



Access Agreement 2017-18

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Foreword

Chichester has grown from a small college established in 1839 as a major intervention in the education of the working community into a successful modern university.

Located on the deprived coastal strip of West Sussex and South-East Hampshire and surrounded by underdeveloped rural hinterland, we recruit from some of the poorest areas in the country and we are now amongst the most successful institutions for the recruitment and retention of students from low-participation areas. We were the winner of the *Sunday Times and Times University Guide 2014* “University of the Year for Student Retention 2014” award.

Currently 54.8pc of our student body are from households with an income of less than £42,000, 53.1pc of our undergraduate entrants have told us they are the first generation of their families to enter Higher Education (2013-14 HESA), and 28.4pc of our undergraduate entrants are mature on entry (2013-14 HESA); since 09/10, our full-time headcount has grown by 26%.

These figures were achieved despite the changes to student finance and against a backdrop of falling undergraduate student recruitment at many other institutions. We firmly believe that our long-term approach to widening access, as well as our clear student support package, played a significant role in maintaining progression to university in an area with a poor participation rate.

We believe that our performance across the whole lifecycle - recruitment, retention and completion - as well as school and college-based outreach reflects our institutional holistic approach and commitment to widening access. Not wishing to stand still, we are continuing to introduce new elements and improvements to our WP activities.

Widening participation and a commitment to our local and regional communities is a mission we have maintained for 170 years. Raising aspirations and providing value for money are deeply embedded into our values. In these activities we offer something different and believe that as a small institution we punch above our weight. We are also intending to embark on a range of new projects that address the needs of our local and regional community and where we believe we can make a systemic and valued intervention:

- Support for academic enrichment and progression pathways in FE colleges
- STEM collaboration with The University of Chichester (Multi) Academy Trust
- The Engineering and Digital Technology Park on the Bognor Regis Campus
- Targeted BAME outreach activities

We recognise, and accept enthusiastically, the responsibilities we have as a modern university working to raise aspirations in surrounding communities and to regenerate a regional economy. This Access Agreement will be part of our commitment to that task. Through it we will continue to work to be a source of inspiration for our students and the people of the region.

Professor Clive Behagg
Vice-Chancellor

1. Student finance

We firmly believe that studying at university is about the ability to learn and we are committed to ensuring that money is not a real or perceived barrier to participation.

1.1 Tuition fees

We propose to charge £9,250 to Home and EU students on full-time undergraduate programmes, including ITT courses.

The tuition fee for a sandwich year is £1,850.

Our tuition fee for part-time study is £6,935. This figure is based upon a maximum of £1,155 per module.

Home and EU students studying on University of Chichester courses at Platform One are covered by these provisions.

University of Chichester courses at the Isle of Wight College are charged at £6,000 and our student support package is not applicable for students registered on these courses.

1.2 Support package

Students from the most disadvantaged backgrounds will receive financial support in the form of a cash bursary for each year of their study.

It is our firm belief that this bursary support is one of the reasons why our recruitment of students from WP backgrounds has increased, not because it is a recruitment tool that students use as a determining factor in university choice, but rather that it removes the fear from those non-traditional students that finance is a barrier. We also believe that it is a powerful retention measure and one that will aid the attainment of non-traditional students as they are financially supported.

In order to evidence this belief, in 2013 we commissioned market research to ascertain the importance of financial support to our students. The results are provided in the table below.

Table 1: Outcomes of questions relating to financial support

Questions	Chichester	UK
This financial assistance makes a big difference to me.	97%	97%
I would not have come to this institution without this financial assistance.	61%	52%
I would not have started this level of study without financial assistance from my university or college.	63%	50%
I prefer to receive money towards living costs, rather than my study fees.	82%	74%

The outline of our proposed support package for 2017-18 is detailed below.

Table 2: Proposed financial support package for 2017-18

Household income £0-25,000	Year One	Year Two	Year Three	Total
Cash bursary	£500	£500	£500	£1,500

Students leaving full-time care would be offered an additional £1,000 which could, if desired, be used as a discount on accommodation fees in their first year of study.

1.3 Expenditure on Access measures

We are committed to ensuring that money is not a real, or perceived, barrier to participation. We are equally committed to making sure that studying at university remains about the ability to learn. This is why our expenditure is focused on student support, outreach activity and retention.

OFFA countable expenditure for 2017-18, including the financial student support package, amounts to 19.1pc of additional fee income. Our expenditure on fee waivers and bursaries for new and continuing students in 2017-18 will be £1,366,502.

Table 3: Division of expenditure on fee waivers and bursaries

Expenditure classifications	£
Fee waivers	44,842
Bursaries	1,321,660
Total	1,366,502

Student Money Advice

Students who have concerns about their finances will be able to seek advice from the University's Student Money Advice Service (SMAS).

The SMAS will provide information about the financial support available from the government, forms of financial support available from the University, as well as other independent bodies. Budgeting advice is also available to help students manage their finances as wisely as possible. Any students unsure of who to speak to regarding any issue they may have, are advised to contact their student adviser or one of our student money advisers (available on both campuses), who will be able to put them in touch with the right service both within Student Support and Wellbeing services and across the University as a whole.

