

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 2012-13	Q3	October to December
■	Issues with the delivery of the task – task will not be completed by the end of 2012-13	Q4	January to March
■	No longer applicable	BYE	By year end

★ Indicates 2012-13 remit letter task. Reference numbers in italics refer to items carried over from 2011-12

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WIDENING ACCESS							
243	18.2★	Fund WA and RW on the basis of HE students from CF areas and encourage engagement with emerging cluster developments, monitoring CF developments through regular meetings with WG.	Q2 and BYE	JJ	✓	Achieved Funding Allocations for Widening Access and Reaching Wider calculated on the basis of CF entrants, published July 2012.	
244	18.1★	Building on widening access work more broadly, implement the Child Poverty Strategy, reporting to SETQC in Spring 2013.	BYE	JJ	✓	Achieved. Considered as part of WA Approach at SETQC October meeting. Report on first year of Child Poverty Strategy considered at May SETQC.	
245	12.2★	Work with partners to enable new progression opportunities for apprentices into HE working through the regional strategies process, to be monitored in October 2012.	Q3 and BYE	JCG/JJ	✓	Monitored progress through HE regional plans, discussions with NTFW and with WG.	
246	6.2/6.3★	Seek fee plans for 2013/14 applying a robust scrutiny and implementing effective monitoring arrangements to ensure that the provisions contained in approved fee plans are met or exceeded	Q2 Q3 and BYE	EM	✓	2013/14 fee plans received and agreed. Monitoring arrangements in place	
247	11.1★	Monitor the levels of bursaries provided to Welsh domiciled students relative to others from elsewhere in the UK and report with recommendations on changes to fee planning arrangements as necessary and to ensure that bursary support is protected.	BYE	LH	■	Reported to officials and the Minister that the relevant data are not available to undertake this monitoring and that this task is no longer applicable. Separate discussions have been held with HEW to explore the possibility of gaining some sense of the position from a UUK-led survey but this would inevitably provide only a partial picture.	

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248	★ (letter of 24 April 2012)	Taking account of the Minister's response to HEFCW's advice on part-time provision, develop by September 2012 and start to implement a part-time action plan	Q2 and BYE	JJ	✓	Achieved. Draft Plan developed and shared with WG officials [Sept]. Implementation commenced but finalising of the plan currently on hold awaiting broader WG part-time policy developments.	
STUDENT EXPERIENCE							
249	7.3★	Bring forward proposals to build upon the success of the England and Wales HE STEM programme and further promote STEM study	Q2	RC/EM	✓	Discussions underway to build upon July Council decision to seek further arrangements with Birmingham U and NSA.	
250	7.3★	Bring forward proposals to build upon the success of the Routes to Languages/CILT Cymru initiative and further promote the study of Modern Foreign Languages (MFL)	Q2	RC/EM	✓	Following July Council endorsement, further year's work (2013/14) and funding agreed with CILT Cymru.	
251	9.2★	Monitor the implementation of the guidance on the funding of students unions and student representation and work with institutions to align student representation arrangements with the WG response to the McCormick Review, when finalised.	Q3 and BYE	CON	✓	Monitoring completed and reported to SETQC October 2012.	Task awaiting WG response to McCormick Review.
252	9.3★	Put in place arrangements to assess the impact of Student Charters with the aim of providing a first report by August 2013. Details on the assessment process to be submitted to WG officials by December 2012	Q3	CON	✓	Achieved. Arrangements agreed by Council and submitted December 2012	
253	9.4★	Provide guidance and technical support to institutions to ensure delivery of Key Information Sets by 30 September 2012	Q2	CON	✓	Achieved. Guidance and technical support provided. KIS launched 27 September.	
254	10.2★	Working with the Coleg Cymraeg Cenedlaethol, monitor progress towards the Welsh medium target in scheduled monitoring meetings in May and November 2012, taking appropriate action where necessary.	Q1 and Q3	AA	✓	Achieved. Progress monitored at meetings in May and November and further actions agreed. The Coleg has issued a circular to institutions emphasising the importance of fully recording all Welsh medium provision taking place, as well as providing some additional development funding.	

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255	10.3★	Work with the Coleg Cymraeg Cenedlaethol to increase the availability and accessibility of Welsh medium e-learning resources and monitor progress through scheduled monitoring meetings in May and November 2012.	Q1 and Q3	AA	✓	Achieved. Discussed in monitoring meetings held in May and November. The Coleg continues to develop its electronic portal/VLE, has placed a number of resources on I-Tunes U and is involved in sector discussions on OER.	Ditto
256	7.3★	Assess the position of the disciplines of Welsh studies in both languages and consider whether any further action is needed to support these	BYE	KM	✓	Circular W12/ 35HE Welsh Studies/ Astudiaethau Cymreig published in November to scope the position. Responses received February 2013 and have been analysed with a report to Council in May 2013.)	
257	13.1★	Together with partners, finalise the Skills and Employability Framework Action Plan, its associated targets and outcomes and put delivery mechanisms in place	BYE	JCG/EM	✓	Agreement on Skills and Employability launched. Discussions continue with HEW, CBI Wales and NUS Wales about their contributions to the underpinning action plan. Arrangement agreed with Council to provide up to £1m one off funding to support the Agreement; in response, HEIs have submitted action plans, identifying delivery mechanisms and innovative activities.	Reviewing projects and action plans.
258	17★	Work with HEIs to consider the issue of developing more online resources, convening a sector seminar by December 2012.	Q3	CON	✓	HEW have signed up in principle to becoming an OER nation, and are developing a policy statement. HEFCW is working with HEW and JISC to take this forward, rather than convening a seminar.	
259	Annex 1★	Complete monitoring of ITT reconfiguration and submit a draft report to WG on 2012-13 by March 2013 (final report to be submitted following completion of expenditure at the end of March 2013)	BYE	AA	✓	Achieved. Draft report submitted February 2013. Final report to be submitted following final	

