

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

Reference: W03/45HE  
Date: 21 July 2003  
Response By: 31 October 2003  
Further Information: Alison Allan

**LEARNING AND TEACHING STRATEGIES 2003/04**

As you are aware, the Council announced a new quality assurance and standards framework for Wales in February (W03/8HE). Following on from this, the Council is consulting the sector on the options available for supporting excellent teaching (Circular W03/41HE) in order continuously to enhance the quality of the student learning experience. The outcomes of the consultation will influence the Council's approach to institutional learning and teaching strategies from 2004/05. Work is also continuing on the proposed formation of the UK Higher Education Academy as a result of the report of the Teaching Quality Enhancement Committee in England. In the light of these activities, the Council does not think it appropriate to seek fully revised learning and teaching strategies from institutions for 2003/04. It is also mindful of the pressures placed on institutions by the reconfiguration and collaboration agenda.

As a basis for releasing Learning and Teaching Fund allocations for 2003/04 therefore, we are requesting institutions to provide progress reports on 2002/03 activity and implementation plans for 2003/04. Details of 2003/04 allocations are presented in **Annex A**

**Progress reports:** A full account should be given of progress for 2002/03, cast in the terms of the aims and objectives of the strategy previously submitted, including the achievement of in-year targets, as well as progress towards longer-term targets.

An account should also be given of how the institution's Learning and Teaching Fund allocation for 2002/03 was used. This should be set out in the expenditure table at **Annex B**.

This information not only enables the Council to assess activity in the sector but also to demonstrate accountability for the use of public funds. Significant in-year changes in plans/use of funding should be noted and explained.

**Implementation plans:** These should include the programmes and activities which institutions intend to undertake during 2003/04 with measurable or verifiable targets and timescales.

The proposed use of the institution's Learning and Teaching Fund allocation should be set out in the expenditure table at **Annex C**.

You may, of course, if you prefer, submit a full Learning and Teaching strategy. In this case, we ask you nevertheless to complete the expenditure tables in Annexes B and C.

The Council's **Race Equality Scheme** (prepared under the Race Relations (Amendment) Act 2000) notes that guidance to institutions on the submission of learning and teaching strategies will draw particular attention to race equality issues. Institutions are therefore asked to include in their reports a statement on how matters relevant to issues of race equality are being taken forward within the learning and teaching strategy.

Please submit your report to Alison Allan by **31 October 2003**. Provided no issues requiring further information are identified, allocations will be released in two equal instalments in December 2003 and March or April 2004.

Yours sincerely

Philip Gummett

## LEARNING AND TEACHING FUND

## ALLOCATIONS 2003/04

Institution	Total Funded Credit Values 2003/04	Allocations Minimum allocation £15,000 Maximum allocation £82,000
		£
University of Glamorgan	1,363,548	<b>82,000</b>
University of Wales, Aberystwyth	787,356	52,825
University of Wales, Bangor	675,960	45,351
Cardiff University	1,609,256	<b>82,000</b>
University of Wales, Lampeter	185,002	<b>15,000</b>
University of Wales Swansea	863,667	57,945
University of Wales College of Medicine	129,085	<b>15,000</b>
University of Wales Institute, Cardiff	744,522	49,951
University of Wales College, Newport	585,712	39,296
North East Wales Institute	413,555	27,746
Swansea Institute of Higher Education	424,621	28,488
Trinity College Carmarthen	157,614	<b>15,000</b>
Royal Welsh College of Music and Drama	61,620	<b>15,000</b>
<b>Total</b>	<b>8,001,518</b>	<b>525,603</b>

Note: Figures may not add to totals due to rounding