

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

Reference: W04/54HE
Date: 27 September 2004
Response By: 24 September 2004
Further Information: Alison Allan

LEARNING AND TEACHING STRATEGIES – PROGRESS REPORTS 2003/04

Circular W04/28HE set out the arrangements for the submission of updated learning and teaching strategies for the period 2002/05 to 2006/07. It also noted that we would separately request progress and expenditure reports on the implementation plans which institutions had submitted for 2003/04 to complete the previous three-year learning and teaching strategy cycle (2001/02 to 2003/04).

I would be grateful therefore if you could submit a report on progress in 2003/04, cast in the terms of the aims and objectives of the institution's learning and teaching strategy, including the achievement of in-year targets, as well as progress towards longer-term targets.

Please could you also give an account of how the institution's Learning and Teaching Fund allocation for 2003/04 was used, including any carry-over from the previous year. This should be set out in the expenditure table at **Annex A**. Significant in-year changes in plans/use of funding should be noted and explained.

Please could you reply to Alison Allan by 24 September 2004.

Yours sincerely

**PHILIP GUMMETT
CHIEF EXECUTIVE**