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						monitoring.	
		SKILLS					
260	12.1★	With SSCs and other partners, develop a new model for apprenticeships and seek opportunities to pilot them in selected HEIs across Wales.	BYE	JCG/EM		On schedule. WG published its Specification of Apprenticeships Standards for Wales (SASW) in August 2012. The framework includes Higher Apprenticeships at level 4, and at levels 5/6, with particular reference to progression routes and widening access to HE. Examples of HA frameworks developed by specific SSCs with WG funding also published (Alliance of SSCs, March 2012). Meeting with WG regional and sector advocates on 26 Sept to discuss implications for HEIs. Discussions are taking place with WG officials on the scope for new support arrangements for Higher Level Apprenticeships.	Have been unable to arrange a meeting with WG, but have discussed HLA apprenticeships with a number of SSCs including SEMTA who are going to invite us to a further meeting, and with Skillset Cymru who are developing HLAs in their sector.
261	13.1★	Develop arrangements which ensure that prospective and current students as well as graduates have access to high quality careers advice, information and guidance services, working with WG's Careers Services review to embed this into future arrangements by March 2013.	BYE	EM/JCG/J J	✓	Discussions with Careers Wales ongoing taking account of its restructuring and its final remit published in November 2013. Memorandum of Understanding drafted. Also references to joint approaches with CW in WA Approach and Skills and Employability Framework. Confirmed with WG officials that HEFCW will be involved in the proposed Wales Careers Strategic Forum; Discussions arranged with chair of Welsh Higher Education	Meeting jointly with Careers Wales and WHECS to discuss our remit to ensure that graduates and prospective / current students have access to good quality careers advice. Will be following up the strategic forum with WG.

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						Careers Services.	
262	13.1★	Working with HEIs, deliver GO Wales to targets agreed with WEFO.	BYE	JCG	✓	On schedule Project re-profiling exercise planned for January 2013 to map outputs and expenditure to December 2013. Initial consideration of project closure processes. Monitoring round underway.	GO Wales will need careful monitoring and management in the context of the Jobs Growth Wales initiative which now clearly impacting on the delivery of GO Wales..
263	13.1★	Working with HEIs, deliver Jobs Growth Wales aspect of GO Wales to targets agreed with WG.	BYE	JCG	✓	On schedule Pilot successfully completed, new contract signed for period September 2013 to end of March 2015. Targets, budgets and specification provided to delivering HEIs.	JGW will require careful monitoring and management in order to meet WG expectations. Working with colleagues in the GO Wales community to ensure that quality of opportunities and applicants is as high as possible.
264		Work with WG to oversee delivery of the Universities Heads of the Valleys Institute (UHOVI), providing monitoring information to WG in May, August and November, and support the assessment of plans for a second phase of UHOVI activity	BYE	BEO/EB/JJ	✓	Achieved, with funding for UHOVI Phase 2 confirmed in 2013/14 Remit Letter. Detail of mainstreaming of activity now to be finalised prior to initiation of Phase 2 from August 2013.	
KNOWLEDGE TRANSFER							
265	16.2★	With HEW, produce an International Action Plan which, working in partnership with stakeholders, supports the HE internationalisation agenda, aims to increase the number of overseas students, builds links between WHEIs and key countries identified by WG, and increases external income into Wales, and commence implementation	Q1 and BYE	TO	✓	IAP agreed by all partners and endorsed by WG FoF Board (now HE Delivery Board). Still awaiting Minister's endorsement (although referenced in Remit Letter), hence task technically incomplete. Action underway with HEW et al to support delivery of priority actions during 2013.	
RESEARCH							
266	14.1★	Work with the Chief Scientific Adviser to implement the recommendations of the Science Strategy for Wales appropriate for HE	BYE	AT/LT		HEFCW has worked closely with CSAW's office on the	

