

Circular

Annual Monitoring Statements 2007

01 June 2007

Ref: W07/22HE

To: Heads of higher education institutions in Wales

Summary: This circular requests HE institutions to submit Annual Monitoring Statements for 2007

Response by: 9 November 2007

Further information : AMS@hefcw.ac.uk
Emma Morris: 029 2068 2292
Leanne Holborn: 029 2068 2259

INTRODUCTION

- 1 This circular invites higher education institutions to submit annual monitoring statements for the following areas:
 - Learning and Teaching
Reporting on the final year allocation of the 2004/05 – 2006/07 three year documents
 - Widening Access Strategy
 - Third Mission Strategies
 - Initial Teacher Training (where applicable)
 - Supplementary Income Stream

BACKGROUND AND AIMS OF ANNUAL MONITORING STATEMENTS

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

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

PRESENTATION OF ANNUAL MONITORING STATEMENTS

- 3 Illustrative pro-forma are attached at Annexes A-E. We will provide separately by email electronic templates containing your individually agreed performance indicators/targets for completion and return:
 - Individual Learning and Teaching AMS target templates, **directly to Pro Vice-Chancellor or equivalent senior manager responsible for Learning and Teaching**
 - Individual Widening Access AMS target templates, **directly to Heads of Widening Access or equivalent**
 - Individual Third Mission Strategy AMS target templates, **directly to Pro Vice-Chancellor or equivalent senior manager responsible for Third Mission**
 - Individual Initial Teacher Training Strategy AMS target templates, **directly to Heads of ITT or equivalent**
 - Individual Supplementary Income Stream AMS target templates, **directly to the Principle Contact for SIS Plans**

AMS RETURNS AND RESPONSE DATES

- 4 All institutions should submit the following by the **9 November 2007**:
- **one** hard copy of all AMS should be collated by each institution and sent to Emma Morris at the HEFCW office;
 - **one** electronic version of all AMS should be emailed to AMS@hefcw.ac.uk. These copies will then be distributed internally to appropriate HEFCW officers.

AUTHORISATION OF AMS RETURNS

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

FEEDBACK

- 7 Subject to timely receipt of the information we are requesting, we will aim to provide feedback to each institution on its AMS returns by **25 January 2008**. Institutions should be aware that failure to submit by the agreed date might delay our feedback to you. Any queries regarding the submission date should be forwarded to Emma Morris (AMS@hefcw.ac.uk; 029 2068 2292).

ANNUAL MONITORING STATEMENTS 2006/07

ANNEX A

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

ANNEX B

Institutional contact name for Widening Access Funding (to be used by HEFCW for all future correspondence relating to the AMS)	
Position in Institution	
Telephone	
e-mail	

ANNEX C

Contact for Third Mission Strategy (to be used by HEFCW for all future correspondence relating to the 3M AMS)	
Position in institution	
Telephone	
e-mail	

ANNUAL MONITORING STATEMENTS 2006/07

ANNEX D

Institutional Contact name for Initial Teacher Training Strategy (to be used by HEFCW for all future correspondence relating to the AMS)	
Position in Institution	
Telephone	
e-mail	

ANNEX E

Institutional Contact name for Supplementary Income Stream plan (to be used by HEFCW for all future correspondence relating to the AMS)	
Post held	
Telephone	
e-mail	

ANNUAL MONITORING STATEMENTS 2006/07

ANNEX A

LEARNING AND TEACHING ACTIVITY

Activity	2006/07 measurable (qualitative and quantitative) targets	Progress against measurable targets	2007/08 measurable targets	Proposed changes to expenditure in 2007/08, including proposals for use of funding carried forward from previous year (where appropriate)
<p>Enhancing The Student Experience (Provide an account of the key priorities/performance indicators for enhancing the quality of the student learning experience)</p>				
<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>				
<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>				

ANNUAL MONITORING STATEMENTS 2006/07

Activity	2006/07 measurable (qualitative and quantitative) targets	Progress against measurable targets	2007/08 measurable targets	Proposed changes to expenditure in 2007/08, including proposals for use of funding carried forward from previous year (where appropriate)
<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>				
<p>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)</p>				

ANNUAL MONITORING STATEMENTS 2006/07

Funding Allocation for 2006/07 = £xx

I confirm that the above allocation was used broadly according to the proposed expenditure outlined in the institution's **Learning and Teaching Strategy 2004/05 – 2006/07**, subject to any major changes or funds carried forward to 2007/08 that I have outlined below.

