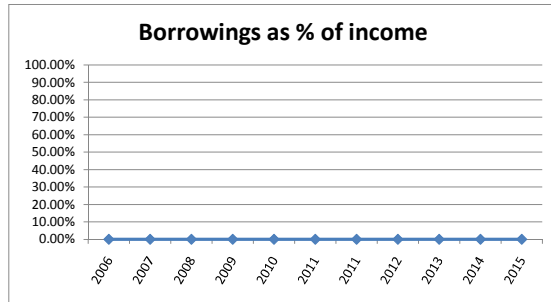
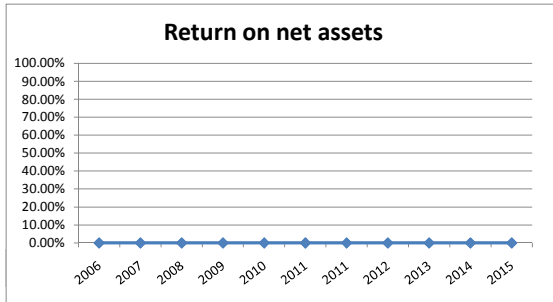
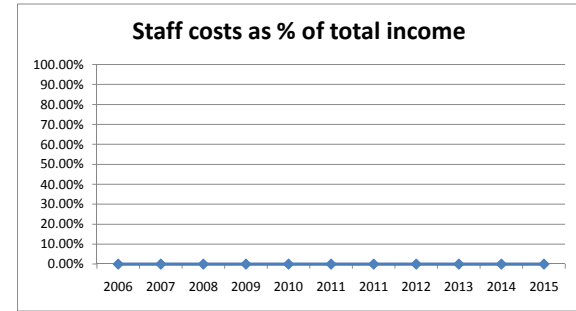
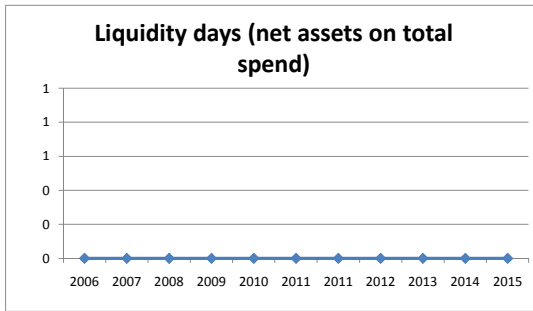
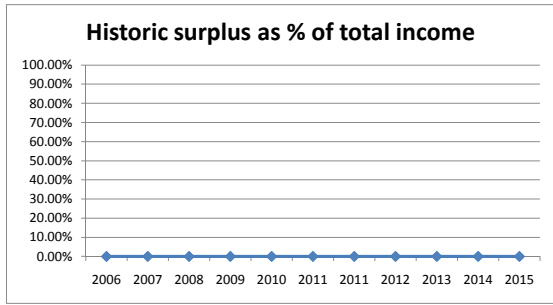
Funding for research

- 8 For planning purposes, the 2011/12 allocations for QR announced in the Strategic Implementation Allocations 2011/12 (W11/12HE) should be rolled forward to future years. However, actual funding levels may be subject to further review in future, once we know our grant-in-aid from 2012-13 onwards and the impact of the new arrangements for student fees.

