

Institutional fee plan 2015/16

Institution:	Cardiff University
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Note for Guidance: We require institutions to provide short, precise, quantifiable statements. If the information provided is not clear, or appears difficult to reconcile with other information in our possession, we will need clarification before decisions can be made.

Please refer to the information provided in *the Fee Plan Guidance 2015/16* (www.hefcw.ac.uk) when drafting your fee plan.

1. What level of fees do you propose to charge from 2015/16?

a) Does your institution propose to charge full time undergraduate fees above the basic rate?	Yes
b) What is your highest proposed fee rate (up to a £9K maximum) for: i) Full time undergraduate ii) PGCE (where applicable)	£9000 £9000
c) Will level i) (above) be charged for all undergraduate higher education provision at your institution?	Yes
d) If no, what is your average (mean) fee per full time undergraduate student likely to be? Note: in calculating this, you should include fees up to and including the basic fee of £4,000 as well as fees above this basic level.	N/A

2. Where you propose to charge different fees for different courses please provide details below. You should categorise your fee charges by a) qualification aim (HND / degree / FD etc) b) subject and/or c) cohort, as appropriate.

For each category included please provide details of your assumed numbers, and whether (for HEIs only) numbers represent franchised out provision.

Students covered by the new fee regime for all years of study should be included here. The fees and student numbers returned should result in the average fee returned in 1d and be consistent with the expected income.

Proposed fee £	Qualification Aim	Subject with JACS Code	Cohort	Franchised out provision? Y/N	Assumed student numbers used in calculation of average

The student voice and partnership working

NB. Institutions may include in this section information from their 2014/15 fee plans. However, information must be up-to-date and appropriate for student entry in 2015/16.

- 3. a) What measures will you take to communicate clearly these proposed fee levels to students enrolling in 2015/16 and beyond?
b) Please explain how they will be made clearly aware of your fee charges for the duration of their studies.**

a) Measures to communicate proposed fee levels to students

Cardiff University will continue with its comprehensive campaign to communicate information about tuition fees, financial and student support to its students. This campaign is aimed at potential applicants to the University, current students, staff in secondary schools and colleges and University staff in order to ensure that all stakeholders receive accurate, timely and consistent information.

The University will use a wide range of communication methods including:

Website:

- There are dedicated web pages containing information on tuition fees and student support, frequently asked questions, links to other related websites including Student Finance Wales/England/Scotland/Northern Ireland, as well as links to useful University contacts.
- An online Student Finance Calculator is also available which provides information of fee levels, Welsh Government Tuition Fee support and what financial support may be available.
- The continuing development of our Key Information Sets (KIS) has ensured that a wide range of information specific to each course of study, and on the institution in general, is made available to prospective students.
- The University's online application portal also includes links to relevant information on fees and student support.

Marketing Materials/Open days

- The University communicates information on fees and student support to prospective students at Open Days, Visit days, HE Fairs and in schools and colleges liaison work via prospectuses, brochures and scholarship and bursary leaflets. Material is also covered in presentations for teachers and careers advisers as well as in the student finance talks for applicants.
- The University also makes use of social media such as Facebook to communicate with both prospective and current students.

Email:

- All students who apply to the University will receive an email acknowledging safe receipt of their application and providing web links to the online fees information.
- The University will communicate with all offer holders in respect of scholarship and bursary provision

b) Communication of fee charges during the duration of study

Students commencing studies in 2015/16 should assume a fee level of £9K which remains the same throughout their course of study.

4. Describe the processes by which you have engaged with your students, via the National Union of Students (or equivalent), when finalising your institution's fee plan for 2015/16.

This Fee Plan builds upon previous work undertaken for the 2012/13, 2013/14 and 2014/15 fee plans that were developed in consultation with our student representatives.

Cardiff University is committed to the Welsh Government Policy Statement on Higher Education and supports the ambitions in Future Directions and the Wise Partnership for Higher Education in Wales.

