

Contents

- 1. Fee limits and fee income above £6,000 4
- 2. Expenditure on additional access measures 5
- 3. Outreach Activity 6
- 4. Targets and milestones 21
- 5. Monitoring and evaluation arrangements including milestones 25
- 6. Provision of information to prospective students 26

Checklist	Page
1. The fee levels we are proposing to charge	4
2. Information about targeted financial support	5
3. Information about the outreach that will be provided	6
4. Information about the retention measures that will be implemented	18
5. An explicit indication about whether the expenditure included in our agreement is countable	5
6. Details of evidence, where available, which explains why we have chosen to directly fund particular types of activity	20
7. Targets and milestones, and baseline data to support the milestones	21
8. An undertaking to monitor compliance with the agreement and progress towards milestones	24
9. An explanation of how and when we will provide information about the financial support available and the aggregate cost of tuition to prospective students	25

Foreword

With 5,300 students and 950 staff, Chichester is one of the smallest modern universities in the country but also one of the most successful. It has grown from a small college established in 1839 as a major intervention into the education of the working community. This is a mission we have maintained for 170 years.

We are now amongst the most successful institutions for the recruitment and retention of students from low participation areas.¹

For the last six years we have also sustained one of the highest rankings among modern universities for the National Student Survey². In 2011 we were one of the top five modern universities in the league tables published in the **Guardian**, the **Independent** and the **Times**.

The key to our success is the community feel of a small institution differentiating us from other, larger, providers.

Raising aspirations and providing value for money are deeply embedded into the mission and values of the University. In these activities we offer something different and we punch above our weight.

Our mission for widening participation, is enshrined in our 2010-13 Strategic Plan, and based in our local communities. We are a university located in the deprived coastal strip of West Sussex and South-East Hampshire and its underdeveloped rural hinterland.

This means we recruit from some of the poorest areas in the country (see page 7).

Our success has involved engaging positively with our local community – demystifying higher education and reducing the barriers towards attending university by active engagement with schools and colleges over many years.

The 2008/09 HESA Performance Indicator Data demonstrates that we

1. Fee limits and fee income above £6,000

We are proposing to charge £8,500 to home and EU students on full time undergraduate programmes.

Based on the current profile of students our average fee will be £7,467.

Our average support package per full time student is £1,133.

Table 1 demonstrates the University's fee income above £6,000 when charging a fee of £8,500. These calculations are based upon the same number of HEFCE students enrolled as now.

Table 1

Income Calculations		2012/13	2013/14	2014/15
Full-time Fees of	£8,500	£7,968,750	£17,537,250	£22,947,500
Fees at £6000 from 2012-13		£5,655,000	£12,441,000	£16,260,000
Fee income above £6000		£2,313,750	£5,096,250	£6,687,500

3. Outreach Activity

Our Widening Participation team has traditionally focused the majority of its outreach activity with Years 7 – 11 within schools in West Sussex identified via Aimhigher Sussex

The cessation of Aimhigher in July 2011 alongside the introduction of the new Student Finance scheme and the subsequent requirements on the University sector has led to a significant re-modelling of our outreach activity and a refinement of the measures used to identify WP partner schools.

Our traditional catchment area will be extended to include South East Hampshire, all of West Sussex, as well as Portsmouth and the Isle of Wight.

A weighted combination of POLAR2³ applicant data, Employment Support and Training (EST) data⁴, attainment of GCSE grades A – C, and Income Deprivation Affecting Children Index (IDACI)⁵ will be used to create a rank order of 30 schools and colleges to target with outreach activity. Additionally, all AimHigher Schools and Colleges that do not form part of this target 30 will also receive continuation of support – as detailed in our Learner Progression Framework.

In total we will be undertaking access and outreach work in more than 50 schools and colleges. This work is explicitly separate from work undertaken in the guise of student recruitment.

This increase in activity will be achieved through investment of tuition fee income into outreach activity – there will be an investment in additional Widening Participation Officers and a Primary School Project Officer. The University will also provide a coherent programme, drawn from our existing (Year 6 – university) Learner Progression Framework, to the remaining schools and colleges in West Sussex. These posts will play a key role in ensuring collaboration with other HEIs in Sussex and Hampshire.