Students' Union

In preparing our Access Agreements we discuss both our approach and the nature of the financial support package with the Students' Union. These discussions came on the back of a joint Student Union and University project focussing on the affordability of Halls of Residence. The discussions have resulted in a change to the bursary package, namely focussing support on those students with a household income of less than £25,000 and a reduction in the total amount of financial support. The new package will still support over a third of our student body and retains the additional support available to care leavers.

The Students' Union also plays an important role in supporting students and working in conjunction with the University's other services to assist students in maximising their experience during their time at the University. There is a regular Student Forum where members of the SU Executive meet with the members of the University's Executive Group and Directors of Service to ensure that the University is addressing the needs and concerns of students. In the course of these meetings and as part of the discussions on the Access Agreement the University and Students' Union have agreed a student experience package that will benefit all students, as well as an increase in the amount of money in our Student Hardship Fund.

Equality and Diversity

We are satisfied that by subjecting this Agreement to an impact assessment via the Equality Impact Assessment (EQIA) toolkit, we have executed our responsibilities under the Equality Act 2010 to ensure that the activities and approach adopted and outlined address our aim of increasing and addressing the needs of a diverse student body.

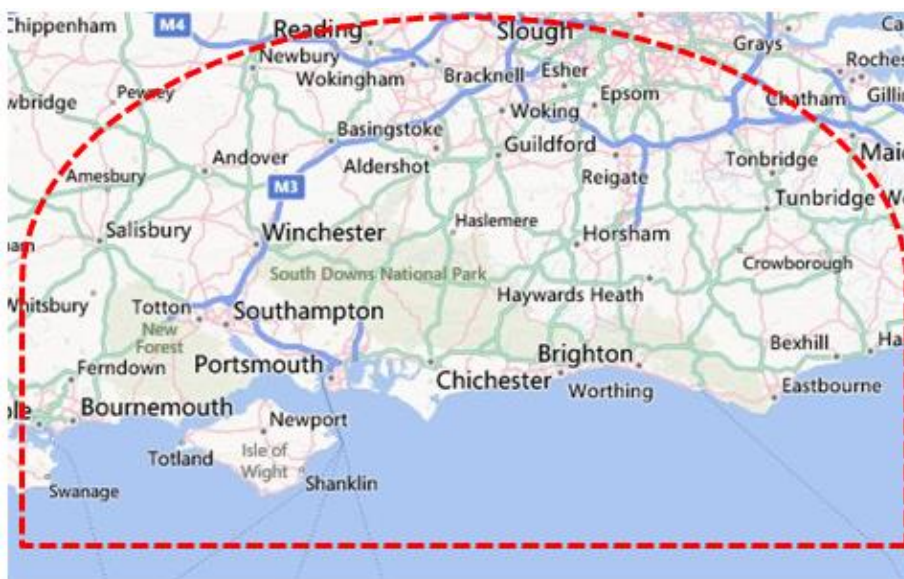
Moreover, our approach to both the activities and the monitoring and evaluation outlined in this document, as well as the supporting annexes, is governed by the principle laid out in our corporate

Equality and Diversity Policy, namely that: “The University supports the spirit as well as the letter of equality law and thus adopts a positive approach rather than simply a compliant one”. Our commitment to this agenda can be seen through the specific activities that are outlined on p.11 of this agreement and in the targets, which we outline in Annex B, that directly correlate to our institutional Corporate Strategy – *Twenty-Twenty Vision*.

2. Outreach

Our outreach activity encompasses schools and colleges within Sussex (West and East), Hampshire, the Isle of Wight, Surrey, Kent and Dorset on a variety of levels, via delivery of our Learner Progression Framework.

Geographical spread of our outreach engagement is shown below.



A weighted combination of factors has been used to create a tiered list of schools and colleges within the above geographical area with which we have (and aim to have) both direct and virtual partnerships. In addition to locality and historical partnerships, the following factors have also been considered in order to target schools and colleges in the above area:

POLAR3 data	<i>Schools & colleges within POLAR3 quintiles 1 & 2 [www.hefce.ac.uk]</i>
EST	<i>Education, skills and training deprivation</i>
VA	<i>Value Added measure</i>
IDACI	<i>Income Deprivation Affecting Children Index</i>
GCSE	<i>School GCSE Level 2 attainment including English, Maths and Science compared to the national average</i>

We will continue to maintain formal Learner Progression Framework (LPF) partnerships with 50 schools and colleges within the outlined geographical area, through the delivery of sessions on the LPF as well building a wider network through virtual and digital resources.

Following an examination of both national and internal participation data and trends we have identified two distinct groups where we could extend our activities to encourage access. The first is white British young men from the most disadvantaged backgrounds in coastal communities, and the second is students from black and minority ethnic groups.

We introduced a standalone inspiration event targeted at young men in 2014/15 and have taken the opportunity to refine the scope and activities in order to address the needs of our partner school over subsequent years. The introduction of the Greenpower Challenge as part of our STEM outreach programme is a deliberate decision to engage young men and we have also commissioned a piece of research to examine the motivations and barriers of the young men who attend the schools in our coastal communities.

BAME

The deficit in BAME students participating in our LPF and progressing to HE is a key area we need to address. In order to do this we have made BAME a specific criteria of our Compact Agreement (p.9) and are working with the NNCO SLN to employ a BAME Project Officer who will build relationships with a 50%+ BAME population within a 75 mile radius and deliver a tailored version of our LPF framework. The Project Officer will also be leading a research project the outputs of which will examine the barriers and perceptions surrounding progression to further and Higher Education, as well as exploring the breadth of courses and curricula available in HE. Furthermore, in conjunction with the Black Cultural Archives and the Historical Association we are launching a nationwide Young Filmmakers Award which will encourage schools and colleges to explore Black History in Britain pre-2000 through the medium of a short film. The schools and colleges which engage with the project will then be approached to explore participating in our Learner Progression Framework.

2.1 The University of Chichester (Multi) Academy Trust

In addition to our work with partner schools and colleges, as an academy sponsor we are now able to make a systemic intervention in the education and attainment outcomes of pupils in schools and colleges. Raising aspirations, widening participation and increasing progression to FE and HE is embedded into the ethos of our Academies. Currently, we have six academies: one secondary and five primaries. It is our intention that the primary schools will be our key partners in raising aspiration and awareness of higher level skills and the role universities play in society amongst our local community, whilst the work in our secondary school features interventions and exposure to campus life and students at key points in the student journey.

2.2 Learner Progression Framework (LPF)

The LPF comprises a range of on-campus, as well as school- and college-based interventions, focusing on raising aspiration, the provision of information, advice and guidance, and preparing students for a smooth transition to university.

Reflecting on evaluations and feedback from our partner schools and colleges and following four years of delivering the LPF, we have revised the University of Chichester Learner Progression Framework in order to engage in a more strategic and far-reaching level, advantageous for both internal and external partners. Our 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.

Partner schools can:

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

The LPF provision is revised constantly through post-event evaluations from pupils, students, teachers, parents / guardians and Student Ambassadors with new interventions being added to keep pace with the changing education landscape.

	Supporting attainment and aspiration <i>“Designed to raise aspirations and introduce the benefits of further and Higher Education through inspiring and engaging activities.”</i>	
	Key Stage 3 – Year 7, 8 and 9	<ul style="list-style-type: none"> • Freshers • Inspire • Options and Choices
	Key Stage 4 – Year 10 and 11	<ul style="list-style-type: none"> • Ambitions Programme • Post 16 Programmes (mainstream schools and an additional programme for our local SEN schools.)
	Supporting access to Higher Education <i>“A fast-paced programme of activities now concentrates on progression to and preparation for study in Higher Education.”</i>	
	Key Stage 5 - Year 12 and 13	<ul style="list-style-type: none"> • Progression days • Pre-and Post-UCAS convention workshops • Personal Statement clinics and workshops • Insight Days [HE Development Series: 2] • Mock interview sessions • Student Finance information sessions • HE, UCAS and finance presentations • HE Information evenings • EPQ workshops • Support for parents / carers

2.3 HE Development Series

Designed to provide an introduction to university life and an experience of life as a university student, the days provide a structured programme of activities.

Ambitions Programme

The Ambitions programme gives Year 10 pupils the opportunity to learn about the range of subjects within a University setting. The programme will include a campus visit supported by Industry Ambassadors and mentoring programme delivered by Student Ambassadors within school.

Insight Taster Days

Insight days are aimed at Year 12; the days provide a progression from the Ambitions programme. Academic departments and staff within the University deliver subject specific sessions (supported by Student Ambassadors) that provide students with an increased 'insight' into their opted subject and future options into Higher Education and career pathways.

2.4 Access 2 Chichester Compact Agreement

The Access 2 Chichester Compact is an agreement between the University and applicants which guarantees a standard offer or an interview for a place on their chosen course. Applicants who are eligible for the Compact would need to meet one or more of the following criteria:

- Be first in their family to go to university
- Be in receipt of a 16-19 college bursary
- Have caring responsibilities
- Be a care leaver
- Had a disrupted pattern of education
- Difficult family circumstances
- BAME

Once signed up to the agreement, students are able to access the following package of support:

- Talks and workshops to support the application process and student finance
- Subject Taster Days and Events
- Information Evening for Parents
- Learning Performance Study Skills Workshops
- EPQ Workshops
- One to one support with writing the personal statement
- Opportunity for mock interview support via Skype
- Compact Welcome Day supported by the Student Union

2.5 Information, Advice and Guidance

Student Finance information sessions

The University recognises the importance of providing prospective students, their parents/carers and teachers with information on Student Finance in a relevant and impartial manner. We undertake this work in all our colleges through specific student finance workshops and information events for all of these groups. These are impartial events that, through practical and illustrated examples, steer all participants through the intricacies of the student finance system in a clear, transparent and impartial way.