The development of the Fee Plan is overseen and managed by a Fee Plan Steering Group chaired by the Deputy Vice-Chancellor. Membership of this group includes the PVC for Student Experience and Academic Standards, a Lay Council Member and Student representation. This Group has sought at all times to ensure that all measures set-out in the Fee Plan have the endorsement of the Students' Union. In particular the views of the Students' Union on student needs have helped to shape the University's student support packages and this engagement is continuing. The President of the Cardiff Students' Union and the Vice-President Education are also both members of Council which approves the Fee Plan.

There is ongoing dialogue between the University and the Student Representatives. For example:

- The President of the Students' Union meets with the Vice Chancellor and other senior University officials alternating on a monthly basis.
- The Students' Union and University Partnership Group, Chaired by the PVC for Student Experience and Academic Standards, also meets monthly and includes all elected Student Officers as well as both academic and professional services representation.
- The Students' Union President also attends the Chief Operating Officer's weekly briefing meeting.

Cardiff has followed guidance and implemented good practice in funding effective democratic student unions and student representation. The relationship agreement between the University and the Students' Union was published in July 2012 and can be found on our website at www.cardiff.ac.uk/learning/engaging-students.

Cardiff University is committed to working in Partnership with Students, our thematic strategy 'Education and Students' notes that we will "work in partnership with our students and engage with the Student Voice at all levels". We support the vision as outlined in the Welsh Initiative for Student Engagement.

5. Detail how you intend to provide the following information to students applying to/enrolling at your institution:

- full details of courses, including initial programmes and timetables
- information on how the new fee regime income contributes to course development
- information setting out precisely what is covered by the fees charged
- detailed information on the student financial support package available at your institution
- details about how any changes which may take place over the period of the

course will be announced

- **an annual report on the use of fee income at your institution where you should include the outcomes of your Equality Impact Assessment.**

In partnership with our students we have developed our Student Charter which outlines what students can expect from the University and what is expected of them. The Charter is reviewed annually, in partnership with students, and the revised version is published each year. We are continuing to strengthen our student engagement activity in line with our strategic aims, particularly our developments on the Student Voice Framework, Student Representative System and our communication with students to ensure these messages are clearly communicated to current and prospective students.

Full details of courses, including initial programmes and timetables

- The key vehicles for communicating details of courses and programmes are the University's website, the Key Information Sets, undergraduate prospectus and open days. The development of our Key Information Set has ensured that a wide range of information specific to each course of study, and on the institution in general, is made available to prospective students. Specimen timetables and examples are made available to give an illustration of the intensity and type of study involved in different disciplines.
- For continuing students we have developed further enhancements to our Programme Information available to students, ensuring accurate programme and module information can be captured once and repurposed in a number of formats.
- In 2014/15 we introduced generic text for our Student Handbooks, ensuring clear and consistent information about the University is available to all students, and aligns with the requirements of Part C of the QAA's UK Quality Code.
- Our Student Charter signposts to core information, ensuring consistency across all of the University's academic schools and we will ensure that this core information covers that detailed above. This information will be supplemented by the Student Handbooks provided by Schools. The timetable for each degree scheme will be provided to students at the start of each semester by the appropriate academic School.

Information on how the new fee income contributes to course development

- Course development to ensure the curriculum is kept relevant and up-to-date is an on-going process within the University which draws on input from student feedback, learner and employer needs and advances in research within the discipline. Details on the contribution of fee income to this activity will be included within the University's Annual Report on its use of fee income (see details below).

Information setting out precisely what is covered by the fees charged

- Access to all essential activities and equipment to fulfil the learning outcomes necessary to complete a student's undergraduate degree will be covered by the fee charged, and a statement to this effect will be included in our central fees web location and other documentation that provides information on fees. This information is also contained within the University's prospectuses.