The intention of our integrated programme is to raise aspiration and attainment and we believe incorporate those students who are PolarData2, Quintiles 1 & 2 or those who are first generation but which do not attend schools or colleges in low participation neighbourhoods.

Students from all the Learner Progression Framework schools will be tracked into feeder colleges to ensure continued support through further education and to evaluate the impact of our WP intervention programme.

For students who choose to apply to us our student finance package, A2C module and transition support whilst at university will complement this progressive range of outreach interventions received by students.

Collaboration

The overriding principle of the students' experience is key to us and it is this that guides our approach to collaborative working with our regional university partners in Sussex and Hampshire. Raising attainment and aspiration and providing impartial, clear advice to those who are first generation or from backgrounds where there is historic low participation is imperative.

There is already a commitment amongst the three Sussex HE providers, who have historically worked alongside each other as part of the Aimhigher initiative, to:

- Plan and ensure the continuation of a quarterly HEI forum of collaborative partnership working

- Co-ordinate Cross-County Care Leavers' work through the University of Brighton, we will be represented on the overarching Board

In collaboration with other South East universities we will be continuing to fund the existing Aimhigher tracking database in order that we can monitor and evaluate the impact of our activities, as a group of HEIs, upon a common geographic area.



Our outreach activity will encompass all of the Sussex and south east Hampshire regional community.

Our Student Ambassador scheme

The trained Widening Participation Student Ambassadors are pivotal to all our outreach activities, whether in school, in the community or on campus. Their commitment and enthusiasm has inspired countless students with an 'I can' approach to their futures.

Students who apply for this post and, to be appointed, must demonstrate empathy to the widening participation ethos at the University. They attend regular training sessions and briefing meetings to ensure they are fully prepared for each age specific activity and are all CRB checked.

The Ambassadors' contact, without doubt, enhances the pupils' experience of each activity but also the student ambassadors develop transferable employability skills to add to their CVs. Where possible we like Ambassadors to revisit their previous schools and colleges and become peer mentors.

A future development, to further enhance this engagement, is our introduction of a secure E-mentoring package. This will link student ambassadors with our target schools and add value to the progressive nature of the Learner Progression Framework.

Learner Progression Framework (LPF)

A journey through the Learner Progression Framework (LPF) supports students to aspire to reach their full potential through each of the stages.

Our existing Sussex school and college partners have indicated critical success factors to date as being an increase in:

- Students' self confidence
- Awareness of opportunities
- Students entering further education

- Attainment levels
- Motivation and aspiration levels in school
- Applications to University

Listening to our partner schools and colleges we have devised the Learner Progression Framework (LPF) to consolidate our work year on year. Aware of time constraints in schools, systems are in place to facilitate the organisation of each visit. The provision is revised constantly through post event evaluations from students, teachers, parents and

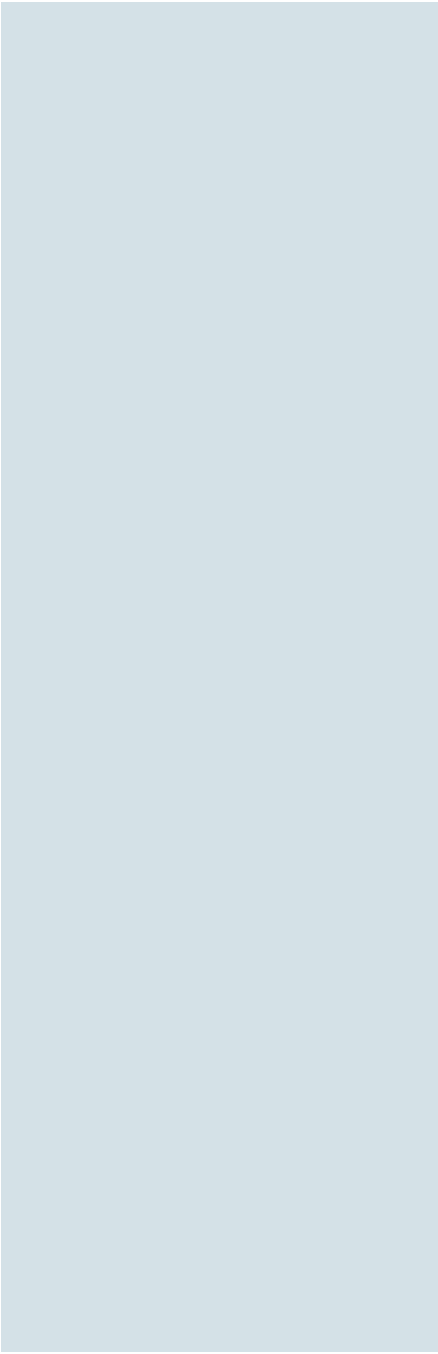
ambassadors with new interventions being added to keep pace with the changing education landscape.