As a university we ensure that our prospectus is published with a clear explanation of the student finance and support system as well as information on our support package. This information is supported by specific information that is mailed directly to applicants, as well as a specific parents' / carers' finance mailing.

Student Finance is included in presentations at all Open, Insight and Experience days, including our targeted Mature and Part-Time work and this work will continue. Furthermore, the University has specialist 'Student Money Advisers' who are present at Open Days and who can be contacted by prospective students for advice about how the student finance system operates; this service is advertised in our prospectus and other materials.

Support for Parents/Carers

To complement the information, advice and guidance that students receive as part of the LPF, we have devised the following support specifically for parents / carers:

- Parents' evening briefings;
- Information, Advice and Guidance sessions and materials;
- Campus visits;
- UCAS parent workshops;
- Parents / carer student finance events;
- A designated area / community 'Hub' at Open Days and post-application Experience days for parent / carers (and students and siblings etc) to discuss informally important topics relating to university applications and questions etc.

We believe these specific sessions encourage dialogue between parents / carers and their children about progression routes and provide parents with the confidence and skills to support their child through the myriad of choices and decisions.

2.6 Encouraging Care Leavers into Higher Education

The University sits on the board of a pan-Sussex Care Leavers Group in order to sustain the collaborative approach adopted by FE and HE institutions in this area of work. In collaboration with these regional universities and relevant local authorities, we offer 'Taster days' and on-campus activities to care leavers across the region. Additionally, whilst planning our work with our target schools and colleges, we encourage them to ensure that at least one student from a care background participates in each event.

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. Advice and guidance is offered pre-entry during the admissions process and on admission to the University and 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.

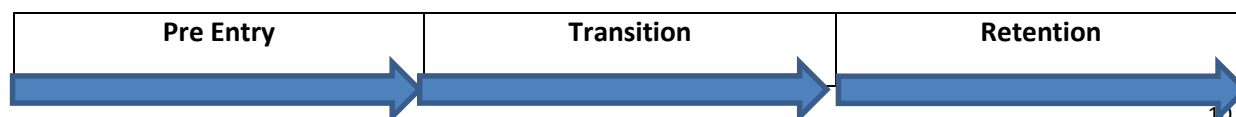
For qualifying students the University of Chichester's package for those with a care background currently consists of:

- A Care Leaver' Bursary
- The offer of campus accommodation 365 days a year at the current rate
- A named Student Adviser throughout their stay at University
- Direct signposting in order to apply to become a Student Ambassador which offers regular and flexible paid work both during and out of university term times.

2.7 Supporting Mature Students into Further and Higher Education

The University has always engaged actively with mature learners wishing to return to education and we are proud that almost a third of our undergraduate entrants are mature on entry (13/14 HESA). We understand that mature learners face quite different and complex obstacles when studying at both FE and HE levels and these obstacles can potentially have a significant impact on attainment, aspirations and the mature student experience.

Our mature learners programme of events take place at key dates and times throughout the academic year and will be tailored around college calendars and commitments of mature students and will be facilitated by our mature Student Ambassadors.



<p>Careers Workshop <i>Provides an opportunity to consider study options and how these may affect future career choices.</i></p>	<p>Summer Study Skills and Workshops <i>Undergraduate applicants and enrolled students can prepare and get ready for degree study at university.</i></p>	<p>Drop In Sessions <i>The sessions are to address challenges students face towards the end of term.</i></p>
<p>Preparing for University “Finance and Academic Skills Workshops” <i>Give the facts on tuition fees and student loans and the chance to consider the potential challenges and opportunities of studying at university.</i></p>	<p>Mature Students Welcome Day <i>Tailored for mature and part-time students. Provide details of services and facilities on offer before first semester and opportunity to meet fellow students. IT and library skills included at appropriate level.</i></p>	<p>End of Semester 1 Refreshers Event <i>An opportunity to revisit the Fresher’s Event towards the end of the first semester a chance to access any areas of support or raise concerns identified. Including:</i></p> <ul style="list-style-type: none"> • <i>Academic and study skills adviser</i> • <i>IT skills enhancement</i> • <i>Finance</i>
<p>UCAS and Personal Statement workshop <i>Gives an overview of what a university would expect from an application including practical writing exercises which subject specific information, advice and guidance.</i></p>	<p>Mature Students Fresher’s Event <i>Lead by SU</i> <i>Dedicated opportunity to discuss needs specific to mature students and meet the Mature Student Rep. Support networks and relevant Officers introduced and discussed.</i></p>	

2.8 Standalone inspiration events

Chi Rocks

Targeted at songwriters, vocalists and musicians from across our WP target schools, this is a three-day summer school project run by the University’s Music Department and the Widening Participation team. Eighty pupils spend three days working with musicians, business studies advisers, to produce a record and stage a live concert, as well as pitching ideas on how to market their record to a Dragons’ Den-style panel. The idea behind ChiRocks is to give students an insight into life at a University through an accessible and creative medium whilst encouraging them to reach their full potential through music.

Enterprising Women

The Enterprising Women Conference takes place in November each year to support Global Enterprise Week and aims to inspire and motivate young women to consider the widest range of career possibilities to ensure they reach their full potential. The business breakfast forum provides students with the opportunity to interview successful business women and learn about their progression pathways from school to their current role. Students also spend time focusing on their own skills and identifying potential future job roles. Our continuous support and encouragement of entrepreneurship, particularly encouraging enterprise amongst young women with our inspiring

Enterprising Women event, has resulted in us being awarded the Global Entrepreneurship Week High Impact Award.

The Girls Network

Following on from the success of the Enterprising Women Conference, we are expanding our programme to support Year 12 students. Working in partnership with The Girls Network, who is a charity that matches girls from low socio-economic backgrounds with inspirational female mentors. Alongside the mentoring programme the students will participate in workshops, networking events and a graduation and award ceremony at the end of the programme.

Flare

FLARE is an event which aims to raise aspirations and confidence in white British young men from underrepresented and the most disadvantaged backgrounds. The event requires students to engage in a series of activities focused around a specific theme that is current. Students will work with Subject Ambassadors, Academics and those who are currently working in the sector.

2.9 Academic attainment in schools and colleges

Raising aspiration and providing impartial, clear advice to those who are first generation or from backgrounds where there is historically low participation is imperative. Equally important, however, is supporting attainment and progression in schools and FE.

Historically we have always supported schools and colleges through the activities described below:

- Subject specific attainment based sessions taught by University Academic staff focusing specifically on GCSE / BTEC (level 2 & 3) / Advanced Subsidiary (AS) / Advanced Level (A2)

To augment this work, it is our intention to develop three further areas of work.

- **College-based academic enrichment**
Building upon small-scale work already taking place both in our academic departments, as well as through our multi-subject Discovery days, it is our intention to work with colleges to embed university-style learning experiences into the academic enrichment programme in our target colleges. Initially this will start as small-scale project with the four FE Colleges who are have signed Memorandum of Understanding supporting our launch of the Engineering and Digital Technology Park.

STEM Outreach Programme

As part of the Coast to Capital Local Enterprise Partnership's Growth Deal with Government, the University has been awarded £8million to launch a new Engineering and Digital Technology Park at the Bognor Regis Campus, providing cutting edge skills to 500 students per year. The Technology Park is due to open in 2017. This collaborative, innovative approach to providing demand-led engineering provision is designed to provide a response to both the long-standing poor record of participation by low socio-economic groups (outside of intermediate apprenticeships) and traditional gender imbalances in STEM.

There will be a focus on the recruitment of students from low socio economic backgrounds into HNC/HND, higher and degree apprenticeships, flexible structured industry fund part-time programmes, as well as traditional undergraduate degree programmes. This will involve partnerships with SMEs, FECs and educational trusts and a curriculum that has a pedagogy based on a practical,

project and applied approach, it will also embed professional placements and a programme of graduate internships in SMEs, an identified need in the C2C Skills Strategy.

In order to support the development of the Technology Park a specific strand of STEM outreach work is proposed started in 2015-16 and focused upon driving STEM through our existing Learner Progression Framework, launching a girls into tech event 'SPARKS' - and participation in showcase STEM festivals and fairs.

Moving forwards, the outreach programme will include the following key elements collaboration with local primary and secondary schools and FECs led by the University's successful WP team to provide cohesive STEM outreach/ aspiration raising activities to encourage participation in STEM curricular and careers, reducing 'leakage' at each decision point.

In 2016/17 the STEM specific outreach programme will launch in a ground-up approach to engage our local community from primary school age upwards.

The four strands of the programme are outlined below:

Greenpower Challenge – this hands-on opportunity, will offer gender-balanced teams to engage in Engineering through the thrill of motorsport. Each project will culminate in the "Gathering of the Goblins" race meeting at Goodwood Motor Circuit and Celebrations and Awards Evening at the University which will bring together all the construction teams and supporters from the participating schools.

Girls in Tech – this programme supports and raises the visibility of women in technology, entrepreneurship and innovation. The aim is simple – to increase the ratio (currently just 13%) of girls who chose careers in STEM industries. Girls will have the opportunity to explore tech skills, such as coding and app-building in a supportive and non-judgemental atmosphere. As with the Greenpower challenge, there will be an opportunity to showcase their skills at the end of the programme.

Science Made Simple – will visit schools with a day of interactive science, maths and engineering activity that looks at the world around us and demonstrates the science that makes it work.

STEM Young Leaders – this programme aims to turn young people into community STEM leaders by teaching leadership skills, enterprise skills linked to business ambassadors, critical thinking within a problem-solving environment as well as STEM academic enrichment. The Programme will enable these young people to act as peer mentors and further develop their capacity to train other young people as well as get them passionate about STEM.

3. Support for our students

Supporting transition to and through HE is a critical part of students' experience from Widening Participation backgrounds. Most students cope very well and manage the series of steps they face. However for some, the challenges they meet become insurmountable barriers. The greater the number of factors to be overcome, potentially the more likely a student is of withdrawing from their programme. We have a number of support mechanisms in place to support transition, retention and employment or further study.