Detailed information on the student financial support package available at Cardiff University

Detailed information is made available via:

- A dedicated and clearly signposted section of the University's website which

Cardiff University

includes an eligibility calculator to allow students to determine the support for which they may be eligible. There are clear links to relevant information for both new applicants to the University and students already studying at the University;

- Open Days, visit days, HE Fairs and in schools and colleges liaison work via prospectuses, brochures and scholarship and bursary leaflets. The University's recruitment team are fully briefed on student financial support packages.
- Student Advisory Services. This department offers comprehensive advice to both new and existing students on their entitlement to both University and state financial support via a range of traditional and social media and inductions.
- Additional support is offered for students with a background in care and students with disabilities. If they have declared this information through UCAS, these individuals will be pro-actively contacted by student services.

The importance of non-financial support available to students is also emphasised and the University's commitment to high retention and employability rates is communicated fully.

Once students attend the University a range of traditional and social media and inductions are used to inform them of what is available to support them through the student journey.

Details about how any changes which may take place over the period of the course will be announced

- Approved changes to programmes are applied to new cohorts, with existing students continuing with the previously approved version of a programme. Our Academic Regulations state that changes may take immediate effect only where there is a legal imperative for the change(s) or where the change(s) cannot disaffect or disadvantage any student. In such cases students are notified via email, announcements through our Virtual Learning Environment and text messages.
- The Board of Studies has an important role to play in academic discussions such as changes to programmes and all Boards of Studies must have student representation. Minor changes to course delivery are discussed at Student-Staff Panels and communicated back to students via the Student Representative System.

Annual Report on the use of fee income and outcomes of the Equality Impact Assessment

- An Annual Fee Plan Report to Students has been developed by a subset of the University Fee Plan Steering Group, chaired by DVC and including student representatives. This outlines how the fee income is used and invested to enhance the student experience, from widening access to education to developing students' employability skills. The 2012/13 report is now available on the University web-pages; has been circulated via Student Blas and; distributed via Gair Rhydd, the Student Newspaper. This report will be reviewed and published each year.

Income from the new fee regime

6. What new fee regime income do you expect to receive in 2015/16? You should include any income received per full time undergraduate and PGCE student above £4K.	
	2015/16 £k
Full time undergraduate	£64,860
PGCE	£335
Total	£65,195

7. Institutions are required to invest at least 30% of fee income above the basic level in relation to a) equality of opportunity and b) promotion of higher education.	
Please provide details of your financial commitments to both investment areas. Institutions with further to travel to ensure further equality of access should invest more heavily in those activities.	
	2015/16 £k
	Total Fee Income Investment 2015/16 * (at least 30% of fee income above the basic level)
a) Total amount to be invested in equality of opportunity	£11,000
b) Total amount to be invested in promotion of higher education	£8,600
Total	£19,600

**NB Institutions who wish to consider investing a lower proportion of their fee income than was earmarked in their Fee Plan 2014/15 are invited to discuss this with HEFCW, following discussion with their Students' Union.*

8. Strategic context underpinning equality of opportunity and the promotion of higher education in the fee plan

i) Equality of Opportunity	
Strategic outcomes and rationale	Institutional targets, benchmarks and indicators
<i>Provide narrative detail of long term strategic outcomes and rationale behind investment. Institutions must reference HEFCW's Corporate Strategy and appropriate Welsh Government priorities.</i>	<i>These should be verifiable and benchmarked against HEFCW Corporate Strategy targets or existing institutional targets/indicators, or they can represent new activity targets. Targets should be SMART and explicitly cross reference which of the Strategic Outcomes opposite they address.</i>
<p>Cardiff University Commitment 'The Way Forward' and Rationale Cardiff University is committed to providing a positive and enriching student experience. The Way Forward Strategy states that 'We will recruit the brightest students from all strata of society with a particular focus on underrepresented groups, and be the university of choice or students from Wales, the rest of the UK, the EU and across the world.</p> <p>In 2015/16 the University strategic outcomes will include:</p> <ol style="list-style-type: none"> 1. Recruitment of an appropriate proportion of the University's undergraduate students from under-represented groups 2. To increase student retention and degree completion rates 3. To increase the number of students studying through the medium of Welsh <p>Our Strategic outcomes support the achievement of the HEFCW Corporate Strategy key theme of Widening access.</p> <p>In order to deliver the outcomes, the activities we will undertake include:</p> <ul style="list-style-type: none"> • Review the contextual admission procedures to ensure it effectively continues to support those from low HE participation backgrounds and provide appropriate support to enable successful progression and share good practice across the University; 	<p><i>The HEFCW Corporate Strategy Targets (T1-T11) and existing institutional targets (I1 to I8) as referenced below can be found pages 13-19 of this document.</i></p> <p>Strategic Outcome 1 will be measured by the following targets:</p> <ul style="list-style-type: none"> • T1: Widening Access, Section A • T2: Participation, Section A • I6: HESA benchmark, Widening access, Section B <p>Strategic Outcome 2 will be measured by the following targets:</p> <ul style="list-style-type: none"> • T3 : Student Retention, Section A • I7: HESA benchmark, Student retention, Section B <p>Strategic Outcome 3 will be measured by the following targets:</p>