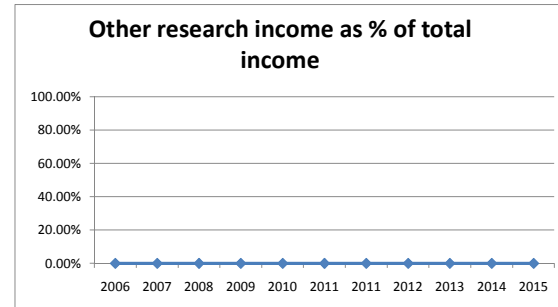
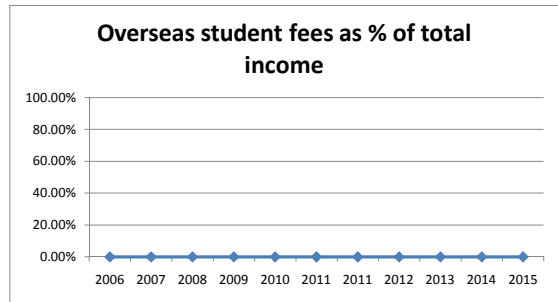
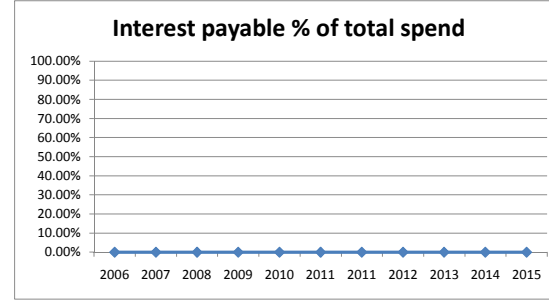
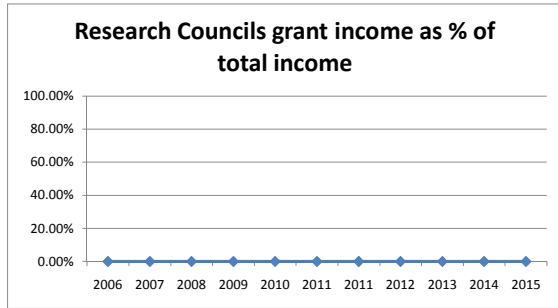
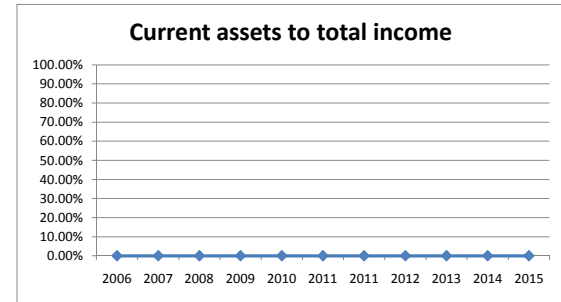
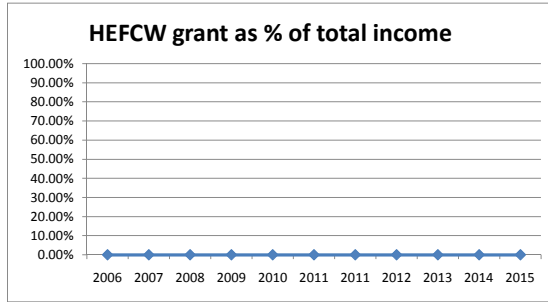
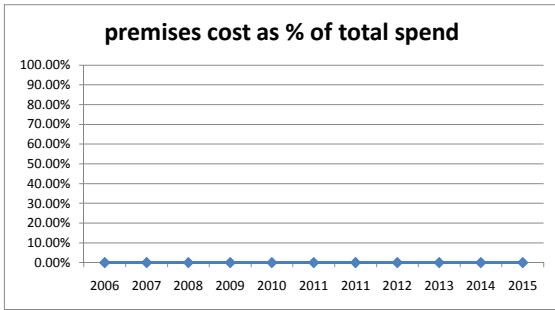
Capital

- 9 The forecast should take account of the capital allocations for 2010-11 and the research capital allocations for 2011-12 announced in circular W11/23HE, and should be consistent with the current estates strategy or other accepted capital proposals for your institution.
- 10 The forecast should include reference to any plans for long-term capital maintenance projects. Any significant changes to these proposals should be explained within the commentary.

XXXXXXXXXXXXX UNIVERSITY FINANCIAL FORECAST GRAPHS 2011-2015 (1)



XXXXXXXXXXXX UNIVERSITY FINANCIAL FORECAST GRAPHS 2011-2015 (2)



**Pro-forma Commentary to Accompany Financial Forecasts
2010/11 to 2012/13**

(Please attach additional numbered pages, if necessary)

INSTITUTION NAME: _____

SECTION 1 INTRODUCTION

Financial commentary on past performance and future prospects

The financial commentary is an integral part of the overall financial return, explaining forecast financial performance in the context of recent financial results, and identifying important trends in the forecast numbers across the period, especially with respect to the key indicators such as liquidity, operating and historic surplus, etc. Confirmation should also be provided that appropriate assumptions have been made for increases in significant areas of cost (staff and non-staff, particularly utilities)

In addition to aiding our understanding of each HEI's specific circumstances, the commentaries (taken together) will aid our understanding of the sector and assist us in helping to position the sector for future spending rounds. It is expected that HEIs address the questions on financial sustainability and their response to changing economic conditions in respect of the items in the tables below. The commentary may be a document already produced by an HEI for its own planning purposes, but as a minimum it should address the issues highlighted in each of the sections shown below.

