

Institutional fee plan 2015/16

Institution:	
Lead Contact for fee plan:	
Post Held:	
Telephone:	
Email:	

Note for Guidance: We require institutions to provide short, precise, quantifiable statements. If the information provided is not clear, or appears difficult to reconcile with other information in our possession, we will need clarification before decisions can be made.

Please refer to the information provided in *the Fee Plan Guidance* 2015/16 (www.hefcw.ac.uk) when drafting your fee plan.

1. What level of fees do you propose to charge from 2015/16?

a) Does your institution propose to charge full time undergraduate fees above the basic rate?	Y/N <i>NB: If 'no' please complete Q9 and return to HEFCW by 6 June 2014.</i>
b) What is your highest proposed fee rate (up to a £9K maximum) for: i) Full time undergraduate ii) PGCE (where applicable)	£ £
c) Will level i) (above) be charged for all undergraduate higher education provision at your institution?	Y/N
d) If no, what is your average (mean) fee per full time undergraduate student likely to be? Note: in calculating this, you should include fees up to and including the basic fee of £4,000 as well as fees above this basic level.	£

2. Where you propose to charge different fees for different courses please provide details below. You should categorise your fee charges by a) qualification aim (HND / degree / FD etc) b) subject and/or c) cohort, as appropriate.

For each category included please provide details of your assumed numbers, and whether (for HEIs only) numbers represent franchised out provision.

Students covered by the new fee regime for all years of study should be included here. The fees and student numbers returned should result in the average fee returned in 1d and be consistent with the expected income.

Proposed fee £	Qualification Aim	Subject with JACS Code	Cohort	Franchised out provision? Y/N	Assumed student numbers used in calculation of average

Sample template - Individual templates will

The student voice and partnership working

NB. Institutions may include in this section information from their 2014/15 fee plans. However, information must be up-to-date and appropriate for student entry in 2015/16.

- 3. a) What measures will you take to communicate clearly these proposed fee levels to students enrolling in 2015/16 and beyond?
b) Please explain how they will be made clearly aware of your fee charges for the duration of their studies.**

- 4. Describe the processes by which you have engaged with your students, via the National Union of Students (or equivalent), when finalising your institution's fee plan for 2015/16.**

- 5. Detail how you intend to provide the following information to students applying to/enrolling at your institution:**
- full details of courses, including initial programmes and timetables
 - information on how the new fee regime income contributes to course development
 - information setting out precisely what is covered by the fees charged
 - detailed information on the student financial support package available at your institution
 - details about how any changes which may take place over the period of the course will be announced
 - an annual report on the use of fee income at your institution where you should include the outcomes of your Equality Impact Assessment.

Income from the new fee regime

6. What new fee regime income do you expect to receive in 2015/16? You should include any income received per full time undergraduate and PGCE student above £4K.	
	2015/16 £k
Full time undergraduate	£
PGCE	£
Total	£

7. Institutions are required to invest at least 30% of fee income above the basic level in relation to a) equality of opportunity and b) promotion of higher education.	
Please provide details of your financial commitments to both investment areas. Institutions with further to travel to ensure further equality of access should invest more heavily in those activities.	
	2015/16 £k
	Total Fee Income Investment 2015/16 * (at least 30% of fee income above the basic level)
a) Total amount to be invested in equality of opportunity	£
b) Total amount to be invested in promotion of higher education	£
Total	£

**NB Institutions who wish to consider investing a lower proportion of their fee income than was earmarked in their Fee Plan 2014/15 are invited to discuss this with HEFCW, following discussion with their Students' Union.*

8. Strategic context underpinning equality of opportunity and the promotion of higher education in the fee plan

i) Equality of Opportunity	
Strategic outcomes and rationale <i>Provide narrative detail of long term strategic outcomes and rationale behind investment. Institutions must reference HEFCW's Corporate Strategy and appropriate Welsh Government priorities.</i>	Institutional targets, benchmarks and indicators <i>These should be verifiable and benchmarked against HEFCW Corporate Strategy targets or existing institutional targets/indicators, or they can represent new activity targets. Targets should be SMART and explicitly cross reference which of the Strategic Outcomes opposite they address.</i>
<p>Please number the strategic outcomes and explicitly cross reference the Corporate Strategy and additional institutional targets, benchmarks and indicators against them.</p> <p>1.</p> <p>2</p> <p>3.</p>	<p>Targets, benchmarks and indicators should be set out in Section A and B below and explicitly cross referenced against your strategic outcomes.</p> <p>For example:</p> <p>1a 1b 1c</p> <p>2a 2b</p>

ii) Promotion of Higher Education	
Strategic outcomes	Targets, benchmarks and indicators
<p><i>Provide narrative detail of long term strategic outcomes and rationale behind investment. Institutions must reference HEFCW's Corporate Strategy and appropriate Welsh Government priorities.</i></p>	<p><i>These should be verifiable and benchmarked against existing HEFCW Corporate Strategy or existing institutional targets, or can represent new activity targets. Target, benchmarks and indicators should be SMART and explicitly cross reference which of the Strategic outcomes opposite they address.</i></p>
<p>Please number the strategic outcomes and explicitly cross reference the Corporate Strategy and additional institutional targets, benchmarks and indicators against them.</p> <p>1.</p> <p>2</p> <p>3.</p>	<p>Targets, benchmarks and indicators should be set out in Section A and B below and explicitly cross referenced against your strategic outcomes.</p> <p>For example:</p> <p>1a 1b 1c</p> <p>2a 2b</p>