<ul style="list-style-type: none"> • Maintain and develop the University's successful 'Step-up to University' Programme, with activity focussed on Communities First areas in south Wales; • Maintain and develop the Higher Education Roadshow which visits schools and colleges throughout Wales and primarily targets areas where there are low progression rates to higher education; • Continue to deliver, subject to ongoing funding for First Campus, HEFCW's reaching Wider Partnership, a number of projects including Confident Futures (Care Leavers), Discovery (Aspergers) and particularly Communities First and GSCE Maths and English Language revision courses; • Provide an innovative programme of financial support to students for those entering the University from 2015/16 including: Cardiff University Bursaries; Next Step Bursaries; Communities First Award; the Care Leave Bursary; Cardiff University Scholarships and; the Financial Contingency Fund (also see page 5); • Continue our commitment to the programme of financial support for eligible continuing students; • Give specific and targeted support for students from a background in care (including both financial and non-financial support); • Ensure that support for those students that encounter unexpected financial hardship during their studies is made available in a rapid and efficient manner and ensure that sufficient funds are available to do so; • Expanding progression pathways to undergraduate programmes by working in partnership with other HE providers in the region; • Increase outward undergraduate student mobility, increasing and diversifying mobility opportunities so that all students, regardless of personal circumstances have the opportunity to participate in mobility placements; • Review the progress against our Strategic Equality Plan (2012- 2016) and ensure that a new plan is developed; • Continue to develop the Personal Tutor Scheme to ensure it provides a clear and consistent framework for academic support, preparation for employment and pastoral care; • Work in partnership with our students and engage with the Student Voice at all levels and regularly update the Student Charter; • As outlined in the Student Charter, students will be communicated in a clear, accurate 	<ul style="list-style-type: none"> • T6: Welsh Medium, Section A
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<p>and timely manner, including information on the cost of study;</p> <ul style="list-style-type: none"> • Develop the University's Maths support service into a wider skills centre to include English and Study skills support as a coordinated academic support service; • Enhance access to health services and mental health services for students by: growing links with the NHS Health Board Community Mental Health Team; increase the provision of Mental Health First Aid training for University staff and; increase the Mental Health Advisor role; • Further develop the Student Mentoring Scheme; • Provide support to the Students' Union to enhance facilities and increase participation in sports and activities including student volunteering leading to a greater sense of University community and a full participation in university life (both academic and social); • Continue to play a full part in the development of the Coleg Cymraeg Cenedlaethol; • Promote the Welsh language and to increase and enhance Welsh medium provision at all levels. 	
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ii) Promotion of Higher Education	
Strategic outcomes	Targets, benchmarks and indicators
<p><i>Provide narrative detail of long term strategic outcomes and rationale behind investment. Institutions must reference HEFCW's Corporate Strategy and appropriate Welsh Government priorities.</i></p>	<p><i>These should be verifiable and benchmarked against existing HEFCW Corporate Strategy or existing institutional targets, or can represent new activity targets. Target, benchmarks and indicators should be SMART and explicitly cross reference which of the Strategic outcomes opposite they address.</i></p>
<p>Cardiff University Commitment 'The Way Forward' and Rationale The Way Forward Strategy states that ' <i>we will produce graduates who are delighted with their experience, who are well-rounded, flexible, mobile and highly employable individuals, many with work based and/or international experience</i>'</p> <p>The University's activities in this area are in line with the priority areas identified in the Skills and Employability Framework including: Work placements and experience; Employer approved courses and; Embedding employability skills across all HE curricula.</p> <p>Our Strategic Outcome include:</p> <ol style="list-style-type: none"> 4. An improvement in satisfaction ratings from students in relation to their student experience 5. An improvement in the employability of the University's graduates 6. An increase in the use of student feedback to drive improvements in student experience <p>Our strategic outcomes support the HEFCW Corporate Strategy Targets of Student Experience and Skills, Employability and Enterprise.</p> <p>In order to deliver the outcomes, the activities we will undertake include:</p> <ul style="list-style-type: none"> • Ensure all schools provide opportunities for work or placement based experience and embed skill development within and across the curriculum 	<p>Strategic Outcome 4 will be measured by the following targets:</p> <ul style="list-style-type: none"> • T5: National Student Survey, Section A <p>Strategic Outcome 5 will be measured by the following targets:</p> <ul style="list-style-type: none"> • T10: Employment , Section A • T11: Employability, Section A • I1: New Start Ups, Section B • I2: Cardiff Awards, Section B • I3: Outward UG Student Mobility, Section B • I8: HESA benchmark employability, Section B <p>Strategic Outcome 6 will be measured by the following targets:</p> <ul style="list-style-type: none"> • I4: Feedback Score, Section B • I5: Response rate, Section B