Signature (Head of institution)

Date

Please indicate below any changes to planned expenditure, with brief explanation:

**Funding allocation for
2007/08 = £xx**

ANNUAL MONITORING STATEMENTS 2006/07

ANNEX B

WIDENING ACCESS FUNDING

Activity	2006/07 targets	Progress against targets	2007/08 targets	Proposed changes to expenditure in 2007/08, including proposals for use of funding carried forward from previous year (where appropriate)
Activity_1				
Activity_2				
Activity_3				

ANNUAL MONITORING STATEMENTS 2006/07

<p>Funding Allocation for 2006/07 = £xx (Circular W06/27HE)</p> <p>I confirm that the above allocation was used broadly according to the proposed expenditure outlined in the institution's Widening Access Strategy 2006/2009, subject to any major changes or funds carried forward to 2007/08 that I have outlined below.</p> <p>Signature (Head of institution) </p> <p>Date</p> <p><i>Please indicate below any changes to planned expenditure, with brief explanation:</i></p>	<p>Funding allocation for 2007/08 = WA Premium -£xxxx WA Funding -£xxxx Disability Premium -£xxxx</p> <p>Total £xxxx</p>
<p>Additional allocation for Community First and Hard to Retain Students in 2006/07 (Circular W06/03HE)</p> <p>I confirm that the above allocation was used broadly according to the objective outlined in Circular W06/03HE</p> <p>Signature (Head of institution) </p> <p>Date</p>	
<p>Additional allocation for the Articulation Strategy (Circular W06/08HE) 2006/07 = £ xx</p> <p>The above allocation has been spent as follows:</p> <p>Signature (Head of institution) </p> <p>Date.....</p>	

THIRD MISSION ACTIVITY

Activity	2006/07 performance indicators	Progress against performance indicators	2007/08 performance indicators	Proposed changes to expenditure in 2007/08, including proposals for use of funding carried forward from previous year (where appropriate)
Activity_1				
Activity_2				
Activity_3				
<p>Funding Allocation for 2006/07 = £</p> <p>I confirm that the above allocation was used broadly according to the proposed expenditure outlined in the institution's Third Mission Strategy 2004-2007, subject to any major changes or funds carried forward to 2007/08 that I have outlined below.</p> <p>Signature (Head of institution or appropriate Deputy)</p> <p>Date</p> <p><i>Please indicate below any changes to planned expenditure, with brief explanation:</i></p>				<p>Funding allocation for 2007/8 = £xx</p>

INITIAL TEACHER TRAINING

Activity	2006/07 performance indicators	Progress against performance indicators	2007/08 performance indicators	Proposed expenditure in 2007/08, including proposals for use of funding carried forward from previous year (where appropriate)
Collaboration across the sector (Provide an indication of the range of collaborative activities being undertaken within and outside the Council's Reconfiguration and Collaboration fund)				
School Partnerships (Provide an account of work undertaken in the development and maintenance of school partnerships)				
Marketing and Recruitment (Provide an account of the marketing and recruitment activities employed, including any hardship arrangements for ITT students)				
Welsh medium and Welsh second language provision (Provide an indication of the work being undertaken to support a growth in Welsh medium provision and Welsh second language provision)				

ANNUAL MONITORING STATEMENTS 2006/07

Activity	2006/07 performance indicators	Progress against performance indicators	2007/08 performance indicators	Proposed expenditure in 2007/08, including proposals for use of funding carried forward from previous year (where appropriate)
<p>Curriculum Design and Development (Provide an indication of the curriculum design and development activities undertaken, including developments relating to ICT)</p>				
<p>Quality Assurance and Enhancement (Provide an indication of the work undertaken to prepare for, and respond to, the outcomes of Estyn inspections)</p>				

Funding Allocation for ITT Strategy Funding 2006/07 = £xx
Additional funding allocation for ITT Partnerships 2006/07 = £xx

I confirm that the above allocations were used in line with the institution's **ITT Strategic Plan** and broadly according to the proposed expenditure for 2006/07 outlined in the institution's **ITT Strategy Annual Monitoring Statement Return for 2005/06**, subject to any major changes or funds carried forward to 2007/08 that I have outlined below.

Signature (Head of institution)

Date

Please indicate below any changes to planned expenditure, with brief explanation:

ITT Strategy Funding allocation for 2007/08 = £xx

ITT Partnership Funding allocation for 2007/08 = £xx

Total allocation for 2007/08 = £xx

SUPPLEMENTARY INCOME STREAM

Activity – Widening access	2006/07 measurable (qualitative and quantitative) targets	Progress against measurable targets
<i>[eg a University bursary scheme, targeted on ...]</i>		
<i>[eg Additional hardship funds targeted on CF students]</i>		
<i>[eg Additional student support officers aimed at improving retention]</i>		

Activity – Promoting HE	2006/07 measurable (qualitative and quantitative) targets	Progress against measurable targets
<i>[eg additional investment in staff development] good practice)</i>		
<i>[eg Expanded support for international students, including their recruitment]</i>		
<i>[eg An expansion of Welsh Medium provision in the field of ...]</i>		

Expenditure breakdown from SIS plan 2006/07	Estimated	Actual
a) SIS income	£k	
b) Amount to be spent on widening access	£k	
c) Amount to be spent on promoting HE	£k	
d) Sum of b) and c)	£k	
e) Row d) as a percentage of row a) above (n.b. must at least 15% of total allocation)	Y%	

Total Funding Allocation for 2006/07 = £xx

I confirm that the above allocation was used broadly according to the proposed expenditure outlined in the **SIS plan 2006/07**, subject to any major changes that I have outlined below.

Signature (Head of institution)

Date

Please indicate below any changes to planned expenditure, with brief explanation: