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Higher Education Funding
Council for Wales

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Cylchlythyr

Circular

Annual Monitoring Statements 2010

Date: 17 May 2010
Reference: W10/14HE
To: Heads of higher education institutions in Wales
Principals of directly-funded further education colleges in
Wales
Response by: 5 November 2010
Contact: Name: Leanne Holborn
Telephone: 029 2068 2259
Email: Leanne.holborn@hefcw.ac.uk

This circular requests higher education institutions to submit Annual Monitoring Statements for 2010 to enable HEFCW to monitor discrete funding streams.

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 2280 or email info@hefcw.ac.uk.

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Lywodraeth Cynulliad Cymru
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Introduction

- 1 This circular invites higher education institutions to submit annual monitoring statements for the following areas:
 - Learning and Teaching Strategies
 - Widening Access Strategies
 - Reaching Wider Partnerships
 - Third Mission Strategies
 - Initial Teacher Training (where applicable)
 - Fee Plans
 - Additional Support for Part Time Students 2009/10

Background and aims of Annual Monitoring Statements

- 2 The 2005 Strategic Planning circular (W05/17HE) requested institutions to submit details of performance in relation to a number of areas through 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.
- 3 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 was agreed in 2007 that the AMS process would run separately to the Strategic Planning process.
- 4 You will be aware that HEFCW are in the process of implementing changes to their strategic engagement with institutions (circular *W09/20HE Strategic Engagement* refers). In particular we intend to move to the submission of strategic plans on a three year rolling cycle. As part of these developments, it is expected that from 2011 the AMS process will be recast so that it includes the monitoring of delivery against strategic plans in the years between submission of plans, as well as the monitoring of relevant sub-strategies.

Presentation of Annual Monitoring Statements

- 5 Illustrative pro-formas are attached at Annexes A-G. HEFCW officers will distribute electronic templates containing individually agreed performance

indicators/targets by 9 July 2010. Please note that where a target has been achieved, no further comment is required:

- 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 Reaching Wider AMS target templates, **directly to the Chair of the Reaching Wider Partnership**
- 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**
- Fee Plan target templates, **directly to the Principal Contact for Fee Plans**
- Additional Support for Part-Time Students 2009/10 AMS target templates, **directly to the Principal Contact for Additional Support for Part-Time Students**

AMS returns and response dates

- 6 By **5 November 2010** each institution should:
- collate **one** hard copy of all completed AMS and send to Leanne Holborn at the HEFCW office;
 - email **one** electronic version of all completed AMS to AMS@hefcw.ac.uk. These copies will then be distributed internally to appropriate HEFCW officers.

Authorisation of AMS returns

- 7 AMS returns must be signed off by the Head of Institution
- 8 We reserve the right to audit the information provided, and will do so on a sample basis if we have any concerns.
- 9 Any queries regarding the submission date should be forwarded to Leanne Holborn (AMS@hefcw.ac.uk; 029 2068 2259).

Feedback

- 10 Subject to timely receipt of the information we are requesting, we will aim to provide feedback to each institution on its AMS returns by **26 January 2011**. Institutions should be aware that failure to submit by the agreed date might delay our feedback to you.

Annex A

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

Annex B

Institution	
Institutional Contact name for Widening Access Strategies	
Post held	
Contact details – Email/Tel	

Annex C

Reaching Wider Partnership (RW)	
Chair	
Contact details – Email/Tel	

Annex D

Institution	
Institutional Contact name for Third Mission Activity 2009/10	
Post held	
Contact details – Email/Tel	

Annex E

Institution	
Institutional Contact name for Initial Teacher Training Strategy	
Post held	
Contact details – Email/Tel	

Annex F

Institution	
Institutional Contact name for Fee Plans	
Post held	
Contact details – Email/Tel	

Annex G

Institution	
Institutional Contact name for Additional Support for Part Time Students 2009/10	
Post held	
Contact details – Email/Tel	

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	

LEARNING AND TEACHING ACTIVITY

Activity	2009/10 measurable (qualitative and quantitative) targets	Target achieved? Yes/No*	Progress against unachieved targets/explanation	2010/11 measurable targets	Proposed changes in expenditure for 2010/11
Enhancing The Student Experience (Provide an account of the key priorities/performance indicators for enhancing the quality of the student learning experience)					
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)					