Partner schools can:

- Participate fully in all elements of the framework
- Work with us to devise a coherent programme, drawn from the LPF, that meets their needs



Often a child's first experience of a



Embedding ambition – LPF: Years 7, 8 and 9

To continue the momentum of parental involvement the Year 7 programme has been introduced which will again involve parental engagement on campus.

These age specific activities have been specifically designed to support students in Years 7, 8 and 9.

Year 7 UP FOR IT

A localised set of lesson plans focussing on the transition to secondary education is supported by Student Ambassadors in school. The programme is introduced in a year group assembly, delivered by your Widening Participation Officer, with the aim of raising awareness of the opportunities offered through further and higher education.

Year 8 Extended Assembly

Extended assemblies using student ambassadors continue the discussion which focus on attainment raising for the whole year group. The assembly is delivered by your Widening Participation Officer and supported by Student Ambassadors.

Year 9 Mini Campus Visit

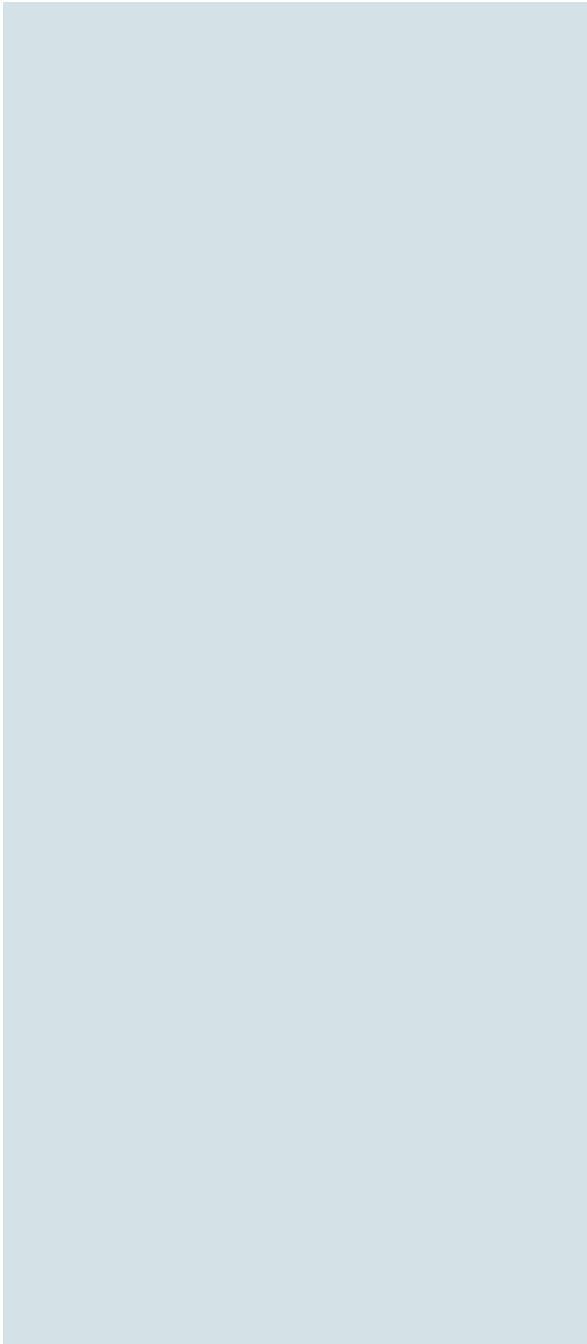
This half day visit to campus gives them the opportunity to explore progression pathways and learn about further and higher education options. Students will work in teams with Student Ambassadors to design their own universities and will be required to make decisions on facilities, course options and accommodation options for students.

Summer School

Summer schools, such as the popular 'Chi Rocks', give students an opportunity to spend extended time on campus focussing with talented undergraduate students.

Yea – L(Mini Campus Vi9(e)J12 TLTPR)24cra3(y)J/R20 10 TLT•Apporcablme

Raising aspirations – LPF: Years 10 and 11



Supporting progress to Higher Education – LPF: Years 12 and 13

A fast paced programme of activities now concentrates on progression to and preparation for study in higher education.

A range of on campus, in school and college interventions focuses on attainment raising, the detailed provision of Information, Advice and Guidance and focuses on the students experiencing a smooth transition from school/college to university.

As with the pre-16 package, schools and colleges can opt for all interventions or a bespoke selection to complement their current provision.

Programmes to Support Progression to Higher Education

Year 12 Progression Day

The first sixth form intervention stepping up a gear from pre 16. An on campus event supported by undergraduates reinforces previous interventions whilst focussing on the real 'transition' issues students need to consider as soon as possible in Year 12.

Year 12 – Progression Day

- Arrival and Introduction
- Thinking about Higher Education?
- What is it like to be a University student?
- What is a Students' Union?
- Student Finance and Budgeting Workshop
- Campus Tour with Ambassadors
- Lunch
- Using the UCAS website and subject areas for me
- UCAS Quiz and Summary

Subject Taster sessions

Students have the opportunity to attend a day on campus working through a diverse range of subjects as an opportunity to differentiate between degree courses in the same subject area. A sports taster day for example allows participation in BSc Sport and Exercise Science, BSc Sports Coaching Science and BSc Sports Therapy. This allows students to examine the modules and specific course content alongside study and examination techniques for each course.

Extended Project

To support A Level students the Widening Participation team has negotiated with the Learning Resources Centre, Bishop Otter Campus, access to resources and facilities to encourage and enable students to achieve their potential from target schools.

Association of Certified Chartered Accountants (ACCA) Business Workshop

For those interested in Business Management, Finance and Accountancy a workshop gives students an opportunity to develop their skills in an interactive business simulation session. This event is hosted by ACCA and the University of Chichester, and various opportunities and course pathways in this field will also be discussed.

Pre and Post UCAS Convention Workshop

In response to feedback, we have developed school/college pre and post UCAS convention workshops to help students get the maximum out of attending UCAS conventions.

The aim of these workshops is to help students plan effectively before the visit, then analyse the materials, post-event, to assist in the decision making process and take part in an interactive UCAS workshop activity.

Personal Statement Workshop

Small group workshops or whole year group presentations are offered in school to support students in writing their personal statement. Practical advice and guidance in writing a personal statement, with examples, will assist students in identifying the content and technique required.

Care Leavers

In recognition of the fact that Care Leavers require additional specific support we offer this group of students, additional financial, educational and emotional support to help them fulfil their potential. We have held the Frank Buttle Kitemark for the past three years in recognition of our commitment to these students.

An appointed, confidential, 'Care Leavers Co-ordinator' provides a central point of contact which minimises any difficulties applicants might have in being fully informed about entry to higher education. Advice and guidance is offered pre-entry, during the admissions process and on admission to the university. The Student Support Services Advisor offers extra support if required and ensures students have access to the range of support services we provide.

For qualifying students the University of Chichester's package for those with a care background currently consists of:

- A Care Leavers' Bursary.
- The offer of campus accommodation 365 days a year at the current rate
- A named Student Advisor throughout your stay at University

Widening Participation Outreach Work

In addition the WP team ensures the following raises the agenda of care leavers at various local levels.

- In collaboration with the local authority, taster days and on campus activities are offered to cohorts of care leavers across the region.
- Working collaboratively with our target schools and colleges we ask that the school encourages at least one student from a care background to participate in each event through the LPF.
- Our Widening Participation Manager sits on the board of a pan-Sussex Care Leavers Group which will sustain the current Aim higher development of work in this area.
- Our Widening Participation/ Student Support teams offer a staff development session internally to raise awareness of the needs of students from a care background.

Our Care Leaver Application Process

The Care Leavers co-ordinator, CLC, oversees this process.



Mature Students

Our current work to increase and retain the number of first degree mature students is detailed here.

Mature Students Open Evening

An opportunity for mature students to explore, in a one to one session with lecturers, the courses and opportunities available and how to access Higher Education. Financial advice, study skills support, academic support and admissions advice are all on offer.

Mature Student Welcome Event

Our Pre first semester, a dedicated Mature Student Welcome Event, is offered to support mature students returning to study or starting Higher Education for the first time. The programme of the day offers mature students practical advice and guidance on IT systems, intranet access, Learning Support Centre and an opportunity to meet other mature students helps alleviate concerns. Student support services hold a 'finance clinic' to assist with the potentially complex finance issues surrounding mature student access.

Mature Student Christmas Event

An informal event offered to first year mature students at the end of first semester to revisit any of the issues raised since starting to study with us.

In early 2011/12 we are reviewing the anecdotal evidence from the outputs of the 'Moving Forward' Primary Project which has indicated a number of the parents in the target LPN areas attend the Mature Students Open Evening as a result of the aspirational work undertaken with their children.

As with all successful partnerships we recognise the fact that effective inspiration and aspiration raising is a three way collaboration.

Parents/carers and teachers are the key influencers in a child's life. The WP team aims to offer support to teachers and parents through a range of focussed activities linked to the LPF.

Support for Parents/Carers

To complement the student experiences we have devised the following support specifically for parents/carers:

- Parents' evenings
- Information, Advice and Guidance sessions
- Campus visits for parents
- Open Days
- UCAS parent workshops
- Parent/Carer student finance events

This collaboration encourages dialogue around progression routes between parents/carers and their children and gives them confidence to support their child through the minefield of choices and decisions.

Access Co-ordinators Forum

The bi-annual Access Co-ordinators Forum hosted by the University keeps key stakeholders informed of latest developments in Higher Education with a particular focus on supporting mature learners. This event is open to all partner colleges.

Support for schools and teachers

The following support package for teachers will complement and assist delivery of the LPF:

- A series of inset training sessions aimed at informing teachers of the range of Widening Participation initiatives on offer
- Programme specific training to individuals or groups of teachers i.e. Year 7 tutor support on UP FOR IT lesson plans
- E-Mentoring Support
- University of Chichester

Student retention and success

Continuation of the transition to HE support through the A2C programme is essential to ensure the quality of support offered through the LPF is maintained. Collaboration between the Widening Participation Team, Student Support Services, Learning and Teaching Committee and Learning and Teaching Development and Practice Group will establish 'best practice strategies' to provide additional support for students from LPNs.

Uni Ready Day

Uni Ready Days for students from our target schools will ensure ameliorated preparation pre first semester and allow first generation HE students a head start to HE study.

Refreshers Week

Aware that for our target students the first semester will be both an exciting, daunting and challenging experience an end of first semester 'Refreshers' focus will allow students to revisit all aspects of their short time at university and address any concerns albeit study, finance or student life related. A range of activities and events organised in conjunction with Student Support department and the Students' Union will form the basis of this week.

Mentoring Level 2 to Level 1 students.

Level 1 'freshers' from target schools will be supported by experienced students and the academic staff. This will ensure that students are well prepared for their first semester and have the opportunity to receive support from experienced students and staff. This will be achieved through a range of activities and events organised in conjunction with Student Support department and the Students' Union.

The outline of the support package is detailed beneath:

- Students with a household income of £25,000 or less would be entitled to receive £2,500. £1,500 of this is provided as a fee waiver. The remaining £1,000 may be claimed as a further fee waiver or a cash bursary.¹
- Students with a household income of between £25,001 and £42,000 would be entitled to receive £1,000 as either a bursary or a fee waiver¹
- Care Leavers would receive an additional £2,000 as either a bursary or a fee waiver
- Students taking part in the National Scholarship Programme (NSP) will receive a £3,000 fee waiver from the Government in the first year of study. This will be matched during the second year of study by the University either in the form of fee waiver or bursary, although the maximum 'cash' award is £1,000. NSP students receive this package in lieu of our student support package.