so that students at all levels appreciate the skills required for employability.

- Embed a range of Learning Literacies into the undergraduate curriculum;
- Increase provision and accessibility of entrepreneurship education;
- Work in partnership with employers to ensure that degree programmes meet the most up to date expectations and requirements of employers and professional bodies;
- Work with employers to generate further opportunities for students to learn directly from employers via employer- linked project work and student placements;
- Continue the Cardiff Award which recognises the skills that Cardiff University students gain through extra curricula activities both on and off campus;
- Encourage students to undertake at least four weeks study/work/volunteering overseas and provide appropriate support to enable such experiences to be enhancing;
- Support the new employability hub in the Students' Union - the Centre for Skills, Enterprise and Volunteering;
- Achieve a high level of feedback from students to ensure that the University has the information and evidence-base on which to plan future enhancements to the overall student experience;
- Seek to improve the NSS response rate further;
- Enhance the quality and range of learning spaces and accommodation;
- Ensure our Virtual Learning Environment provides an integrated, streamlined and dynamic technological learning experience;
- Work with the Students' Union and its Elected Officers to develop effective mechanisms to engage the student population and seek ways of ensuring a high level of feedback;
- Develop and sustain the Student Representative System in partnership with our Students' Union ensuring that students are represented on all key Committees;
- Regularly review and update the Student Charter in collaboration with student representatives (see page 5);
- Maintain the Student Language Ambassador Scheme which engages final Year Modern Foreign Languages students in mentoring language students

<p>from regional secondary schools;</p> <ul style="list-style-type: none"> • Training and providing student tutors for the Communities First 'Homework Clubs' in Cardiff. 	
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Section A

HEFCW Fee Plan 2015/16 – HEFCW Corporate Strategy Targets

<p>HEFCW Corporate Strategy Targets 2013-14 to 2015-16 relating to equality of opportunity and the promotion of higher education</p>	<p>Institution 2015/16 Fee Plan target. HEIs: please confirm the forecast figure as your target or amend as required in this column. FEIs: please set your target in this column.</p>
<p>T1. Widening Access A rise in the proportion of all Welsh domiciled students studying higher education courses at higher education institutions and further education institutions in Wales who are domiciled in the bottom quintile of Lower Super Output Areas in the Welsh Index of Multiple Deprivation or in Communities First cluster areas, from 20.1% in 2011/12 to 22.4% in 2015/16 (a rise of 11.6%)</p>	<p>Fee Plan Target: 17.5% which aligns with July 2014 forecast data.</p>
<p>T2. Participation An increase in the proportion of all UK domiciled students studying higher education courses at higher education institutions and further education institutions in Wales who are from UK low participation areas from 33.2% in 2011/12 to 35.3% in 2015/16 (a rise of 6.3%).</p>	<p>We confirm our Fee Plan Target of: 22% (4,980 of 22,638)</p>