In this commentary we ask HEIs to answer the following questions:

<u>Financial sustainability: Taking into account the financial returns, student number data and the HEI's current TRAC data:</u>	
1	How is the HEI ensuring long-term financial sustainability?
2	How has the HEI decided appropriate levels for annual surpluses, liquidity, borrowings and reserves? Do the forecasts indicate that these levels will be achieved? If not, what are the consequences?
3	How has the HEI decided on the level of investment required to maintain the HEI's physical infrastructure in a fit state for the long term? How will it ensure this can be financed and is affordable?

4	What VFM and other cost efficiency initiatives has the HEI implemented in the past 12 months? What has been achieved? What initiatives are likely to be introduced in 2011/12, and how much is likely to be achieved, and by when? (see also section 10 below)
5	What scenario planning has been undertaken in relation to the financial position over the forecast period? What contingencies have been modelled? What actions has the HEI taken/does it plan to take to address the impacts of any reductions in income streams?

Changing economic conditions:

Examples of changing economic conditions are: the levying of charges for student fees; changes in the availability and cost of loan finance; falling asset values; uncertainty about the timing or possibility of asset sales; reduced land prices; increased partnership and collaboration.

6	<p>It would be helpful to confirm whether the HEI has had:</p> <ul style="list-style-type: none"> • difficulties obtaining capital financing • difficulties with sales of assets • losses on endowment funds or other investments • substantial reduction in any income stream.
7	To what extent have changing economic conditions affected the HEI's financial strategy? How is the HEI responding to the opportunities and threats arising from the recession, including any new actions to secure its financial position?
8	Bearing in mind the above, what are the key risks to the HEI's financial health and sustainability over the forecast period? How have these changed since last year? How does it keep this under review? Has there been a change in risk appetite for the HEI since last year?

SECTION 2 INCOME & EXPENDITURE ACCOUNT (TABLES 1, 2A and 2B)

This section should highlight any major changes to, or trends in, income or costs across the period, explaining the assumptions made in support of the changes. It should also highlight and confirm that the revenue maintenance programme is in line with the latest strategy.

Explain the assumptions made in developing the financial forecasts and the basis of the forecasts (for example, realistic forecast performance, worst-case scenario).

Explain significant movements (± 10 per cent in any one year) on the income and expenditure account. The commentary should also provide detail on any material exceptional items.

SECTION 3 BALANCE SHEET (TABLE 3)

This section should highlight and explain significant changes or trends in fixed and current assets, current liabilities, external borrowings, the net asset position, and reserves. Particular attention should be paid to liquidity issues as highlighted in the KPI table (Table 8).

Explain the assumptions made in developing the financial forecasts and the basis of the forecasts (for example, realistic forecast performance, worst-case scenario).

Explain significant movements (± 10 per cent in any one year) any any other items having a material effect on the balance sheet.

SECTION 4 CASH FLOW STATEMENT (TABLE 4)

Significant items or trends should be highlighted here. Please ensure that the cross-check to the balance sheet movement of cash and investments is made.

SECTION 5 COMPARISON OF LAST YEAR'S FORECAST FOR CURRENT YEAR WITH THE LATEST ESTIMATE (TABLE 5)

Significant variances from estimate to original forecast should be explained, with confirmation that the impact of significant changes or trends is reflected in the forecast years.

SECTION 6 MOVEMENT IN PENSIONS DEFICIT (TABLE 6)

We would like to understand the impact of the pensions deficit on the income and expenditure account, cash flow and reserves. It is appreciated that an estimate of actuarial gain or loss is not achievable.

SECTION 7 CAPITAL FINANCING (TABLE 7)

Significant projects or items of spend should be detailed here. The method AND SOURCES of financing should reconcile to the spend (lower value items should be totalled together as a balancing line) , and should be supported with appropriate commentary (e.g. proposed terms of loan, etc). Any loan finance should be reflected also in the balance sheet and cash flow. Please also comment on any projects which are contained in your latest strategic plan but

Annex D

which are NOT costed in Table 7 of the model. These may be aspirational, or projects for which the funding has not yet been determined.

Below is a proforma which should be completed to detail the major items of proposed capital expenditure by source of funding. You can expand the table to accommodate the number of projects within each category. A separate table should be provided for each of the years 2011/12 and 2012/13. In addition, in response to a recent request from the Welsh Government, we also require details of your commitments as at July 2011 under current schemes which are held 'off Balance Sheet' (e.g. student accommodation). These should be provided on a separate schedule.