¹ Higher Education Statistics Agency (HESA) 2018/19. The University of York is a member of the Higher Education Funding Council for England (HEFCE) and is eligible for the Student Support Grant (SSG) which provides funding for student support packages. The University of York is a member of the Higher Education Funding Council for England (HEFCE) and is eligible for the Student Support Grant (SSG) which provides funding for student support packages. The University of York is a member of the Higher Education Funding Council for England (HEFCE) and is eligible for the Student Support Grant (SSG) which provides funding for student support packages.

Student Support package			
	Number	Amount	Total Cost
Household Income		£	£
£0 - £25,000	902	2,500	2,255,000
£25,001 - £42,000	349	1,000	349,715
Total	1,251		2,604,715
National scholarship additional costs	144	3,000	432,000
Bursaries/Fee Waiver			3,036,715
Academic Excellence bursary	17	£1,000	17,000
Sports Performance bursary	3	£1,000	3,000
Care Leavers bursary (Based on 2010/11 actual)	12	£2,000	24,000
Total	1,427		3,080,715



Targets

Table 6 below provides details of our proposed targets for widening access.

Table 6

		Location Adjusted Benchmark (LAB)	Baseline 07/08	Current position and progress towards milestone/target (08/09)	Target 2016/17
State School (HESA Table T1a)	Young full-time undergraduate entrants from State Schools 08/09	93.8%	97.2%	96.7%	97.2%
LPN (HESA Table T1a)* note 2	Young full-time undergraduate entrants from Low Participation Neighbourhoods 08/09	10.4%	12.9%	13.2%	15%
NS-SEC (HESA Table T1a)	Young full-time undergraduate entrants from NS-SEC 4-7 08/09	35.6%	34.7%	35.2%	35.6%
Mature	Mature full-time undergraduate entrants with no previous HE qualification and from Low Participation Neighbourhoods 08/09	8.1%	10.5%	8.6%	9%
Part-time	Young part-time undergraduate entrants with no previous HE qualification and from Low Participation Neighbourhoods 08/09	14.6%	No gure	14.3%	14.6%
Part-time	Mature part-time undergraduate entrants with no previous HE qualification and from Low Participation Neighbourhoods 08/09	5.8%	3.9%	6.1%	6.1%
Disabled	Full-time undergraduate students in receipt of Disabled Student allowance 08/09	n/a	8.7%	9.4%	maintain
Disabled	Part-time all undergraduate students in receipt of Disabled Student allowance 08/09	n/a	4.9%	7.2%	maintain
Ethnicity	Percentage of new HE UG entrants with known ethnicity from Minority Ethnic Groups	n/a	4.18%	4.75%	5.5%

The University has decided to adopt the location adjusted benchmarks ⁶ (where applicable) in lieu of internally set targets

Milestones

Table 7 provides details of the milestones necessary to achieve our targets (see previous page).

Table 7

		Current position and progress towards milestone/target (08/09)	Milestone 2012/13	Milestone 2013/14	Milestone 2014/15	Milestone 2015/16	Target 2016/17
State School (HESA Table T1a)	Young full-time undergraduate entrants from State Schools 08/09	96.7%	96.8%	96.9%	97%	97.1%	97.2%
LPN (HESA Table T1a)* note 2	Young full-time undergraduate entrants from Low Participation Neighbourhoods 08/09	13.2%	13.5%	13.7%	14.2%	14.5%	15%
NS-SEC (HESA Table T1a)	Young full-time undergraduate entrants from NS-SEC 4-7 08/09	35.2%	35.2%	35.3%	35.4%	35.5%	35.6%
Mature	Mature full-time undergraduate entrants with no previous HE qualification and from Low Participation Neighbourhoods 08/09	8.6%	8.6%	8.7%	8.8%	8.9%	9%
Part-time	Young part-time undergraduate entrants with no previous HE qualification and from Low Participation Neighbourhoods 08/09	14.3%	14.3%	14.3%	14.4%	14.5%	14.6%
Part-time	Mature part-time undergraduate entrants with no previous HE qualification and from Low Participation Neighbourhoods 08/09	6.1%	6.1%	6.1%	6.1%	6.1%	6.1%
Disabled	Full-time undergraduate students in receipt of Disabled Student allowance 08/09	9.4%	9.4%	9.4%	9.4%	9.4%	maintain
Disabled	Part-time all undergraduate students in receipt of Disabled Student allowance 08/09	7.2%	7.2%	7.2%	7.2%	7.2%	maintain
Ethnicity	Percentage of new HE UG entrants with known ethnicity from Minority Ethnic Groups	4.75%	4.8%	5%	5.2%	5.4%	5.5%

5. Monitoring and evaluation arrangements

The participation of our
Widening Participation
work is supported
by student societies
and voluntary work
groups. We have
developed a Monitoring
and Evaluation
Assessment.