Activity	2009/10 measurable (qualitative and quantitative) targets	Target achieved? Yes/No*	Progress against unachieved targets/explanation	2010/11 measurable targets	Proposed changes in expenditure for 2010/11
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)					
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)					
Enhancing Graduate Skills and Employability (Provide an indication of the measures taken to improve employability of graduates and diplomats)					

Activity	2009/10 measurable (qualitative and quantitative) targets	Target achieved? Yes/No*	Progress against unachieved targets/explanation	2010/11 measurable targets	Proposed changes in expenditure for 2010/11
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)					

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

<p>Funding Allocation for 2009/10 = £</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 – 2009/10, subject to any major changes or funds carried forward to 2009/10 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 2010/11 = £</p>
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INSTITUTION	
Institutional Contact name for WIDENING ACCESS STRATEGIES	
Post held	
Contact details – Email/Tel	

Activity	2009/10 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2010/11 measurable targets	Proposed changes to targets in 2010/11 (if required)
PRE-ENTRY					
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.*

Expenditure breakdown for Widening Access Strategies	Estimated 2009/10	Actual	Estimated 2010/11	Revised expenditure (if required) 2010/11
a) Widening Access Strategy Funding				
e) Carry forward from previous years (if appropriate). Please specify the budget line and the amount.				
f) 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.

Signature (Head of Institution):	Date:
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REACHING WIDER PARTNERSHIP (RW)	
Chair	
Contact details – Email/Tel	

COMMUNITIES FIRST ACTIVITIES	2009/10 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2010/11 measurable targets	Proposed changes to targets in 2010/11 (if required)
AGE GROUP: 7 – 11					
AGE GROUP: 11-14					
AGE GROUP: 14-19					
AGE GROUP: –19 PLUS					
AGE GROUP: 21 PLUS					
LOOKED AFTER CHILDREN:					

**NB 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.*

Activity	2009/10 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2010/11 measurable targets	Proposed changes to targets in 2010/11 (if required)
WORK-BASED LEARNING					
WELSH MEDIUM EVENTS					
BLACK AND MINORITY ETHNIC COMMUNITY FOCUSED EVENTS					
DISABLED STUDENTS FOCUSED EVENTS					
OTHER (INCLUDING ALL WALES ACTIVITIES)					

**NB 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.*

Agreed Reaching Wider expenditure budget lines	Estimated 2009/10	Actual	Estimated 2010/11	Revised expenditure (if required) 2010/11
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				
For 2010/11 please include your GDP increase as noted in our letter of 17 May 2010				
Total				

I confirm that expenditure figures included in the above table are correct and that the funding has been spent in accordance with the Partnership's original intentions as agreed with the Council.

Signature (Chair):

Date:

INSTITUTION	
Institutional Contact name for THIRD MISSION ACTIVITY 2009/10	
Post held	
Contact details – Email/Tel	

Activity	2009/10 performance indicators	Target achieved? Y/N	Progress against unachieved performance indicators/comment on unspent balances*	2010/11 performance indicators	Proposed changes to expenditure in 2010/11 (if required)

*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:

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

Activity*	2009/10 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances**	2010/11 measurable targets	Proposed changes to expenditure in 2010/11 (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					
Research					
Collaboration Across the Sector					

* Glyndŵr University will receive a template with activity headings as in its funding plan submitted to HEFCW in 2009.

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

Expenditure breakdown for Initial Teacher Training Strategy	Estimated 2009/10	Actual	Estimated 2010/11	Revised expenditure (if required) 2010/11
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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INSTITUTION	
Institutional Contact name for FEE PLANS	
Post held	
Contact details – Email/Tel	

Activity	2009/10 measurable targets	Target achieved? Y/N	Progress against unachieved targets/comment on unspent balances*	2010/11 measurable targets	Proposed changes to targets in 2010/11 (if required)

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

Expenditure breakdown for Fee Plans	Estimated 2009/10	Actual	Estimated 2010/11	Revised expenditure (if required) 2010/11
a) Total Fee income	£K		£K	
b) Amount to be spent on widening access	£K		£K	
c) Amount to be spent on promoting HE	£K		£K	
d) Sum of b) and c)	£K		£K	
e) Row d) as a percentage of row a) above (N.B. must at least 30% of total allocation)	%		%	

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:

INSTITUTION	
Institutional Contact name for ADDITIONAL SUPPORT FOR PART TIME STUDENTS 2009/10	
Post held	
Contact details – Email/Tel	

Activity	2009/10 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 2008/09 (if any)	£
Allocation in 2009/10	£
Expenditure 2009/10	£
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: