

Monitoring and Evaluation

Compliance and effectiveness reporting on 2017/18 Fee and Access Plans

Institution name

(Pre populated)

Compliance with regulated fee limits

The governing body must ensure that regulated course fees do not exceed the applicable fee limit. This section of the monitoring report requires the regulated institution to set out how its governing body has ensured that course fees did not exceed the fee levels set out in its 2017/18 fee and access plan. Included in the explanation below we would expect reference to governance structures, any complaints received about excess fees and the processes used to gain those assurances. HEFCW will also undertake its own checks using HESA and SLC data to ensure that excess regulated course fees were not charged. In the event that there have been any instances where excess fees have been charged, the governing body must provide evidence that appropriate action has been taken to reimburse students. These process must be set out even if HEFCW has already been notified.

Fee levels were set out in Tables C and D of Annex Aii of the approved fee and access plan.

Compliance with the general requirements of the approved plans

HEFCW is required to monitor the institution's compliance with the general requirements of an approved plan.

This section of the monitoring sets out the information HEFCW requires to demonstrate that the regulated institution has complied with the general requirements of the approved plans.

Where institutions have not met with the general requirements of the plans, institutions must evidence that they have taken all reasonable steps to prevent non-compliance with the general requirement.

How did the institution attract applications from prospective students whom the institution has identified as members of under-represented groups?

Set out in detail how the institution attracted applicants including reference to targeted activities, investment and commitments made in the fee and access plan.

(Where targets were not met and/or investment was not fully utilised, please provide a full explanation.)

How did the institution retain students who are members of under-represented groups?

Set out in detail how the institution retained students including reference to targeted activities, investment and commitments made in the fee and access plan.

(Where targets were not met and/or investment was fully utilised, please provide a full explanation.)

What financial assistance was provided to students?

Set out in detail how this was achieved including the nature of the financial assistance, level of investment and how this was achieved.

(If commitments made in the fee and access plan were not achieved please provide a full explanation as to why not, including further actions undertaken during the period of the plan to deliver these commitments.)

What information about financial assistance was made available to students or prospective students?

*Set out in detail how the institution achieved this, including the activities and services delivered to meet the commitments made.
(Activities committed to in the approved fee and access plan to inform students that did not take place must be referenced.)*

How were prospective students informed of the aggregate amount of fees that the institution would charge for whole course, before the student committed to undertaking a course?

*Set out in detail how students were informed about fee levels for the whole course before they committed to undertake a course.
(Reference should be made to the commitments in the fee and access plan, including where different approaches were taken and the rationale for this.)*

How did the governing body monitor compliance with the general requirements of the plan?

*Set out in detail how the governing body monitored compliance with the general requirements of the plan.
(Reference should be made to role of governance structures including explicit reference to the role of students in those structures. We reserve the right to call in evidence, such as relevant minutes, where we have concerns)*

How did the governing body monitor progress in achieving the objectives set out in the plan?

*Set out in detail how the governing body monitored progress towards achieving the plan's objectives, including reference to the evaluation framework and actions taken where objectives were not met.
(Reference should be made to role of governance structures including explicit reference to the role of students in those structures. We reserve the right to call in evidence, such as relevant minutes, where we have concerns.)*

Effectiveness of the fee and access plan

In order to evaluate the effectiveness of approved fee and access plans we require the regulated institution to critically review this first year of the new fee and access plan process and reflect on levels of ambition, progress made, lessons learnt and how the learning has/will inform future fee and access planning, activities and approaches.

In this section, the critical review must:

- *detail the extent to which the institution has made progress or otherwise against all of its objectives*
- *detail all activities delivered;*
- *set out extent to which these activities contributed to achieving the objectives; and*
- *the extent to which targets have been met or not and actions taken where targets are unmet.*

Separately, in Annex B, *information should be provided on the total investment as a proportion of total fee income by regulated institutions' categories for provision, as well as achievement against the agreed targets in the approved fee and access plan. Where the institution has not invested the same proportions of income as in its approved plan a full explanation is required.*

The institution is required to submit its evaluation framework and set out whether and, if so, to what extent it has been used to assess the 2017/18 plan, including supporting the information provided in this section.