

Key to current status		Key to Due Date	
✓	Completed	Q1	April to June
■	On course for completion by due date	Q2	July to September
■	Potential issues leading with the delivery of the task – task will not be delivered by due date but will be completed by the end of 2011-12	Q3	October to December
■	Issues with the delivery of the task – task will not be completed by the end of 2011-12	Q4	January to March
■	No longer applicable	BYE	By year end

★ Indicates 2011-12 remit letter task. *Reference numbers in italics refer to items carried over from 2010-11*

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WIDENING ACCESS							
197		Implement our Strategic Approach to Widening Access, reporting annually to SETQC, including <ul style="list-style-type: none"> Develop and consult on a HEFCW Child Poverty Strategy in response to WG's Children's and Families Measure 	BYE	JJ	✓	Achieved. Strategy published in March 2012, following broad consultation and equality and diversity engagement.	
198	15★	<ul style="list-style-type: none"> Identify and share effective practice in retention, including through publication of the HE Academy's guidance in April 2011 and monitoring retention and completion rates 	Q3	JJ	✓	Achieved. HE Academy guidance published April and annual report on monitoring of retention and completion rates to SETQC June 2011. Annual monitoring has been conducted on the Corporate Strategy module completion target, reported to Council in October.	
199	15	<ul style="list-style-type: none"> Seek new institutional three-year widening access strategies, including undertaking analysis and providing feedback. 	Q3	JJ/CON	✓	Achieved. Strategies submitted following initial feedback. First tranche payments allocated.	
200	15	<ul style="list-style-type: none"> Seek new three year strategies from the three regional Reaching Wider Partnerships, ensuring alignment with regional strategies. 	Q3	JJ/ROG	✓	Achieved. Revised outcomes and expenditure received following feedback. Strategies received. First tranche funding allocated.	
201	16	<ul style="list-style-type: none"> Promote CQFW and the Learner Record Service (LRS) Unique Learner Number and consider the implications for HE including part-time provision and widening access 	BYE	JJ/CON	✓	Achieved. LRS implications informed the HEFCW/CQFW mapping project (202). LRS developments, including HEI membership, discussed	

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						with the sector UCAS Welsh Standing Group	
c/f 202	166	<ul style="list-style-type: none"> Reviewing systematic progression pathways from post-16 and the workplace including through regional strategies. 	BYE	JJ/EB	✓	Achieved. CQFW progression project proposal confirmed for funding by WG. Steering Groups have met within regions and nationally and regional reports produced, which will be further developed and inform the implementation of regional strategies. The final Colegau Cymru overview report informed the PT seminar and remit advice on PT to Minister.	
c/f 203	17★ 166	<ul style="list-style-type: none"> Promote the dissemination of good practice in UHOVI through a sector event in May 2011 	BYE	JJ	✓	Sector event held 20 May including presentation on good practice from UHOVI Project Director. Ongoing meetings with WG officials and UHOVI on possible further actions.	
204	16★	Monitor the evidence base for and report on part-time, employer focussed provision, and opportunities for progression from FE – Report to be submitted to the Minister.	BYE	JJ/AT	✓	Achieved. Work has considered statistical and other evidence, as well as steering CQFW project above and further Old Bell3 work with employers. SETQC has been consulted and T&F Group has met. The PT seminar took place on 23 February and the remit advice was submitted 30 March.	
STUDENT EXPERIENCE							
205	21★	<p>Implement our Strategic Approach to the Student Experience, reporting annually on progress to SETQC, including:</p> <ul style="list-style-type: none"> Work with NUS Wales to establish good practice in the funding of students' unions and student representation on decision-making bodies to improve the student experience 	BYE	CON	✓	Achieved. References to student union funding built in to L&T guidance (206). Following work with NUS Wales and HEW, and consultation, Guidance on good practice in funding of	