	Institution:		
	Year:		
Balance sheet items - Item	Category (L&B, Equip)	Source of funds (Internal, HEFCW, WAG/other, ext loans, leasing)	Amount £000
A			
B			
etc			
Other (lower value or not individually identified)			
Total	(should map to total Capex spend for year in table 7)		
Non-balance sheet items (e.g. PFI or equivalent)	Category	Source of funds	Amount £000
A			
B			
etc			
Total:			

Items in Strategic Plan not yet costed in Table 7 (e.g. aspirational / funding not yet determined)	Category		Estimated Amount £000
A			
B			
C			
etc			
Total:			

SECTION 8 KEY PERFORMANCE INDICATORS (TABLE 8)

This section should provide full commentary to support significant changes or trends in the main indicators.

SECTION 9 RISK / OPPORTUNITY ANALYSIS

This section should be completed as fully as possible with significant items of sensitivity. The table below gives examples - this list is not exhaustive.

Item	Risk (R) or Opportunity (O)	Effect of 1% movement on 2011/12 forecast - £000
Salary settlement different from forecast level		
Employer pensions contributions increased		
Forecast overseas fee income		
Energy costs		
Investment Income		
Borrowings costs		
Other (please specify)		

SECTION 10 – AREAS OF EXPENDITURE CONTROL / EFFICIENCY IMPROVEMENT

This new section requires you to provide details of your main 3 schemes and initiatives which are already in place, or which are planned to be implemented during 2011/12, to control expenditure, and 3 schemes which are planned to improve efficiency. If the scheme or initiative is already in progress, you should aim to quantify what savings/ efficiencies have already been achieved, as well as the final expected outcome (with timescale). For new schemes or initiatives, the planned timescale and anticipated savings through expenditure control or efficiencies should be listed, again with timescale.

2011/12 expenditure controls / efficiency initiatives				
Expenditure control	Description	Started Y/N	Anticipated future saving	Target date
A				
B				
C				
Efficiency initiatives	Description	Started Y/N	Anticipated future saving	Target date
A				
B				
C				

Student and staff number forecasts – guidance notes

- 1 These notes of guidance apply to all higher education institutions that receive funding from HEFCW.
- 2 All numbers returned in forms SPF 1 and 2 of this survey should represent counts of registrations and not full-time equivalents (FTEs). In form SPF 3, registrations are to be recorded in terms of the credit values associated with the modules or units that comprise the particular year of the course being pursued.
- 3 Forecasts of student registrations, or the credit values arising from forecast student registrations on modules, units or courses, should correspond to assumed registrations at year end, or at the completion of the programme of study, that is, after account has been taken of non-completions. Full-time fundable numbers can be returned as partial non-completions, as defined in HESES10. The adjustment applies only to full-time taught courses; no adjustment should be made for research or part-time enrolments.
- 4 All staff FTE totals in SPF 4 and SPF 5 should correspond.
- 5 All pay expenditure figures in SPF 5 should be returned as £'000s and not £actuals.

Contents of the return

- 6 Each institution is being sent an e-mail with a file attachment containing six worksheets, which contain the corresponding forms shown in **Annexes F and G** and a summary sheet to aid checking and comparison with previous years returns and HESES figures. Each file includes a four-character prefix identifying the institution. The file ****_STRAT.xls contains the following worksheets:

Annex F

SPF1 **Form SPF1:** Full-time, sandwich year out and part-time student registrations for the period 2011/12 - 2012/13, for all modes of study, level of study and funding categories. Full-time and sandwich year out undergraduate students should be split between degree and non-degree. Part-time undergraduate students should be split between franchised out and non-franchised out.

SPF2 **Form SPF2:** Home and EC fundable student registrations for the period 2011/12 - 2012/13 by mode of study, level of study and Academic Subject Category (ASC).

SPF3 **Form SPF3:** Home and EC fundable student registrations for the period 2011/12 - 2012/13 in terms of the credit values associated with the modules or units that comprise the course, by mode of study, level of study and ASC.

Annex G

SPF4 **Form SPF4:** FTE staff numbers for 2010/11 and forecast staff FTE for the period 2011/12 - 2012/13 by Employment Function.

SPF5 **Form SPF5:** FTE staff numbers and pay expenditure for 2010/11 and forecast staff FTE and pay expenditure for the period 2011/12 - 2012/13 by Terms of Employment.

Summary **Summary of past returns for comparison/information:** HESES 2010/11 data output in the format of SPF1, 2 and 3. SPF 4 and 5 for 2010/11 from the 2010 Forecasts Requests return.

- 7 In apportioning forecast registrations to ASCs please refer to the guidance given in Annexes D and K of Circular W10/34HE, *Higher Education Students Early Statistics 2010/11*.
- 8 Note that the forms contain formulae for the summation of all columns and respondents do not need to total these. Indeed, formulae in these rows should not be adjusted.

Validation of the return

- 9 A number of validation checks have been built into the Excel workbook to the right of the corresponding tables and are listed as below.
- 10 Institutions are invited to check these validations before returning to us.

Validation check 1	SPF2	SPF2 totals correspond to fundable totals in SPF1
Validation check 2	SPF5	SPF5 staff FTE totals correspond to totals in SPF4

Strategic Plans : Student Registration Forecasts
All Modes

SPF1

Institution:

Institution Code:

Level of study	Forecast completed registrations in academic year 2011/12											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Level of study	Forecast completed registrations in academic year 2012/13											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Level of study	Forecast completed registrations in academic year 2013/14											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Level of study	Forecast completed registrations in academic year 2014/15											
	Full-time			Sandwich Year Out			Part-time			Total		
	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas	Home and EC		Island and overseas
	Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable		Fundable	Non-fundable	
Undergraduate degree										0.0	0.0	0.0
Undergraduate non-degree										0.0	0.0	0.0
Undergraduate (not franchised out)										0.0	0.0	0.0
Undergraduate franchised out										0.0	0.0	0.0
Undergraduate total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Postgraduate taught										0.0	0.0	0.0
Postgraduate research										0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Do not complete

Contains formulae

Each sandwich year out registration is counted as 1.

Strategic Plans : Home and EC Fundable Student Registration Forecasts
All Modes

SPF2

 Institution:
 Institution Code:

ASC		Forecast completed registrations in academic year 2011/12													Total		
		Full-time				Sandwich Year Out				Part-time							
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research	
1	Clinical and Pre-clinical Medicine and Dentistry												0.00	0.00	0.00		
2	Subjects and Professions Allied to Medicine												0.00	0.00	0.00		
3	Science												0.00	0.00	0.00		
4	Engineering and Technology												0.00	0.00	0.00		
5	Built Environment												0.00	0.00	0.00		
6	Mathematical Sciences, IT and Computing												0.00	0.00	0.00		
7	Business and Management												0.00	0.00	0.00		
8	Social Sciences												0.00	0.00	0.00		
9	Humanities												0.00	0.00	0.00		
10	Art, Design and Performing Arts												0.00	0.00	0.00		
11aa	Education ITT (QTS) Primary												0.00	0.00	0.00		
11ab	Education ITT (QTS) Secondary												0.00	0.00	0.00		
11b	Education (Non-QTS)												0.00	0.00	0.00		
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

ASC		Forecast completed registrations in academic year 2012/13													Total		
		Full-time				Sandwich Year Out				Part-time							
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research	
1	Clinical and Pre-clinical Medicine and Dentistry												0.00	0.00	0.00		
2	Subjects and Professions Allied to Medicine												0.00	0.00	0.00		
3	Science												0.00	0.00	0.00		
4	Engineering and Technology												0.00	0.00	0.00		
5	Built Environment												0.00	0.00	0.00		
6	Mathematical Sciences, IT and Computing												0.00	0.00	0.00		
7	Business and Management												0.00	0.00	0.00		
8	Social Sciences												0.00	0.00	0.00		
9	Humanities												0.00	0.00	0.00		
10	Art, Design and Performing Arts												0.00	0.00	0.00		
11aa	Education ITT (QTS) Primary												0.00	0.00	0.00		
11ab	Education ITT (QTS) Secondary												0.00	0.00	0.00		
11b	Education (Non-QTS)												0.00	0.00	0.00		
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

ASC		Forecast completed registrations in academic year 2013/14													Total		
		Full-time				Sandwich Year Out				Part-time							
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research	
1	Clinical and Pre-clinical Medicine and Dentistry												0.00	0.00	0.00		
2	Subjects and Professions Allied to Medicine												0.00	0.00	0.00		
3	Science												0.00	0.00	0.00		
4	Engineering and Technology												0.00	0.00	0.00		
5	Built Environment												0.00	0.00	0.00		
6	Mathematical Sciences, IT and Computing												0.00	0.00	0.00		
7	Business and Management												0.00	0.00	0.00		
8	Social Sciences												0.00	0.00	0.00		
9	Humanities												0.00	0.00	0.00		
10	Art, Design and Performing Arts												0.00	0.00	0.00		
11aa	Education ITT (QTS) Primary												0.00	0.00	0.00		
11ab	Education ITT (QTS) Secondary												0.00	0.00	0.00		
11b	Education (Non-QTS)												0.00	0.00	0.00		
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

ASC		Forecast completed registrations in academic year 2014/15													Total		
		Full-time				Sandwich Year Out				Part-time							
		Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Postgraduate research	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Postgraduate research	Undergraduate	Postgraduate taught	Postgraduate research	
1	Clinical and Pre-clinical Medicine and Dentistry												0.00	0.00	0.00		
2	Subjects and Professions Allied to Medicine												0.00	0.00	0.00		
3	Science												0.00	0.00	0.00		
4	Engineering and Technology												0.00	0.00	0.00		
5	Built Environment												0.00	0.00	0.00		
6	Mathematical Sciences, IT and Computing												0.00	0.00	0.00		
7	Business and Management												0.00	0.00	0.00		
8	Social Sciences												0.00	0.00	0.00		
9	Humanities												0.00	0.00	0.00		
10	Art, Design and Performing Arts												0.00	0.00	0.00		
11aa	Education ITT (QTS) Primary												0.00	0.00	0.00		
11ab	Education ITT (QTS) Secondary												0.00	0.00	0.00		
11b	Education (Non-QTS)												0.00	0.00	0.00		
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

 Contains formulae

Each sandwich year out registration is counted as 1.

**Strategic Plans : Home and EC Fundable Credit Value Forecasts
All Modes**

SPF3


 Institution:
Institution Code:

ASC	Forecast completed credit values in academic year 2011/12										
	Full-time			Sandwich Year Out			Part-time			Total	
	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry									0	0
2	Subjects and Professions Allied to Medicine									0	0
3	Science									0	0
4	Engineering and Technology									0	0
5	Built Environment									0	0
6	Mathematical Sciences, IT and Computing									0	0
7	Business and Management									0	0
8	Social Sciences									0	0
9	Humanities									0	0
10	Art, Design and Performing Arts									0	0
11aa	Education ITT (QTS) Primary									0	0
11ab	Education ITT (QTS) Secondary									0	0
11b	Education (Non-QTS)									0	0
Total		0	0	0	0	0	0	0	0	0	0

ASC	Forecast completed credit values in academic year 2012/13										
	Full-time			Sandwich Year Out			Part-time			Total	
	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry									0	0
2	Subjects and Professions Allied to Medicine									0	0
3	Science									0	0
4	Engineering and Technology									0	0
5	Built Environment									0	0
6	Mathematical Sciences, IT and Computing									0	0
7	Business and Management									0	0
8	Social Sciences									0	0
9	Humanities									0	0
10	Art, Design and Performing Arts									0	0
11aa	Education ITT (QTS) Primary									0	0
11ab	Education ITT (QTS) Secondary									0	0
11b	Education (Non-QTS)									0	0
Total		0	0	0	0	0	0	0	0	0	0

ASC	Forecast completed credit values in academic year 2013/14										
	Full-time			Sandwich Year Out			Part-time			Total	
	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry									0	0
2	Subjects and Professions Allied to Medicine									0	0
3	Science									0	0
4	Engineering and Technology									0	0
5	Built Environment									0	0
6	Mathematical Sciences, IT and Computing									0	0
7	Business and Management									0	0
8	Social Sciences									0	0
9	Humanities									0	0
10	Art, Design and Performing Arts									0	0
11aa	Education ITT (QTS) Primary									0	0
11ab	Education ITT (QTS) Secondary									0	0
11b	Education (Non-QTS)									0	0
Total		0	0	0	0	0	0	0	0	0	0

ASC	Forecast completed credit values in academic year 2014/15										
	Full-time			Sandwich Year Out			Part-time			Total	
	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate degree	Undergraduate non-degree	Postgraduate taught	Undergraduate (not franchised out)	Undergraduate franchised out	Postgraduate taught	Undergraduate	Postgraduate taught
1	Clinical and Pre-clinical Medicine and Dentistry									0	0
2	Subjects and Professions Allied to Medicine									0	0
3	Science									0	0
4	Engineering and Technology									0	0
5	Built Environment									0	0
6	Mathematical Sciences, IT and Computing									0	0
7	Business and Management									0	0
8	Social Sciences									0	0
9	Humanities									0	0
10	Art, Design and Performing Arts									0	0
11aa	Education ITT (QTS) Primary									0	0
11ab	Education ITT (QTS) Secondary									0	0
11b	Education (Non-QTS)									0	0
Total		0	0	0	0	0	0	0	0	0	0

 Contains formulae

Sandwich Year Out are counted as 120 credit values per registration

**Strategic Plans : Staff Numbers (FTEs) Forecast
by Employment Function**

SPF4

Institution:

Institution Code:

2010/11

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other (Admin & Central, Residences)				
Total	0.00	0.00	0.00	0.00