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						implementation of Sêr Cymru, including through membership of the Delivery Board, and participation in follow-up workshops and meetings. We will continue to work with CSAW staff as the projects and deliverables are finalised.	
267	14.2★	<p>In order to ensure WHEIs are well prepared and appropriately placed to succeed in the REF 2014</p> <ul style="list-style-type: none"> • Allocate research funding selectively to recognise, reward and incentivise world-leading research; and • Promote collaboration particularly through the Partnerships supported under Reconfiguration funding. 	BYE	LT	✓	<p>We have given priority to maintaining existing levels of QR funding in order to ensure competitive levels of funding in the run-up to the REF.</p> <p>All Welsh HEIs have submitted satisfactory Codes of Practice on selection of staff.</p> <p>The survey of REF submission intentions has been completed and a report submitted to Council.</p>	
268	14.2★	<p>Work with Research Councils and partners to help ensure that opportunities for research funding, PG training and the development of research careers are available in Wales, eg:</p> <ul style="list-style-type: none"> • aiming to establish one new Research Council Doctoral Training Research Council; • working with the LF, develop a pan-Wales programme of research leadership training; and • co-fund the Crucible programme with the SDDG HEIs. 	BYE	LT/AT	✓	<p>The competition for NERC Doctoral Training Centres is currently underway.</p> <p>Council has approved co-funding for two new LFHE programmes, with matching contributions from HEIs and, in one case, the CSAW's office. The programmes will run in summer 2013.</p> <p>HEFCW has agreed to co-fund two further rounds of Crucible with the SDDG in 2012/13 and 2013/14.</p>	

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RECONFIGURATION AND COLLABORATION							
269	3.1, 3.2 and 3.4★	Put mechanisms in place for monitoring the implementation of the Minister's recommendations on the structure of the sector, including ensuring <ul style="list-style-type: none"> that institutions take a robust approach to the planning of provision during reconfiguration to ensure that there is no fall in quality standards, and report to the Minister by March 2013 on progress to date; that reconfiguration of HE does not lead to any loss of robustness in institutional governance arrangements; and that monitoring arrangements are formalised for the South West Wales merger and similar arrangements agreed for providing oversight on other mergers as they arise. 	BYE	BEO/EB	✓	Achieved, with progress of reconfiguration reported to officials on an ongoing basis, including via quarterly updates to the Minister. Normal monitoring of institutions is continuing during reconfiguration, with additional monitoring to be confirmed in finalising the funding for mergers.	
270	18.1★	Continue to implement the regional dimension, improving provision for geographically-constrained learners and local employers, monitoring the operation of the regional strategies in autumn 2012	BYE	BEO/EB	✓	Achieved, with monitoring undertaken October 2012.	
271		Evaluate the research related Reconfiguration and Collaboration developments: Wales Institute of Cognitive Neuroscience; Wales Institute of Mathematical and Computational Sciences; and Aberystwyth-Bangor Research and Enterprise Partnership	Q3	EB		Bibliometric evaluation undertaken with main evaluation to be completed May 2013.	
GOVERNANCE							
272		Following receipt of the finalised WGSB Framework Document from the Welsh Government, review and revise the Financial Memorandum and Audit Code of Practice with the HE sector	BYE	BEO		WGSB Framework Document not yet finalised.	
273	5.1★	In the light of further advice from officials, report to the Minister by September 2012 on how the Council might strengthen its assessment of institutional governance and control frameworks prior to the implementation of the McCormick changes to give a clear line of sight to institutions	Q2	BEO	✓	Letter sent to the Minister on 21 September	
231 c/f	14*	Require institutions, in financial forecasts to exemplify actions taken and financial impact in respect of Front Line Services Review	Q2	BEO	✓	Information on efficiencies achieved and planned has been included in institutions' financial forecast returns and will be summarised for reporting to the Audit and Risk Committee and Council in October	
OTHER ACTIONS							
274	1.1★	Prepare operational plan in April, taking account of the guidance in the remit letter and submit in draft by May, providing regular progress updates.	Q1	CH/LH	✓	Operational Plan submitted in draft, 1 June 2012.	
275	7.1/7.2★	Monitor the impact of mechanisms for preventing over-recruitment in	BYE	LH/HF	✓	Achieved Arrangements	

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		2012/13 and keep arrangements under review as appropriate.				reviewed and new arrangements to be implemented from 2012/13. New arrangements for fee grant capping in 13/14 have been devised and published.	
276	8.1★	Develop a new Corporate Strategy, to be implemented from March 2013 taking account of national level outcomes for HE to be developed working closely with WG officials	BYE	DB/CH	✓	New corporate strategy, including targets (national outcomes) submitted.	
277	15.2★	Report to the Minister on the implementation of the tuition fee grant arrangements	Q3	NPW	✓	Report submitted to Sponsor Division on 21 December 2012	
278		Finalise and implement a revised organisational design in the light of reduced staffing levels.	Q2 and BYE	PG	✓	Revised organisational design finalised and to be implemented from 1 October, 2012.	
279	16.1★	Implement an appropriate sustainable development decision-making framework including procurement, impact assessment and terms of grant.	BYE	CC		Progressed as part of revised Impact Assessment Process to be finalised summer 2013.	
280	16.1★	Provide examples in performance reports to support the further development of Education for Sustainable Development and Global Citizenship	BYE	CC	✓	Achieved, with process agreed for including identified examples in HEFCW Annual Reports with effect from 2012-13.	