

Leeds City College

UKPRN 10024962

Access Agreement – September 2013 – June 2016 (3 academic years)

1. Introduction

Leeds City College has approximately 45,000 students. Of these further education and higher education students, 14% are full time and 86% part time students. BME students account for 29% of the total and 11% of this total number are students with disabilities or learning difficulties. Overall, 50% of the students have been identified as meeting widening participation 'ward uplift' criteria.

As a large, diverse organisation, the Leeds City College provides benefits to the region, employers, employees, students and the community. Particular advantages for learners are being gained through bringing together higher and further education opportunities in a unique way. The College is well placed to offer a vocational higher education (HE) curriculum that articulates well with its further education (FE) curriculum and in the future this will be a positive attribute in enabling progression from Level 2 and Level 3 apprenticeships and diplomas for 14-19 year olds and increasing progression through HE. Our widening participation strategy promotes awareness and raises aspirations of all learners to support their progress into and through higher education.

The mission of the college is:

'To be recognised as an exceptional College providing life changing skills and experiences for individuals, businesses and communities'.

The College's current strategy for HE and its widening participation strategic assessment outline objectives, outcomes and actions relating to widening participation.

Leeds City College has a wholly owned subsidiary, Leeds College of Music, which also offers higher and further education courses. The access agreement for Leeds College of Music is attached as an appendix to this agreement.

2. Fee Limits

This agreement applies to all courses for which Leeds City College currently receives funding directly from the Higher Education Funding Council for England.

The fee charges for indirectly funded provision offered at the College will be determined by the University providing the funding.

Students included within this agreement:

Full-time students who are eligible to pay EU tuition fees are included within this agreement.

Part time students and non-EU students recruited to provision offered at Leeds City College are subject to fees determined by the College, which are reviewed annually by the College Board of Governors.

This access agreement is reviewed annually by the College Executive Leadership Team.

In 2013-2014, we intend to charge new students £6,200 per annum for full-time undergraduate courses.

In future years we anticipate increasing this fee in line with the annual increase set by the Government each year.

The higher level fee will not apply to current students on programmes commencing before 1 September 2012.

3. Expenditure on additional access measures

The additional fee income over the period of the income will be used to:

- Provide fee waivers for eligible students
- Provide a bursary for students with household income levels of less than £42,600
- Provide direct support for students during their study at the College (e.g. study skills such as academic writing, enterprise skills)
- Provide a summer school for those entering HE
- Provide opportunities for those studying an apprenticeship to enter HE
- Develop progression agreements with local schools and other providers

	Proportion of additional fee income	Expenditure 2013/14
Financial support for undergraduate students	25%	£654,000
Outreach activity	5.3%	£138,000
Total expenditure	30.2%	£792,000

Estimates for 2014/15 onwards are given in the Appendix. These figures are for both LCC & LCoM.

4. Additional access measures

- **Outreach**

In addition to our current outreach work for HE students, over the period of the agreement we will develop a targeted summer school for those entering HE. This will include the development of research skills and independent learning skills as preparation for the HE system.

Flexible delivery methods will be developed to ensure that higher education is accessible by target groups such as part-time and mature students. Students will be given support to develop academic skills to enable them to succeed on the course.

The HE Business Development Manager will help to identify development opportunities for new courses to encourage mature and part-time learners into HE.

Partnerships with HEART and NEON to promote HE to local industry.

Progression Officers and the Schools Liason team will promote LCC HE opportunities to both internal students and prospective students from local schools.

- **Student retention & success**

We will continue to monitor our retention and success rates with a view to maintaining the current levels. All prospective students will have access to initial assessment and guidance together with diagnostic assessments to ensure that they are on the right course and understand the requirements of the course.

- **Financial support for students – Bursary**

We will continue to offer bursaries as outlined in the table below.