Section A

HEFCW Fee Plan 2015/16 – HEFCW Corporate Strategy Targets

HEFCW Corporate Strategy Targets 2013-14 to 2015-16 relating to equality of opportunity and the promotion of higher education	HEIs only: 2015/16 forecast provided in July 2013	Institution 2015/16 Fee Plan target. HEIs: please confirm the forecast figure as your target or amend as required in this column. FEIs: please set your target in this column.	HEIs only: Please provide the rationale for any amendment to HEI forecast.
<p>T1. Widening Access A rise in the proportion of all Welsh domiciled students studying higher education courses at higher education institutions and further education institutions in Wales who are domiciled in the bottom quintile of Lower Super Output Areas in the Welsh Index of Multiple Deprivation or in Communities First cluster areas, from 20.1% in 2011/12 to 22.4% in 2015/16 (a rise of 11.6%)</p>	Forecast:	Fee Plan Target:	
<p>T2. Participation An increase in the proportion of all UK domiciled students studying higher education courses at higher education institutions and further education institutions in Wales who are from UK low participation areas from 33.2% in 2011/12 to 35.3% in 2015/16 (a rise of 6.3%).</p>	Forecast:	Fee Plan Target:	

<p>HEFCW Corporate Strategy Targets 2013-14 to 2015-16 relating to equality of opportunity and the promotion of higher education</p>	<p>HEIs only: 2015/16 forecast provided in July 2013</p>	<p>Institution 2015/16 Fee Plan target. HEIs: please confirm the forecast figure as your target or amend as required in this column. FEIs: please set your target in this column.</p>	<p>HEIs only: Please provide the rationale for any amendment to HEI forecast.</p>
<p>T3. Retention A decrease in the percentage of full-time undergraduate students no longer in higher education following year of entry from 9.2% in 2011/12 to 8.2% in 2015/16 (a drop of 10.7%)</p>	<p>Forecast (2014/15 entry):</p>	<p>Fee Plan Target:</p>	
<p>T5. National Student Survey The three year rolling average score for Wales in the National Student Survey 'overall satisfaction' question will be equal to, or greater than, the comparative score for the UK.</p>	<p>Forecast:</p>	<p>Fee Plan Target:</p>	
<p>T6. Welsh Medium The number of students studying higher education courses at Welsh higher education institutions and further education institutions in Wales undertaking at least 5 credits of their course through the medium of Welsh, per annum, will rise from 4,335 in 2011/12 to 5,600 in 2015/16, including a rise from 2,269 to 3,030 in the number of those studying at least 40 credits per annum.</p>	<p>Forecast 5+ credits: Forecast 40 + credits:</p>	<p>Fee Plan Target 5+ credits: Fee Plan Target 40+ credits:</p>	

<p>HEFCW Corporate Strategy Targets 2013-14 to 2015-16 relating to equality of opportunity and the promotion of higher education</p>	<p>HEIs only: 2015/16 forecast provided in July 2013</p>	<p>Institution 2015/16 Fee Plan target. HEIs: please confirm the forecast figure as your target or amend as required in this column. FEIs: please set your target in this column.</p>	<p>HEIs only: Please provide the rationale for any amendment to HEI forecast.</p>
<p>T10. Employment The proportion of leavers from Welsh higher education institutions obtaining undergraduate qualifications through full-time and part-time study who were employed, studying or both six months after leaving will be equal to, or greater than, the UK proportion.</p>	<p>Forecast:</p>	<p>Fee Plan Target:</p>	
<p>T11. Employability The proportion of leavers who were working, or working and studying, who were working in a managerial/professional job six months after leaving to rise from 67.5% in 2010/11 to 72.7% in 2015/16 (a rise of 7.7%).</p>	<p>Forecast:</p>	<p>Fee Plan Target:</p>	

Section B

HEFCW Fee Plan 2015/16 – Institutional Targets, Benchmarks and Indicators

This table has been left blank for institutions to submit their own targets, benchmarks and indicators.

Institutional Target/ Benchmark/ Indicators	Target Description	2015/16 Target/Benchmark/Indicators	Commentary on establishment and aspiration of target, including source of data
1.			

Appendix B sign off- to be completed on the paper copy by the head of institution once the fee plan has been approved by the Governing Body.

Maximum fee grant allocations for institutions for 2015/16 have not yet been finalised and institutions should use indicative numbers in their fee plan. Data used in their calculations will be sent to institutions in the near future for verification and this will show the provisional maximum fee grant for 2015/16. In submitting this plan for approval the institution commits to avoid exceeding the maximum fee grant income; and, to reimbursing HEFCW on request in respect of fee grant income which exceeds the maximum fee grant income for the institution, according to the penalty arrangements set out in HEFCW circular W12/38HE.

Under section 27 of the Higher Education Act 2004 (the 2004 Act), the Welsh Ministers have imposed a condition on the grant paid to the Council, which in turn requires the Council to impose a condition under section 28 of the 2004 Act on the funding it allocates to relevant institutions. The details of the condition imposed on the governing body of each relevant institution are set out in Annex 2 to the remit letter 2014-15, which can be found on HEFCW's website, www.hefcw.ac.uk.

Date approved by Governing Body:	
Signed Vice Chancellor/Principal:	
Date:	

Sample template - Individual templates will be sent to institutional contacts

By 6 June 2014 each institution should ensure that:

- they have posted one hard copy version of the fee plan to Rachel O’Gorman at the HEFCW office;
 - they have emailed one electronic version of the fee plan to rachel.ogorman@hefcw.ac.uk
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Sample template - Individual templates will be sent to institutional contacts