2011/12

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other (Admin & Central, Residences)				
Total	0.00	0.00	0.00	0.00

2012/13

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other (Admin & Central, Residences)				
Total	0.00	0.00	0.00	0.00

2013/14

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other (Admin & Central, Residences)				
Total	0.00	0.00	0.00	0.00

2014/15

Employment Function	Staff FTE			
	Teaching and/or Research Staff		Others	
	FT	PT	FT	PT
Academic Depts / Schools				
Academic Support Services				
Other (Admin & Central, Residences)				
Total	0.00	0.00	0.00	0.00

**ANNUAL MONITORING STATEMENTS 2010/11
Annex H1**

INSTITUTION	
Institutional Contact name for Learning and Teaching Strategy	
Post held	
Contact details – Email/Tel	

Activity	2010/11 measurable (qualitative and quantitative) targets	Target achieved? Y/N	Progress against unachieved targets/explanation*	2011/12 measurable targets	Proposed changes to targets in 2011/12 (if required)
Enhancing the Student Experience (Provide an account of the key priorities/performance indicators for enhancing the quality of the student learning experience)					<p>New Learning and Teaching Strategies have been requested for 2011/12 to 2013/14. We will discuss and confirm targets as part of our consideration of these strategies. You are not therefore required to include targets for 2011/12 in this monitoring statement.</p>
Staff Development And Training (Provide an indication of the mechanisms used to support teaching excellence and innovation amongst new staff, established staff and postgraduate teaching assistants)					

<p>Recognising and Rewarding Teaching Excellence (Provide an indication of the mechanisms used for recognising and rewarding academic and support staff commitment to enhancing the student learning experience)</p>				
<p>Innovation In Learning And Teaching (Provide an indication of the mechanisms employed for supporting and introducing innovation in teaching and learning and dissemination of good practice)</p>				
<p>Enhancing Graduate Skills and Employability (Provide an indication of the measures taken to improve employability of graduates and diplomats)</p>				

ANNUAL MONITORING STATEMENTS 2010/11
Annex H1

Engagement with Assembly and HEFCW priorities (Provide an indication of how the strategy has contributed to addressing the priorities of the Assembly Government and the HEFCW)				
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**NB: There is no requirement to comment further where a target has been achieved.*

<p>Funding Allocation for 2010/11 = £</p> <p>I confirm that the above allocation was used broadly according to the proposed expenditure outlined in the institution's Learning and Teaching Strategy 2007/08 – 2009/10¹, subject to any major changes or funds carried forward to 2010/11 that I have outlined below.</p> <p>Signature (Head of institution)</p> <p>.....</p> <p>Date</p> <p><i>Please indicate below any changes to planned expenditure with brief explanation:</i></p>	<p>Funding allocation for 2011/12 = £</p>
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¹ Strategies were rolled forward for a further year to 2010/11, as set out in *Circular W09/19HE: Learning and Teaching Strategy Allocations for 2009/10*
http://www.hefcw.ac.uk/documents/publications/circulars/circulars_2009/W09%2019%20HE%20Learning%20and%20teaching%20strategy%20allocations%202009%2010.pdf

**ANNUAL MONITORING STATEMENTS 2010/11
Annex H2**

INSTITUTION	
Institutional Contact name for WIDENING ACCESS STRATEGIES	
Post held	
Contact details – Email/Tel	

2010/11 Strategy Period				2011/12 Strategy Period	
Activity	2010/11 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2011/12 measurable targets	Proposed changes to targets in 2011/12 (if required)
PRE-ENTRY				<p>New Widening Access strategies have been requested for 2011/12 to 2013/14. We will discuss and confirm targets as part of our consideration of these strategies. Therefore, 2011/12 AMS targets are not required at this stage</p>	
ENTRY					
CONTINUING					
OUTREACH					

**NB Please provide 3-4 key specific, measurable, challenging and achievable targets for each sub-heading provided above. There is no requirement to comment further where a target has been achieved.*

**ANNUAL MONITORING STATEMENTS 2010/11
Annex H2**

Expenditure breakdown for Widening Access Strategies	Estimated 2010/11	Actual 2010/11
a) Widening Access Strategy Funding		
b) Carry forward and/or under-spend from previous years (if appropriate).		
c) Any additional Widening Access allocation received, but not accounted for above.		

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. Please account separately for any carry forward from previous years and/or underspend.

