

Contact Information

Provider name:
Provider UKPRN:

Validation checks

1. Please ensure that contact details are completed for two people.

The Office for Students (OfS) Privacy Notice for monitoring student premium

The OfS publishes a Privacy Notice on its website which includes information about how we process and use your personal information. Personal information in this context refers to the contact details we ask you to provide. We have provided a summary of how the Privacy Notice relates to how we will process your contact details below.

1. The personal information you provide will be used for the purposes of monitoring compliance with spend on student premium and to contact you as part of research to identify good practice in promoting equality of opportunity.

2. The Data Controller of the personal information you submit will be the OfS.

3. Our legal basis for processing your personal information is to comply with our legal obligations and in the performance of a public task.

4. We will store the personal information on secure servers within the United Kingdom or elsewhere within the European Economic Area (“EEA”).

5. We share your personal information with researchers contracted by the OfS to conduct research to identify good practice in access and participation.

6. We will hold your contact details for monitoring compliance with student premium in accordance with the OfS disposal schedule and then dispose of them securely. We will use the contact details to contact you in relation to identifying good practice in promoting equality of opportunity for as long as you are the nominated contact and then dispose of them securely.

7. You have certain rights in relation to your personal information, set out on the OfS website.*

You may contact our Data Protection Officer at dp@officeforstudents.org.uk with any queries or concerns you have about the use of your personal information.

	Main contact	Alternative contact
Name		
Job title		
Telephone		
E-mail		

Important template note

Please do not copy and paste cells within this workbook as this can corrupt and overwrite the validation checks. If you need to do so, you can copy and paste into the white formula bar (which can be found just below the command ribbon at the top of the Excel window).

Worksheets contain information critical to accurate loading of the data; it is essential that this is preserved. We will refuse to accept any workbooks which have been unprotected as we cannot be certain of our ability to correctly load the data from such workbooks into our database.

Providers should be aware that providing the OfS with such a workbook may be in breach of conditions of registration. We are aware that certain software packages remove the saved passwords; please let us know if you think you may have removed the password in error in this way.

Notes

Cells that you can complete are white; blue cells are auto-populated.

If you are being asked to report on student numbers or expenditure and there are none then please enter 0.

Widening Participation (WP) activity expenditure and hardship expenditure (Table 3)

Provider name:

Validation checks

1. All white cells must be completed.

2. In Tables 3a, 3b and 3c the student premium funding must not exceed your total expenditure for each activity type.

3. In Table 3b, the 'Total expenditure on supporting disabled students' must be equal to Table 3a, Success activity 'Support for disabled students'.

4. In Table 3b, the total 'of which uses disabled students premium' must not exceed your provider's total disabled student premium in 2017-18.

5. In Table 3d, the total 'of which uses student premium funding' must not exceed your provider's total students premium in 2017-18.

6. In Table 3e, the total spent on collaborative activity must not exceed the total WP activity expenditure.

Credibility checks

1. In Table 3a, you have not recorded any expenditure on support for disabled students in the ‘Student success activity’ section.

2. In Table 3b, you have not recorded any expenditure on on-going core work to support disabled students

3. In Tables 3a, 3b and 3c you have not recorded any expenditure on some or all of the 'of which uses student premium funding' rows.

Notes

Please see paragraphs 49-72 of the guidance.

Your provider's student premium allocations in 2017-18 were:	
Support successful student outcomes: full time (£):	
Support successful student outcomes: part time (£):	
Disabled students premium (£):	
Total student premium (£):	

Table 3a - WP activity expenditure		
Activity type	Category	Expenditure (£)
Access activity	a. Outreach work with schools and young people	
	b. Outreach work with communities and adults	
	c. Outreach work with disabled students	
	d. Strategic relationships with schools	
	e. WP staffing and administration	
	Total access expenditure	0
	of which uses student premium funding	
Success activity	a. Support for current students (academic and pastoral)	
	b. Support for disabled students	
	c. WP staffing and administration	
	Total success expenditure	0
	of which uses student premium funding	
Progression activity	a. Support for progression from HE into employment or postgraduate study	
	b. Support for progression of disabled students	
	c. WP staffing and administration	
	Total progression expenditure	0
	of which uses student premium funding	
Total WP activity expenditure		0
of which uses student premium funding		0

Table 3b - Support for disabled students expenditure	
Please report on expenditure that has occurred to support disabled students against the categories below:	
a. On-going, core work to support disabled students	
b. Expansion of disability services (additional staff, training and resources)	
c. Expansion of assistive technologies	
d. Improvement of inclusivity of teaching and learning	
e. Creation or extension of learning support posts	
f. Other	
Total expenditure on supporting disabled students	0
of which uses disabled students premium	

Table 3c - Hardship expenditure		
Hardship	a. Support for students in financial hardship	
	b. WP staffing and administration	
	Total hardship expenditure	0
	of which uses student premium funding	
Total number of students in receipt of hardship funds		

Table 3d - Total WP activity expenditure and hardship expenditure	
Total WP activity expenditure and hardship expenditure	0
of which uses student premium funding	0

Table 3e – Collaborative activity

Please report on all expenditure on WP activity that was delivered collaboratively. By collaborative activity, we do not just mean collaboration between providers of higher education. We would normally expect collaborative activity to include many stakeholders rather than be between a single higher education provider and schools, colleges or other stakeholders receiving outreach, but collaboration could be formed in a number of ways, for example, between one higher education provider and several futher education and sixth form colleges, other higher education providers, employers, third sector organisations, schools, colleges, training providers or local authorities.

How much of the expenditure reported in Table 3a was spent on collaborative activity? (estimate an amount)

Optional commentary on expenditure in table 3a, 3b and 3c.

This box is limited to 200 words; however, we are happy for you to upload additional ‘supporting information’ as a separate Word/pdf document.

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Assuring your return

Provider name:
Provider UKPRN:

Validation checks

1. Please ensure the 'Assuring your return' declarations are completed.

2. Please ensure that accountable officer details are completed.

Credibility checks

1. You have selected 'No' for one or all of the 'Assuring your return' declarations

Notes

Please see paragraphs 136-141 of the guidance.

Are all validation checks passed?	No
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Assuring your return	
I confirm that all the information provided is accurate and has been compiled in accordance with the OfS's guidance	
I confirm that the provider's governing body has monitored the provider's compliance with the provisions of the access agreements in force in 2017-18	

Accountable officer responsible for assuring this monitoring return	
Name	
Job title	
Telephone	
E-mail	