We have detailed action plans for monitoring and evaluation in order to ensure the robust monitoring of attainment, aspiration and progression.

Our current monitoring consists of four strands:

- Measurement
- Participation in Outreach
- Retention
- Evaluation of LPF content.

Measurement

The internal evaluation of the data that forms the HESA Performance Indicator data is undertaken in September and feeds through into the HEFCE WPSA submission. The monitoring of our recruitment and admission data occurs on a quarterly basis.

Participation in Outreach

The Participant Monitoring Database (using Aimhigher classifications) records our contact with disadvantaged learners and can be interrogated by both gender and age against subject and activity. Going forward it will be used to track participants of both pre-university and on-course support activities.

Institutionally, we track students by subject from target WP schools in their progression to the University of Chichester. This tracking helps us to focus on our outreach activities and we seek evaluations on their subsequent transition to university and the effectiveness of any outreach work in which they had participated.

We will internally track students from our Widening Participation target schools and colleges who will be eligible for the A2C module support and subsequent student finance package.

In addition we use the Aimhigher South East database tracking of all students involved in outreach at University of Chichester. In collaboration with other South East universities we will be continuing to fund this database in order that we can monitor and evaluate the impact of our activities, as a group of HEIs, upon a common geographic area. This recognises our commitment to the overriding aim of increasing participation in higher education rather than our own student recruitment imperatives.

Retention

The Widening Participation Manager is a member of the University's Learning and Teaching Committee (chaired by the Executive Dean) to ensure enhancement of the learning experience for students from diverse student groups.

Evaluation of LPF content

All students /teaching staff and student ambassadors complete post event questionnaires. Post event analysis using qualitative and quantitative data informs programme content moving forward and designs participative activity. We also operate a 360 degree evaluation with all of our partner schools and colleges.

6.

The University will undertake the provision of prospectus to students, teachers, parents/ carers, and other stakeholders. Further information is available on the Student Finance website.

We will undertake the provision of information to students and we are committed to the implementation of the key information set activities in a range of ways.

The University prospectus was published with a clear explanation of the changes to the student finance and support system.

Both our Widening Participation and Schools Liaison Teams will be distributing the **Thinking of going to university 2012** leaflet produced by the Department of Business, Innovation and Skills (BIS), at our events and intervention in schools.

We will be producing guidance on our own tuition fee and student support packages. This guidance will be produced in the following formats: print, web, audio and podcast.

The University already has specialist Money Advisors, organises Student Finance presentations at all Open and Taster Days, including our targeted Mature and Part Time student awareness evenings, and this work will continue.

As part of our LPF we will be providing information to students and parents/ carers. This information will be available on the Student Finance website.

Glossary

Statistics

¹ HESA Performance Indicator data 37th out of 137 institutions in the UK for recruitment and 39th out of 137 institutions in the UK for retention of widening participation students.

² NSS 2010, 35th out of 154 institutions for questions 1-22, 2nd in the modern university sector.

Definitions

³ Polar Data:

The Polar 2 area classification is based on young people who reached 18 between 2000 and 2004 and entered a HE course in the UK aged 18 or 19. Young participation rates are calculated for each 2001 census area statistics ward in the UK and used to rank the wards into five participation quintiles, each containing 20 per cent of the UK young population for this period. The quintiles are numbered 1 (lowest young HE participation rates) to 5 (highest young HE participation rates). Widening Participation activity is focused on the bottom two quintiles.

⁴ Employment Support and Training (EST)

Measures the extent of deprivation in terms of education, skills and training in a local area. The indicators are structured into two areas: one relating to education deprivation for children/young people in the area, and one relating to lack of skills and qualifications among a sub-set of the working age adult population.

⁵ Indices of Deprivation 2007

The Index of Multiple Deprivation 2007 combines a number of indicators, chosen to cover a range of economic, social and housing issues, into