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						effective, democratic student unions, and student representation published 28 March (W12/09HE)	
206	19, 21	<ul style="list-style-type: none"> Seek new institutional three-year learning and teaching strategies, including undertaking analysis and providing feedback. 	Q3	CON/JJ	✓	Supplementary guidance published May. Strategies received and analysed and feedback given.	Task completed for sector in Wales. OU Strategy awaited due to delays at national (UK) level.
207	19, 21	<ul style="list-style-type: none"> Work with partners to develop an action plan to underpin and strengthen the Wales Initiative for Student Engagement (WISE) and keep the WISE statement under review. 	Q3	CON	✓	Achieved. Action plan developed and being finalised. Following review, WISE statement has been updated and was launched by the Minister, 27 February.	
208	19, 21	<ul style="list-style-type: none"> Agree a further phase of the 'Have your Say' project with NUS Wales 	Q2	CON	✓	Achieved. Further phase approved by Council in July 2011. Work in this phase commenced 1 August.	
209	20★	<ul style="list-style-type: none"> Work with NUS Wales and institutions to ensure joint agreement of a student charter. 	BYE	CON	✓	Achieved. Guidance agreed with NUS Wales and HEW and published in September (W11/31HE).	
210	21	<ul style="list-style-type: none"> Fund participation of Wales in National Teaching Fellowship Scheme from 2011/12 	Q3	CON	✓	Achieved. Results announced July 2011 and six winners (out of 55) confirmed for Wales.	
211	18★	<ul style="list-style-type: none"> Secure the launch of the Coleg Cymraeg Cenedlaethol, prior to it commencing to operate in September 2011 	Q2	AA	✓	Achieved. Coleg now operating. Twice-yearly monitoring meetings established.	
212	21	<ul style="list-style-type: none"> A major sector conference on Graduates for our Future, delivered by HE Academy in April 2012 and taking forward the next sector theme. 	BYE	CON/GL	✓	Wales' First national Learning and Teaching Conference will take place on 26 April at Glyndwr University http://www.hefcw.ac.uk/news/press_releases/press_releases_2011.aspx The next theme will be identified at the conference, followed by further work with the sector group and the sector	
213	14★	Continue engagement with UW in respect of quality and governance	BYE	DB/CH/BEO	✓	Draft letter to Minister considered by Council	Deadline was extended in light of publication of

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		assurance, reporting on the IR outcomes by June 2011				and sent after Council in July 2011	three QAA reports.
214		Continue to monitor progress on ITT reconfiguration	BYE	AA	✓	Achieved. All funded activity due to be finally completed in 2012-13. Monitoring report for 2011-12 submitted to WG February 2012.	
SKILLS							
215	25★	Continue work to enhance graduate employability, including through institutions' publication of an employability statement.	Q1	CON	✓	Achieved. All HEIs and main directly-funded FEIs have published employability statements and these have been reviewed by WESB. Ongoing work with Colegau Cymru regarding other FEI statements	
216	24, 25 25 26/27	<p>To produce more people with high level skills, including STEM, and enhance graduate employability:</p> <ul style="list-style-type: none"> • further develop and improve HEI/SSC links which deliver better business links with HE; • Continue funding and steerage of the England and Wales STEM Programme; • Engage with the National Science Academy through its steering and hub groups; • Fund and steer the promotion of MFL through the CILT Cymru steering group; • Deliver current phase of GO Wales and agree next phase with HEIs and WEFO; and • Support delivery of HE aspects of Careers Wales Review. • Report progress to RIEC 	BYE BYE BYE BYE Q3 BYE	AT RC/EM RC RC/EM JCG TC	✓	All achieved. HEI/SSC links regular feature of all HE/business dialogue, and continued engagement with WG sponsor division on further development post-relicensing. Skills and Employability Framework agreed in Council and with partners, and available on website on 12 April. Formal launch in Senedd in May. England and Wales STEM Programme due to complete 3rd and final year in July, with major celebration event planned for Birmingham in September. HEFCW key member of NSA steering and Hub groups. Evaluation of Cilt Cymru's MFL work in hand and proposals going to Council in May/June for further engagement in 2012/13. Latest round of ESF funding for GO Wales	

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						now underway to 2014, with recent successful signoff by Audit inspection. Agreement reached on incorporation of graduate strand of Minister's Jobs Growth Wales scheme with GOW. Careers review work delayed within WG. All developments reported regularly during year to RIEC.	
KNOWLEDGE TRANSFER							
217	5	Initiate new Innovation & Engagement funding arrangements for 2011/12 – 2013/14	Q3	TC	✓	Achieved	
218	3, 12, 24	Engage with Department for Business, Enterprise, Technology and Science and assist the delivery of the HE elements of the Economic Renewal Programme	Q2	TC/TO/ LT/AT	✓	Engagement with A4B and other related economic initiatives in hand	
219	10, 23	Work to ensure that Welsh HE is excellent and competitive on the world stage by: <ul style="list-style-type: none"> Supporting the establishment and delivery of the WG international HE strategy; Funding and steering the work of WIC/WHEB, and the UK international and Europe Unit; and Supporting the work of WG departments seeking to develop international HE/business links (especially with India, China and USA) 	BYE	TO	✓	Achieved. Final version of International HE strategy approved in March. Launch arrangements with WG/HEW. Funding arrangements for WIC, WHEB and IU agreed with HEW in March. HE continues to be well represented in WG inward and outward visits to promote international business links	
RESEARCH							
220	22/23	Deliver REF 2014 arrangements during 2011/12	BYE	RC/LT	✓	Achieved. All UK-wide arrangements, policies and processes agreed and shared with sector.	
221	23	Further develop our Research strategy to increase quality and volume of industry led and internationally recognised research in Welsh HE, reporting to RIEC	BYE	LT/AT	✓	RIEC considered and endorsed HEFCW's research strategy, and scheduled funding decisions made on that basis in March.	
222	22/23	Monitor QR decisions and their impact through 2011/12	BYE	LT	✓	Achieved. Discussions held with R-active HEIs during 2011/12 to	

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						monitor QR impacts on their evolving R strategies.	
223	22/23	With WG, take forward recommendations arising from RIEC sub-group report alongside Minister's R&D advisory group report	Q2	AT	✓	Achieved. Implementation underway	
224		Ensure implementation in Wales of RCUK research concordats	Q3	AT	✓	Achieved.	
225	23	Actively participate in CSAW's development of new WG science policy	Q3	RC	✓	New Science Strategy published in March following several soundings of HEFCW, including via RIEC.	
RECONFIGURATION AND COLLABORATION							
226	10, 11★	Take forward the HEFCW target on institutional income and our statement on the future shape of the sector, using levers available.	BYE	DMB	✓	Taken forward as far as possible with advice submitted to the Minister in July on future sector structure, published in July with a Ministerial process now in train. Support provided in recent strategic reallocation of student numbers exercise to prevent any adverse impact of merger developments between UWTSD, SMU and UW.	
227	14★	Seek revised regional strategies by October 2011.	Q3	CH/EB	✓	Achieved. Further guidance published in July and three revised regional strategies submitted in October. Analysed and considered by Strategic Development Committee, January 2012.	
228		Implement the final year of the Matched Funding Scheme, ensuring improved sector performance in securing external funding	BYE	EB	✓	Achieved. Final returns received January 2012 and reported to Council. Performance has improved year on year with a six-fold increase in eligible fundraising income over the period of the Scheme.	A full report on the operation of the three year Matched Funding Scheme is scheduled for May Council.
c/f 229	181	Undertake scheduled evaluations of RCF and SDF-funded activity, including in relation to the Strategic Alliance between the Royal Welsh College of Music and Drama and the University of Glamorgan, with	Q2	EB/CH	✓	Achieved. Consultants appointed and have reported. Report	

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		consultants appointed by September 2011.				considered by Strategic Development Committee, January 2012	
230		Provide advice to Minister, requested on 22 March 2011, on sector structure [not for disclosure until Minister discloses]	Q1	DB/PG	✓	Achieved.	
GOVERNANCE							
231	14★	Require institutions, in financial forecasts, to exemplify actions taken and financial impact in respect of Front Line Services Review	BYE	DH/BEO		Information has been received in the financial forecasts relating to planned actions. Progress in implementing these actions and achieving the planned efficiencies will be reported in the financial information to be submitted to HEFCW by institutions by 31 July 2012.	
232	14★	Work with WAG in development of policies arising from HE Governance Review and determine actions for HEFCW for their implementation.	BYE	DH/BEO		Progress will be aligned with the WG's plans and timetable for consulting on the review report's recommendations.	WG consultation has not yet been published
INTERNAL HEFCW ACTIONS							
233	1★	Prepare operational plan in April on basis of HEFCW Corporate Strategy and remit letter, submit to the Minister by the end of May 2011, and provide regular progress updates.	Q1	CH/LH	✓	Achieved. Draft operational plan submitted by 31 May deadline and now approved.	
234	7★	Work with the sector in order to ensure robust monitoring and reporting arrangements for fee plans, building on existing widening access work - Report to be submitted to the Minister.	BYE	RC/EM	✓	Achieved. Report presented to Minister in March on conduct of last year's exercise, and circular issued for 2013/14 request.	
235	6★	Work with WG/SLC to agree cost effective and timely arrangements for paying fee support grant to institutions in Wales and rest of UK	Q3	RAH	✓	Service Agreement with SLC agreed. Student number and cash forecasts shared. Payment dates agreed...	
236	8, 9★	Keep in place the mechanisms recently established to prevent over recruitment - Report to be submitted to the Minister by February 2012	BYE	CH/LH	✓	Achieved. Report submitted via letter to Minister, February 2012.	
237	12★	Establish new Public Investment Fund from 2012/13, with initial proposals to Council in July 2011, prior to consultation as appropriate.	Q2	CH/LH	✓	Achieved. Following consultation, proposals agreed by Council in October 2011. Final	

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						outcomes to be considered by March Council.	
238	14★	Undertake an organisational review in the light of running cost reductions.	BYE	PG	✓	Review has been conducted. Voluntary exit scheme achieved. Cost reductions on track as per running costs budget. Now engaged in detailed work on completing the new organisational design	
239		Provide advice to DfES on future approaches to funding in light of new fees arrangements	Q1	DB	✓	Achieved.	
c/f 240	188	Continue to encourage HE institutions to reduce their environmental impacts and report on environmental issues through their Environmental Managements Systems, including:			✓	Achieved progress on SD indicators Cardiff CMU and Newport have completed EMS during the year.	
241		<ul style="list-style-type: none"> requiring submission of action plans from HEIs; 	BYE	CC			Awaiting further clarity regarding requirements to be introduced via The Sustainable Development Act.
242		<ul style="list-style-type: none"> taking forward action to address carbon emission reduction, including introduction of Carbon Management Strategy. 	BYE	CC			Awaiting further clarity regarding requirements to be introduced via The Sustainable Development Act.