Household income	Total Bursary	Term 1	Term 2	Term 3
Less than £25,000	£1,000	£250	£250	£500
£25,000 to £42,600	£500	£125	£125	£250

- These will be for Home or EU students and all applicants will be equally eligible. Assessment will be based on need in line with income assessments used for applications to the Student Loan Company. We will also consider other schemes based on assessment of need.
- **Financial support for students – National Scholarship Programme** – This funding (£63,000 including the 50% match from the Group in 2013/2015) will be allocated in line with the guidelines. We will use this to provide assistance with fee support for students on income levels below £18,000 per annum. This will take the form of a £3,000 reduction in tuition fees in the first year for 21 full time equivalent students. Assessment will be based on need in line with income assessments used for applications to the Student Loan Company. All undergraduate students (full and part time studying the equivalent of at least 25% of a full time programme) will be eligible but preference may be given to those achieving grades of AAB at A level or DDM at Diploma level.

5. Targets and Milestones

In line with our current position, we will maintain our current completion rate and, as a minimum, will aim to maintain our levels of mature and part time students as shown in Annex B.

We will continue to review learner feedback and will monitor student profiles as at present.

6. Institutional Monitoring and Evaluation Arrangements

There are arrangements in place to monitor and evaluate the impact of this agreement through the College's Academic Board, its Executive Leadership Team, its Education Standards Committee of the Board of Governors and its Board of Governors.

The Vice Principal Adults, HE & Community has responsibility to report and monitor compliance with the commitments made within this agreement.

7. Provision of Information for Prospective Students

The College uses a number of methods to provide information for students about fees and the associated support. These include:

- Information on fees and support published on the College website
- An insert in all prospectuses
- Information packs prepared for all prospective students
- Information sessions held with prospective students progressing internally
- Information sessions held with prospective students from outside the College

8. Student consultation

We have a range of measures in place for student consultation. Our student course representatives feed back into curriculum areas on a half termly basis and appropriate actions are then followed through. We operate a number of student surveys throughout the year. The student representatives hold a termly conference. The Students Union elects two members as student governors on the Leeds City College Board, at which student matters are discussed. Additionally, there is strong student representation on the College's Education Standards Committee of the Board. In particular, this agreement will be discussed at our summer student representatives conference in June 2012.

9. Responsibilities under the Equality Act 2010

In line with our responsibilities under the Equality Act 2010 we have conducted an impact assessment on this agreement, to determine the potential impact of this on any learner with protected characteristics as defined by the Act.

30 May 2012



Access Agreement for 2013 entry

1. INTRODUCTION

Leeds College of Music (LCoM), part of the Leeds City College Group, is a progressive Conservatoire, renowned for the quality, distinctiveness and relevance of its provision. LCoM strives to maintain the highest possible standards and recruits students through a rigorous selection process. We are committed to promoting and safeguarding fair access to our Higher Education provision; the highly-selective nature of our work means that this must be addressed in creative ways. It is important to note that early development of young people is crucial for musicians to be competitive in a highly-selective environment. Our financial support opportunities and outreach work aim to ensure that students who aspire to study at a conservatoire are able to participate, develop and achieve.

This Access Agreement applies to all students who begin an undergraduate course in 2013/14. Students who began in other years continue to receive the support described in the relevant Agreement.

2. FEE LIMITS

Leeds College of Music will charge the maximum permitted tuition fee for publicly-funded, full-time Home and EU undergraduate and Foundation Degree students. The fee may increase annually in line with increases applied by the government to the maximum permitted fee.

Tuition fee 2013/14	£9,000
Estimated additional fee income 2013/14	£2,454,825

3. EXPENDITURE ON ADDITIONAL ACCESS MEASURES

	Proportion of additional fee income	Expenditure 2013/14
Financial support for undergraduate students	23.4%	£574,000
Outreach activity	5.2%	£128,000
Total expenditure	28.6%	£702,000

Estimates for 2014/15 onwards are given in the Appendix.

4. ADDITIONAL ACCESS MEASURES

a Financial support for undergraduate students

1. Applicants' Bursary

An income-related bursary to Home applicants, as follows:

Bursary Level	Refund screening/ audition fee + travel cost
Expenditure 2013/14	(min) £6,000

LCoM charges a screening/audition fee to applicants for the assessment of a portfolio of audio/visual material and, for those who pass this stage, the assessment of an audition. The Applicant's Bursary provides assistance to applicants from lower-income families to ensure that no applicant is deterred from applying the LCoM on the grounds of cost.

Home applicants are refunded the portfolio screening/audition fee where they meet specific household income-related criteria. Home applicants meeting the criteria who are invited to an audition at LCoM will also be entitled to a refund of reasonable travel costs within the UK, if they live outside West Yorkshire.

When applicants are invited to submit a portfolio, they will be notified of the Applicants' Bursary criteria and application process. The details of the income criteria will be reviewed annually in line with any changes to the benefits system.

2. Leeds College of Music Bursary

An annual bursary to Home students, as follows:

Bursary Levels:	
Residual household income	
£0 - £25,000	£1,200
£25,001 - £42,600	£900
Expenditure (based on 45% students eligible)	
	£520,000

Residual household income information will be derived from the annual financial assessment used to determine grants and loans payable by the Student Loans Company.

Students are not required to apply separately for this bursary; they will be notified of their entitlement by LCoM provided that they have applied for full income-assessed support from Student Finance England or another assessment body and that they and their sponsors have given permission for LCoM to view and use their data.

Based on the current intake profile, we expect at least 45% of students to be eligible for the Leeds College of Music Bursary.

3. National Scholarships

Leeds College of Music participates in the National Scholarship programme, match-funding the annual government allocation. LCoM receives a proportion of Leeds City College's government allocation.

Scholarship Level	£3,000
Provision of 36 Scholarships	£108,000
Government allocation (part of Leeds City College) 2013/14	£54,000
LCoM matched expenditure for 36 scholarships	£54,000

Qualifying criteria for National Scholarships:

- Home or EU students
- Residual household income less than £18,000 per year. Income information will be derived from the annual financial assessment used to determine grants and loans payable by the Student Loans Company. EU students will need to request an income assessment if they wish to be considered for a National Scholarship.
- In the event that there are more than 36 qualifying students, those with the highest score at audition/interview will be selected for the Scholarship.
- Applicants for all undergraduate courses are given equal consideration.

Leeds College of Music also offers several additional scholarships which are awarded on merit following an audition/interview. Further information about these can be found at <http://www.lcm.ac.uk>.

b Outreach activity

1. Entry to Higher Education

It is acknowledged that the primary and secondary education systems do not always prepare young people for application to a conservatoire, and we recognise that identifying students with potential must begin at a young age. Our outreach activities aim to support young people from LCoM's partner schools and from lower-income households to aspire to and to reach the standard required for a Higher Education course in music.

a. Supporting progression amongst LCoM Further Education students

Expenditure 2013/14	£20,000
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Leeds College of Music is unique amongst specialist music providers in providing both Further- and Higher Education courses. LCoM aims to enable students with potential to progress from BTEC Extended Diploma courses to Higher Education courses regardless of their financial status.

The majority of music courses require applicants to have achieved particular Grades in performance (e.g. ABRSM) and in music theory. One-to-one instrumental and music theory tuition is not provided as part of the BTEC Extended Diploma courses, so students aspiring to an undergraduate course may need to pay for tuition in order to reach the required standard.

To support progression from FE to HE, LCoM will provide free individual instrumental tuition to FE students from lower-income households who have the potential to reach the entry standard for an HE music course. Applicants for FE courses will be informed about this scheme at an early stage and the application process will be widely publicised, with information sent to targeted groups.

b. Supporting young people from lower income families to attend the Leeds College of Music Saturday Music School

Bursary Level	£500
Expenditure 2013/14	£5,000

This is an established School, which offers a two-year programme of musical training to talented musicians aged 10-17, many of whom aspire to Higher Education. By providing bursaries to lower-income students to cover the cost of the programme, we aim to widen participation in the Saturday Music School.

Further information on the Saturday Music School is available at <http://www.lcm.ac.uk/courses/young-musicians/saturday-music-school.htm>.

c. Junior and Senior Scholarships

Expenditure 2013/14	£3,000
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Junior Scholarships are open to students aged 10 years by 1st January in the year the Scholarship commences, who have passed a Grade 4 instrumental examination. The Scholarship ends upon the student reaching age 13 by 1st January or upon passing a Grade 6 instrumental examination.

Senior Scholarships are open to students aged 13 years and above by 1st January in the year the Scholarship commences, who have passed a Grade 6 instrumental examination.

All Scholarship candidates must be a student of a Leeds College of Music partner (feeder) school or college.

2. Curriculum and Employability

Expenditure 2013/14	£100,000
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Employability activities are embedded within the curriculum. For example, all undergraduate students can elect to study a Community Music module with placement, equipping them with the skills to place their practice in a wider context and delivering longer-term benefits to the wider community. In addition, we are committed to equipping students with the employability skills to sustain a portfolio career in music, and work with creative practitioners to increase the opportunities for students. Investment in curriculum and employability will continue to provide additional activities such as workshops and masterclasses designed to enhance the employability of our students.

5. TARGETS AND MILESTONES

Retention of students

LCoM consistently has an in-year retention rate of around 95%, achieved through rigorous admissions processes and effective academic- and pastoral support. The provision of a generous bursary scheme is expected to mitigate against most potential withdrawals due to financial reasons. Reasons for all withdrawals and suspensions are scrutinised.

Progression of FE students

% of FE students who complete a BTEC Extended Diploma at Leeds College of Music and enter Higher Education

Baseline (2010/11)	2012/13	2013/14	2014/15	2015/16	2016/17
55%	56%	57%	58%	59%	60%

Participation in Saturday Music School

Number of students from lower-income households participating in Saturday Music School

Baseline (2010/11)	2013/14	2014/15	2015/16	2016/17	2017/18
10	10 bursaries	10 bursaries	10 bursaries	10 bursaries	10 bursaries

Recruitment from low-income backgrounds

Percentage of year 1 students from households where the income is less than £25,000 (of those who applied for student finance, usually c.93%)

The rationale for the change of target group is a technical change rather than a policy one. Since the merger with Leeds City College, LCoM no longer has a separate identity in HESA and so would not be able to separate information from LCC's. Participation of low income groups and the impact of outreach measures can be monitored more effectively by LCoM.

Actual			Target		
2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
25.8%	28.6%	33.8%	34%	35%	36%

Current widening participation performance and future monitoring

The 2011/12 HESA data regarding our undergraduate intake is as follows:

% of young undergraduate students recruited from low participation neighbourhoods	6.0%
% of young students recruited from social classes 4, 5, 6 and 7	19.7%
% of students recruited from state schools	95.09%

Comparison data will no longer be available separately for Leeds College of Music as the HEIFES return for Leeds City College will be completed jointly.

6. INSTITUTIONAL MONITORING AND EVALUATION

Responsibility for the implementation and monitoring of the Access Agreement lies with the Director of Curriculum and Research. Performance against milestones will be reported to the Academic Council. LCoM monitoring reports to OFFA will be submitted

as part of the Leeds City College return.

The following data will be collected and used to inform future planning and any amendments to the Access Agreement:

- Number of FE students participating in free instrumental and music theory tuition
- Progression rates for LCoM FE students into HE
- Average household income of new entrants (derived from SLC income assessment information) and payments of bursaries
- In-year retention rates
- Destinations of LCoM graduates into music-related employment

Equality, diversity and student consultation

Leeds College of Music values the social and cultural diversity of its students and staff, and aims to ensure that the individual needs of all applicants are considered. The potential impact of policies is taken into account with regard to all protected characteristics, and LCoM monitors success, retention and achievement rates to identify any areas of concern and put in place actions where necessary. There is student representation on the Equality and Diversity Committee, and there are termly meetings between the Director of Curriculum and Research and the Students' Union Executive. These include opportunities for students to discuss and comment upon the Access Agreement and its impact.

7. PROVISION OF INFORMATION

We will ensure that all applicants receive timely and accurate advice and information about financial support and the costs involved in studying. We provide information on our website, at open days and in publications. Applicants and their parents/sponsors can access personal advice and support by telephone, email and in person. Information is also provided to external agencies such as UCAS for the benefit of potential applicants.