

### Institutional fee plan 2016/17

<b>Institution:</b>	
<b>Lead Contact for fee plan:</b>	
<b>Post Held:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

**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 2016/17* ([www.hefcw.ac.uk](http://www.hefcw.ac.uk)) when drafting your fee plan.

#### 1. What level of fees do you propose to charge from 2016/17?

a) Does your institution propose to charge full time undergraduate fees above the basic rate?	<b>Y/N</b> <i>NB: If 'no' please complete Q9 and return to HEFCW by 22 May 2015.</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

**The student voice and partnership working**

**NB. Institutions may include in this section information from their 2015/16 fee plans. However, information must be up-to-date and appropriate for student entry in 2016/17.**

- 3. a) What measures will you take to communicate clearly these proposed fee levels to students enrolling in 2016/17 and beyond?  
b) Please explain how they will be made clearly aware of your fee charges for the duration of their studies.**

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- 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 2016/17.**

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- 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**

<b>6. What new fee regime income do you expect to receive in 2016/17? You should include any income received per full-time undergraduate and PGCE student above £4K.</b>	
	2016/17 £k
Full time undergraduate	£
PGCE	£
<b>Total</b>	£

<b>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.</b>	
<b>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.</b>	
	2016/17 £k
	Total Fee Income Investment 2016/17 * (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	£
<b>Total</b>	£

*\*NB Institutions who wish to consider investing a lower proportion of their fee income than was earmarked in their 2015/16 Fee Plan 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**

<b>i) Equality of Opportunity</b>	
<p style="text-align: center;"><b>Strategic outcomes and rationale</b></p> <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 style="text-align: center;"><b>Institutional targets, benchmarks and indicators</b></p> <p><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>
<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 <b>Section A and B</b> below and explicitly cross referenced against your strategic outcomes.</p> <p>For example:</p> <p>1a 1b 1c</p> <p>2a 2b</p>

<b>ii) Promotion of Higher Education</b>	
<b>Strategic outcomes</b>	<b>Targets, benchmarks and indicators</b>
<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 <b>Section A and B below</b> and explicitly cross referenced against your strategic outcomes.</p> <p>For example:</p> <p>1a 1b 1c</p> <p>2a 2b</p>

Sample template - Individual templates will be sent to individual contacts

**Section A<sup>1</sup> (not for completion – see footnote 1)**

**HEFCW Fee Plan 2016/17 – HEFCW Corporate Strategy Targets**

<b>HEFCW Corporate Strategy Targets 2013-14 to 2016-17<sup>2</sup> relating to equality of opportunity and the promotion of higher education</b>	<b>HEIs only: Latest 2015/16 forecast provided to HEFCW (please refer to paragraph 31).</b>	<b>2016/17 fee plan target<sup>3</sup></b>	<b>Supporting comments<sup>4</sup> (please refer to paragraph 35)</b>
<p><b>T1. Widening Access</b>            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>	<p>Forecast:</p>	<p>Fee Plan Target:</p>	
<p><b>T2. Participation</b>            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>	<p>Forecast:</p>	<p>Fee Plan Target:</p>	

<sup>1</sup> In order to reduce the burden of reporting, we will send fee plan contacts a single Excel spreadsheet, populated with data they previously submitted to us, for updating with 16/17 fee plan targets against our Corporate Strategy. The spreadsheet will replace the Word version of Section A of this template.

<sup>2</sup> The Welsh Government has agreed to extend HEFCW's Corporate Strategy to 2016-17

<sup>3</sup> As in previous years, we recognise that some FEIs will not be able to set targets against all HEFCW Corporate Strategy measures.

<sup>4</sup> Supporting comments provided in this column are submitted to HEFCW in confidence to aid our assessment of plans. Please remove this column before publishing your final, approved 2016/17 fee plans.

<b>HEFCW Corporate Strategy Targets 2013-14 to 2016-17<sup>2</sup> relating to equality of opportunity and the promotion of higher education</b>	<b>HEIs only:</b> Latest 2015/16 forecast provided to HEFCW (please refer to paragraph 31).	<b>2016/17 fee plan target<sup>3</sup></b>	<b>Supporting comments<sup>4</sup></b> (please refer to paragraph 35)
<b>T3. Retention</b> 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%)	Forecast (2015/16 entry):	Fee Plan Target:	
<b>T5. National Student Survey</b> 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.	Forecast:	Fee Plan Target:	
<b>T6. Welsh Medium</b> 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.	Forecast 5+ credits: Forecast 40 + credits:	Fee Plan Target 5+ credits: Fee Plan Target 40+ credits:	
<b>T10. Employment</b> The proportion of leavers from Welsh higher	Forecast:	Fee Plan Target:	

HEFCW Corporate Strategy Targets 2013-14 to 2016-17 <sup>2</sup> relating to equality of opportunity and the promotion of higher education	HEIs only: Latest 2015/16 forecast provided to HEFCW (please refer to paragraph 31).	2016/17 fee plan target <sup>3</sup>	Supporting comments <sup>4</sup> (please refer to paragraph 35)
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.			
<b>T11. Employability</b> 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%).	Forecast:	Fee Plan Target:	

Sample template - Individual templates will be sent to institutions

**Section B**

**HEFCW Fee Plan 2016/17 – 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	2016/17 Target/Benchmark/Indicators	Commentary <sup>5</sup> on establishment and aspiration of target, including source of data
1.			

<sup>5</sup> Supporting comments provided in this column are submitted to HEFCW in confidence to aid our assessment of plans. Please remove this column before publishing your final, approved 2016/17 fee plans.

**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.

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 2015-16, which can be found on HEFCW's website, [www.hefcw.ac.uk](http://www.hefcw.ac.uk).

<b>Date approved by Governing Body:</b>	
<b>Signed Vice-Chancellor/Principal:</b>	
<b>Date:</b>	

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**By 22 May 2015 each institution should ensure that:**

- they have submitted one signed electronic version of the fee plan to rachel.ogorman@hefcw.ac.uk. Where signed versions are submitted in a pdf or scanned format, please also submit a Word and Excel version.
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