3.1 Transition

Refreshers Week:

We are aware that for our target students, the first semester will be an exciting, daunting and challenging experience. Introduced for the first time in 2012, in partnership with Student Support & Wellbeing and the Students' Union, the end of first semester 'Refreshers' focus allows students to address any concerns about academic, accommodation, finance, healthy eating and student life with Student Ambassadors as well as specialist staff.

3.2 Retention

Student Support & Wellbeing:

Our Student Support Services Advisor ensures students have access to the range of support and wellbeing services we provide and there are specialist advisors to assist with accommodation, careers, counselling, disability, finance, general welfare, international advice, health, learning support and spiritual wellbeing.

Any students unsure of who to speak to regarding any issue they may have, are advised to contact their student adviser or one of our student money advisers (available on both campuses), who will be able to put them in touch with the right service both within Student Support and Wellbeing services and across the University as a whole.

Student Transition Enhancement Programme (STEP):

Many students from WP backgrounds thrive in an HE environment; for others the obstacles, real or perceived, mean the experiences and expectation of a new environment are challenging. As a university that prides itself on creating a strong and supportive community, in 2013-14 we launched an additional intervention approach that supports individual students.

The emphasis of the STEP programme is on early, specific and targeted intervention and is an intervention approach that supports individual students and aids programme and University retention.

Most students moving into and through our Higher Education system cope very well and manage the series of steps they face. However, for some the challenges they meet become insurmountable barriers. Such hurdles, for the individual, can either be academic, or based upon false perceptions, unidentified support needs, external concerns or the relationship challenges faced in a new environment. The greater the number of factors to be overcome, potentially the more likely a student is of withdrawing from their programme. Whilst some of these factors are difficult to predict and therefore manage, much student data is available that would enable us to view how many factors are 'in play' when an individual student arrives at the University. By setting a factor threshold, the intervention team can see which students ought to be prioritised for additional

tutorial support to enable the student to address and manage these factors and increase the likelihood of a more positive outcome.

The aims and objectives are to introduce a more pro-active, timely and targeted approach to early identification of student needs, allocation of support and offer a holistic and bespoke support package to identified students. This work is delivered collaboratively by our Student Support and Wellbeing team and nominated individuals in each academic departments.

Key factors in determining participants include: age, number of UCAS points, entry route, term-time jobs and number of hours worked per week, first to attend HE in family, financial position, household income and POLAR data.

Academic Support:

Guidance and support will be provided by experienced academic staff, as and when required, with the majority of contact taking place between students and their academic adviser and administrative staff within each relevant subject areas. This support is available at any stage of their course.

We are aware that students progressing from schools and colleges where progression to HE is not the norm sometimes struggle with the academic requirements of university-level teaching and learning. In order to support transition, completion and attainment we pay particular attention to the provision of academic skills advice. The Academic Skills Adviser offers workshops and one-to-one advice appointments focusing on the important skills students need to be successful with their studies: essay planning and writing, critical thinking, academic referencing, presentation skills, research, information gathering and general dissertation skills, examination techniques, revision strategies, time management and organisation, grammar, punctuation and spelling, and note-taking techniques. This personalised service is supported by our Study Skills VLE site.

3.3 Graduate destinations

In excess of 50 pc of our students are from households where income is less than £42,000 pa so we understand the importance of ensuring that students have the knowledge, skills and experiences to be able to fully exploit their journey into Higher Education and gain employment in graduate-level jobs.

Using the University's STEP programme our Careers Service is to introduce specific employability support through a bespoke careers customer relationship management system to enable individual students to access more timely, relevant and pertinent support. Access to job opportunities has been improved as has the management information to support WP students through into the work place and as alumni.

Many of our programmes have embedded work placements, links with employers, industry accreditations, as well as sector-specific employability and enterprise modules. We also have a start-up enterprise module that is run by the Business School, available to all students who wish to launch their own business at the end of their studies.

To support effective transition to the labour market, we have invested in a progressive work experience programme tailored both to students' courses and their career aspirations on graduation that launched in 2013-14. This builds upon the existing services and support of our Careers and Employability Service to ensure that students will graduate with:

- A good quality, current CV.
- Interview preparation.
- Experience of a recruitment process.

- Transferable skills for the workplace – as per CBI ‘Future Fit’ report of 2009.
- Substantive work experience.

Our commitment is to make sure that Level 5 students and graduates from all disciplines who register on the programme, and successfully complete the necessary preparation, have the opportunity to apply for an expanded programme of carefully matched short and longer term internships with employers.

In response to the Destination of Leavers from Higher Education survey 2012-13 (DLHE) survey the Careers and Employability Service focuses on collaborative working with academic departments principally to deliver experiential learning opportunities to develop employability skills. Using DLHE survey results a gap analysis reveals those departments where the greatest effort to achieve either graduate employability or further study is required.

3.4 Postgraduate Support

Transition to postgraduate study for students from Low Participation Neighbourhoods (LPNs) has been as much a barrier as progression to HE in the first instance. In recognition of this, the University has developed the following support package for our graduates.

- Awareness raising sessions about postgraduate study
- Postgraduate taster sessions
- Research and training skills development for progression to post graduate study
- Financial support to encourage further study with flexible payment options.

4. Collaboration

The overriding principle of the students' experience is key, and it is this that guides our approach to collaborative working with schools, colleges and other universities. We undertake to provide timely and accurate information to UCAS and SFE, to allow them to populate their databases with the most up-to-date information for potential applicants

Schools and colleges

Teachers, FE staff and careers advisers are the key influencers when it comes to supporting young people into Further and Higher Education. The WP team aims to offer support to teachers and careers advisers in our partner schools and colleges with a range of focused activities.

- A series of INSET training sessions
- Programme-specific training to individuals or groups of teachers
- UCAS processes
- Student Finance system in conjunction with Student Finance England
- Annual conference for partner schools, teachers and staff involved in widening participation
- Provision of relevant information, advice and guidance that can be used to explain the options available to students.

Access Co-ordinators Forum

As with all successful collaborative activities we recognise the fact that effective partnerships and dialogue are key. The bi-annual Access Co-ordinators Forum hosted by the University keeps key stakeholders informed of the latest developments in Higher Education with a particular focus on supporting mature learners. It also provides the Co-ordinators with the opportunity to explore with us barriers and ideas they have for improving access.

South Coast Careers Network

In conjunction with our local National Careers Service, the university has introduced a network for careers advisers across the South Coast region. The group meets 4 times a year to discuss current issues and best practice. The group includes members from schools, FE colleges, West Sussex County Council, independent advisers working in our partner schools and Education Business Partnership.

Universities

There is a historic commitment, dating back to Aim Higher, between Chichester, Sussex and Brighton universities and Northbrook College to work alongside each other and we jointly run the Pan-Sussex Care Leaver group, as well as participating in the National Network for Collaborative Outreach (NNCO) which is coordinated by the Sussex Learning Network (SLN).

The SLN is a strategic partnership of universities, colleges, training providers and guidance agencies focused on ensuring the life-cycle of learners in the South East is accessible and transparent. The SLN is the single point of contact for those who support the whole learner journey and enable successful progression through education and on into the workplace. Its work brings together new research and curriculum development, widening participation and outreach activities, and careers education, information, advice and guidance.

Currently the SLN represents 3 HEIs, 8 FECs, 3 Local Authorities and 2 LEAs as partners and supports a network of 194 schools across the Sussex and South East regions, including Academies and Pupil Referral Units.

The SLN enables the University of Chichester to be represented by the co-funded central members

of staff, working on behalf of all the partners in the network, in and at a number of activities and events targeting low HE transitional areas, and who can operate as the regional single point of contact for educational resources; policy news; CEIAG resources; Labour and economic intelligence; CPD activities and funding opportunities which support the progression of learners successfully through education.

In 2017-18 the SLN will be providing opportunities for professional development and collaboration in the government key priority areas as well as ensuring improvements in the evaluation of access to higher education work. It will also undertake to collaborate on the delivery of a Summer School; to deliver a range of CPD workshops to improve the knowledge of teaching staff about access; and it will consolidate exiting activities to maximise the impact upon learners and prevent the duplication of activities in schools.

In addition, the SLN will also conduct research to provide a more localised understanding of the factors that feed into working class students' participation in higher education. These understandings will be useful in informing the approaches adopted within widening participation work locally, however it is anticipated that they will also feed into a wider national debate around the under-representation of white working class students in higher education. A further impact evaluation study will also take place to measure the success of WP activities across the region and provide guidance on the efficiencies of delivering outreach collaboratively.

The SLN allows the University of Chichester to improve the quality and range of its access work by being part of a collaborative regional community of practice. The SLN will be extending its work through to 2017-18 providing its members the opportunity to draw on the strength of collaborative working to strengthen their work across the student lifecycle encompassing success, retention and progression work as well as outreach.

Higher Education Access Tracker (HEAT)

In collaboration with other universities, we continue to subscribe to the Higher Education Access Tracker (HEAT) service; The HEAT service is a continuation of the collaboration undertaken by the South East AimHigher partnerships. Through membership of the HEAT service we are able to provide evidence, based on longitudinal tracking, as a group of HEIs in a common geographic area, on the progression and achievement patterns of our HE outreach participants. Further details of how we use HEAT to monitor and evaluate our work can be found on p.20.

Knowledge exchange

In line with our commitment to the collaborative sharing of best practice within the field of Widening Participation, we will continue to contribute to UK, European and International knowledge exchange and research conferences. In the UK we are active members of NEON and have been invited to join the Laser Awards' Access Quality and Development Committee.

5. Monitoring and evaluation

We have detailed action plans for both monitoring and evaluation which are designed to focus on the effectiveness of any outreach work in terms of: activities, progression to FE and HE, transition and success within the University, and employment upon exit.

Activity monitoring

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. Furthermore, we have introduced a School Partner Forum with staff and students from all of our partner schools to improve our qualitative approach.

Tracking from Year 13

Students from all the Learner Progression Framework colleges are tracked into feeder colleges to ensure continued support through Further Education and to evaluate the impact of our WP intervention programme. Institutionally, we track the progression of students in our target WP colleges to the University of Chichester. The monitoring of our recruitment and admission data occurs on a quarterly basis.

Higher Education Access Tracker Service (HEAT)

In addition to institution-focused monitoring, we also use the HEAT database to track all students involved in outreach at the University of Chichester from Year 9 onwards. This recognises our commitment to the overriding aim of increasing participation in Higher Education rather than our own student recruitment imperatives.

The University collaborates with other HEIs by subscribing to HEAT. This collaborative research and evaluation enables us to share costs and expertise and also ensures the efficient creation of an evidence-based WP evaluation framework.

Underpinning the HEAT service is a bespoke database where all collaborators record and analyse information about WP students and the activities they participate in. The database has also been uploaded with historical data for outreach delivered through AimHigher (from 2004-05 onwards). Consequently, we now have a rich, longitudinal dataset of outreach participants that we can track through other datasets such as UCAS and HESA to assess the relationship between outreach participation and HE progression, retention and achievement.

Retention and completion

The internal evaluation of the data that forms the HESA Performance Indicator data is undertaken in September and feeds through into the University's annual academic monitoring and corporate departmental planning cycle.

DHLE

We use the data contained within this exercise to assess and monitor our performance in terms of graduate destinations and pay particular attention to the destinations of WP students.

6. Performance

These tables provide details of the HESA Performance Indicators that relate to our current performance in the nationally benchmarked WP measures.

Table 4: HESA Performance Indicators: Entrants

Description	University of Chichester %		% England		% UK		Rank: UK	
	2008-09	2014-15	2008-09	2014-15	2008-09	2014-15	2008-09	2014-15
Young FT first degree entrants from LPN 1	13	16	10.2	11.3	10.1	11.4	37/137	31/135
Mature FT first degree entrants from LPN 1	10.7	15.8	11.8	12.8	11.6	12.8	64/128	39/122
Young FT first degree entrant from State Schools	96.6	96.9	88	89.6	88.5	89.8	54/155	52/153

Table 5: HESA Performance Indicators: Retention

Description	University of Chichester %		% England		% UK		Rank: UK	
	2007-08	2013-14	2007-08	2013-14	2007-08	2013-14	2007-08	2013-14
Young FT first degree entrants not continuing	6.3	5.2	6.9	5.9	7.2	6	66/155	60/152
Mature FT first degree entrants not continuing	11.4	7.9	13.9	11.8	14	11.8	52/148	30/144
All FT first degree entrants not continuing	7.4	5.6	8.4	7.1	8.6	7.2	65/154	59/152
Young FT first degree from LPN 1 not continuing	6.9	7.8	9.4	8.2	9.6	8.2	39/112	61/114

HEAT

The extract from the most recent Higher Education Access Tracker (HEAT) report that covers 2007/08 to 2014/15 evaluates the success of our WP activity in attracting participants into Higher Education is provided below. The key findings are below and an infographic overview report is available as additional information.

- HESA were asked to match a total of 5465 students who were at least 18 years in, or before, 2014/15, and were therefore ready to progress to HE.

- 69% of the tracked cohort, with known POLAR3 postcodes, were from POLAR3 quintiles 1 and 2 (lowest participation neighborhoods).
- Where the data was collected, 92% of the tracked cohort declared themselves as first generation Higher Education (HE) and 41% of the tracked cohort scored highly on 3 or 4 more of the deprivation indicators (IMD, EST, IDACI and POLAR3).
- Over the eight years from 20017/08 to 2014/15 the average Young Participation Rate (YPR) of the 18 years olds in the tracked cohort (worked out in accordance with the HEFCE YPR) was 38%. This compares with a HEFCE national YPR of 38% in 2011/12. Given the profile of the students in the tracked cohort (more than 69% of them from the most deprived POLAR 3 quintiles and 92% declaring themselves as first generation), this is a measure of the success of the WP programmes implement by the University of Chichester.
- Furthermore, over the 8 years from 20017/08 to 2014/15 the average YPR of the tracked cohort from POLARE3 quintiles 1 and 2 was 36%. This compares with the national statistics where the likelihood of young people entering HE from POLAR3 quintiles 1 and 2 is less than 25%.

7. Glossary

Household Income

¹ Household income refers to the total annual gross income of the household in which the applicant lives. This includes any benefits or tax credits received in the household. If the applicant's parents are divorced or separated, only the income of one of them will be assessed – whichever one seems appropriate in the circumstances. The income of the applicant's other parent will be ignored, but the income of any spouse, civil partner or live-in partner of the parent who is assessed will be taken into account.

Polar Data

Young participation rates are calculated for each 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 the relevant 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.

Education, Skills 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.

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 a single deprivation score for each small area in England. This allows each area to be ranked relative to one another according to their level of deprivation.

Locally adjusted benchmark (LAB):

Location Adjusted Benchmarks are the result of work done by HEFCE to try and measure the effect of location on the access indicators in these tables. These benchmarks take account of where an institution's students come from, as well as their subject and entry qualifications.

