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12 April 2022

Dear Accountable Officer

## **For action: Variations to access and participation plans for 2023-24**

Following my appointment at the start of this year as Director for Fair Access and Participation, I have enjoyed getting to know staff, students and other colleagues from across the sector. In February this year, and in my letter to you of 15 March 2022 about access and participation monitoring of 2020-21 plans, I set out my priorities for access and participation for the next four years. These are listed again in Annex A to this letter.

I am writing now to all providers with an access and participation plan asking you to request variations to your plan for the 2023-24 academic year to address these priorities. The deadline for submitting your request is **31 July 2022**.

### **What we are asking you to do**

We are asking you to request variations to your current access and participation plan to address the four priorities set out in paragraph 5 of Annex A to this letter. By 31 July 2022 you will need to have uploaded to the OfS portal, in relation to your plan for academic year 2023-24:

- an accessible plan summary
- your varied access and participation plan
- an amended variations template (if you are making changes to your targets and investment plan or changes to your fee levels if they represent a significant departure from your existing plan).

When you have done this, please email [app.process@officeforstudents.org.uk](mailto:app.process@officeforstudents.org.uk), also by 31 July, outlining and explaining the changes you have requested.

## How to submit a variation request

The annexes to this letter explain how to prepare and submit your variation request:

- Annex A contains information on the new priorities and how we expect you may respond to them in your request to vary your access and participation plan.
- Annex B contains guidance on the new access and participation plan summary we are asking all providers to complete, including a template and exemplar of a fictional completed template. The plan summary should contain information from your existing plan and your variation request.
- Annex C explains how to submit your request to vary your plan through the OfS portal.

## Timescales

From **1 May 2022** you will be able to access a pre-populated variations template containing your target and investment plan and fee information from the OfS portal. You will also find a link to the plan summary template.

The deadline for uploading your variation request to the OfS portal is **31 July 2022**, although we would encourage you to submit it earlier than this if you can.

We will aim to assess, review and consider variation requests within 12 weeks following submission.

If you have any questions about the information in this letter and annexes, please contact [a&pproviderregulation@officeforstudents.org.uk](mailto:a&pproviderregulation@officeforstudents.org.uk).

Yours sincerely

John Blake  
Director for Fair Access and Participation