Signature (Head of Institution):

Date:

REACHING WIDER PARTNERSHIP (RW)	
Chair:	
Contact details – Email/Tel	

2010/11 Strategy Period				2011/12 Strategy Period	
COMMUNITIES FIRST Activities ¹	2010/11 measurable outcomes	Outcome Achieved Y/N	Progress against unachieved outcomes/comment on unspent balances*	2011/12 Measurable outcomes	Proposed changes to targets in 2011/12 (if required)
AGE GROUP: 7 – 11				<p>New Reaching Wider Strategies have been requested for 2011/12 to 2013/14. We will discuss and confirm targets as part of our consideration of these strategies. Therefore, 2011/12 AMS targets are not required at this stage</p>	
AGE GROUP: 11-14					
AGE GROUP: 14-19					
AGE GROUP: –19 PLUS					
AGE GROUP: 21 PLUS					
LOOKED AFTER CHILDREN:					
WORK-BASED LEARNING					

¹ 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

WELSH MEDIUM EVENTS				
BLACK AND MINORITY ETHNIC COMMUNITY- FOCUSED EVENTS				
DISABLED STUDENTS FOCUSED EVENTS				
OTHER				

2010/11 Strategy Period				
Agreed Reaching Wider expenditure budget lines 2010/11	Estimated expenditure Aug 2010 –Mar 2011	Actual expenditure Aug 2010-Mar 2011	Estimated expenditure April 2011-July 2011	Actual expenditure April 2011-July 2011
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				
Total				

I confirm that expenditure figures provided for 2010/11 are correct and that the funding has been spent in accordance with the Partnership's original intentions as agreed with the Council. Please account separately for any carry forward from previous years and/or underspend.

Signature (Chair of RW Partnership):	Date:
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**ANNUAL MONITORING STATEMENTS 2010/11
Annex H4**

INSTITUTION	
Institutional Contact name for INNOVATION AND ENGAGEMENT ACTIVITY 2010/11	
Post held	
Contact details – Email/Tel	

Activity	2010/11 performance indicators	Target achieved? Y/N	Progress against unachieved performance indicators/comment on unspent balances*

**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:

**ANNUAL MONITORING STATEMENTS 2010/11
Annex H5**

CENTRE/INSTITUTION	
Contact name for Initial Teacher Training Strategy	
Post held	
Contact details – Email/Tel	

Activity*	2010/11 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances**	2011/12 measurable targets	Proposed changes to expenditure in 2011/12 (if required)
Centre Operation					
Equality and Diversity in the Teaching Profession					
Other Statutory and Regulatory Responsibilities					
School Partnerships					
Welsh medium provision, Welsh as an ITT subject and Welsh as a second language					
Marketing, Recruitment and Retention					
Curriculum Design and Development					
Quality Assurance and Enhancement					

**ANNUAL MONITORING STATEMENTS 2010/11
Annex H5**

Research					
Collaboration Across the Sector					

* *Glyndŵr University will receive a template with activity headings as in its funding plan submitted to HEFCW in 2009. The heading "Centre Operation" does not apply to the Open University in Wales.*

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

Expenditure breakdown for Initial Teacher Training Strategy	Estimated 2010/11	Actual	Estimated 2011/12	Revised expenditure (if required) 2011/12
a) ITT Strategy Funding Allocation				
b) ITT Partnership Funding Allocation				
c) Total ITT Strategy Income (sum of a) and b))				
d) Carry forward from previous years (if appropriate).				

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 Centre/Institution):	Date:
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**ANNUAL MONITORING STATEMENTS 2010/11
Annex H6**

INSTITUTION	
Institutional Contact name for FEE PLANS	
Post held	
Contact details – Email/Tel	

Activity	2010/11 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2011/12 measurable targets	Proposed changes to targets in 2011/12 (if required)

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

Expenditure breakdown for Fee Plans	Estimated 2010/11	Actual	Estimated 2011/12	Revised expenditure (if required) 2011/12
a) Total Fee income				
b) Amount to be spent on widening access				
c) Amount to be spent on promoting HE				
d) Sum of b) and c)				
e) Row d) as a percentage of row a) above (N.B. must at least 30% of total allocation)				

**ANNUAL MONITORING STATEMENTS 2010/11
Annex H6**

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 2010/11
Annex H7**

INSTITUTION	
Institutional Contact name for ADDITIONAL SUPPORT FOR PART TIME STUDENTS 2010/11	
Post held	
Contact details – Email/Tel	

Activity	2010/11 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*
WIDENING ACCESS			
THIRD MISSION			

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

Carry forward from 2009/10 (if any)	£
Allocation in 2010/11	£
Expenditure 2010/11	£
Unspent balance (if any)	£

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: