**Annex A - 2019-20 access and participation plan provider template**

**[Name of provider]**

**2019-20 access and participation plan**

**Template notes**

*Before preparing your access and participation plan you must read OfS Regulatory notice 1: Guidance on access and participation plans for 2019-20 (OfS2018.03).*

*In this template, we have provided guidance in grey text to assist you in completing your access and participation plan; please delete out* ***all*** *of this grey text before submitting your plan.*

*Your plan must be a single Microsoft Word document that should not normally exceed 20 pages of A4. There is no minimum length requirement.*

*We will merge Tables 3 and 8 (fee and targets information) of your resource plan with this word document upon approval of your access and participation plan. So,* ***you do not need to include this information in your plan****. This will be the final, approved access and participation plan.*

**Assessment of current performance**

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| *See page 19 of the guidance for a checklist of what you must include in this section.*  *Demonstrate that you understand your own performance and have developed your strategy for continuous improvement.*  *This section will inform the rest of your plan. Do not include information on how you will address your performance, or details of your activities and support measures, as these can be described in later sections.* |

**Ambition and strategy**

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| *See page 21 of the guidance for a checklist of what you must include in this section.*  *In this section, outline how you will respond to the areas for development identified in the* ***assessment of current performance*** *section of your access and participation plan. Demonstrate the changes you aim to achieve and your strategic approach to doing so, addressing the whole student lifecycle (access, success and progression) and based on the evidence you have provided in your* ***assessment of performance****.*  *We anticipate that this would be the longest section of your access and participation plan.* |

**Access, student success and progression measures**

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| *See page 29 of the guidance for a checklist of what you must include in this section.*  *In this section, give an overview of the activities and support measures you will undertake in 2019-20 to achieve your objectives and the priorities we have identified for access and participation. Demonstrate that the range of activities and support measures you plan to undertake in 2019-20 is a credible and effective response to the challenges you have set in your* ***ambition and strategy****.* |

**Investment**

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| *See page 32 of the guidance for a checklist of what you must include in this section.*  *In this section, set out the level of investment you intend to make in 2019-20.*  *Through your* ***assessment of performance*** *you will have developed your* ***ambitions and strategy*** *and chosen* ***activities and support measures*** *to address the areas where you most need to improve, and to support the priorities we have identified. Demonstrate how your investment in access, student success and progression activities, and in financial support, reflect these.* |

**Provision of information to students**

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| *See page 35 of the guidance for a checklist of what you must include in this section.*  *Describe how you will meet our requirements to provide information to prospective and current students and how you will publish your approved plan.* |