HEFCW Corporate Strategy Targets 2013-14 to 2015-16 relating to equality of opportunity and the promotion of higher education	Institution 2015/16 Fee Plan target. HEIs: please confirm the forecast figure as your target or amend as required in this column. FEIs: please set your target in this column.
T3. Retention A decrease in the percentage of full-time undergraduate students no longer in higher education following year of entry from 9.2% in 2011/12 to 8.2% in 2015/16 (a drop of 10.7%)	We confirm our Fee Plan Target of 4.6% (210 of 4,599)
T5. National Student Survey The three year rolling average score for Wales in the National Student Survey 'overall satisfaction' question will be equal to, or greater than, the comparative score for the UK.	We confirm our Fee Plan Target of 90%
T6. Welsh Medium The number of students studying higher education courses at Welsh higher education institutions and further education institutions in Wales undertaking at least 5 credits of their course through the medium of Welsh, per annum, will rise from 4,335 in 2011/12 to 5,600 in 2015/16, including a rise from 2,269 to 3,030 in the number of those studying at least 40 credits per annum.	We confirm our Fee Plan Target 5+ credits of 315 We Confirm our Fee Plan Target 40+ credits of 227
T10. Employment The proportion of leavers from Welsh higher education institutions obtaining undergraduate qualifications through full-time	We confirm our Fee Plan Target of 93.3% (3,004 of 3,218)

<p>HEFCW Corporate Strategy Targets 2013-14 to 2015-16 relating to equality of opportunity and the promotion of higher education</p>	<p>Institution 2015/16 Fee Plan target. HEIs: please confirm the forecast figure as your target or amend as required in this column. FEIs: please set your target in this column.</p>
<p>and part-time study who were employed, studying or both six months after leaving will be equal to, or greater than, the UK proportion.</p>	
<p>T11. Employability The proportion of leavers who were working, or working and studying, who were working in a managerial/professional job six months after leaving to rise from 67.5% in 2010/11 to 72.7% in 2015/16 (a rise of 7.7%).</p>	<p>Fee Plan Target of 82% (2915 of 3554) which is aligned with our July 2014 forecast data</p>

Section B

HEFCW Fee Plan 2015/16 – Institutional Targets, Benchmarks and Indicators

This table has been left blank for institutions own targets, benchmarks and indicators.

Institutional Target/ Benchmark/ Indicators	Target Description	2015/16 Target/Benchmark/Indicators	Commentary on establishment and aspiration of target, including source of data
I1	Graduate start-up companies	Increase from 65 start-ups in 2012/13 to 85 start-ups	HEBCI Survey
I2	Cardiff Award The number of students participating in the 'Cardiff Award' scheme..	350 per annum	Internal data
I3	In order to increase outward undergraduate student mobility to 17% of students by 2017	Cardiff will: <ul style="list-style-type: none"> The Global Opportunity Centre Bursary Scheme will provide £297,400 of financial support for: <ul style="list-style-type: none"> students participating in international exchanges (semesters or years abroad outside of Erasmus) for schools to develop curriculum related short term mobility activities 	Internal data

		<p>- students participating on non-credit bearing study, work and volunteering summer programmes</p> <ul style="list-style-type: none"> • Work with Academic Schools and Colleges to establish baseline data and develop further curriculum-based, credit-bearing mobility opportunities; • Offer 150 students the opportunity for non-credit bearing short term work, study or volunteering projects in Summer 2015 through the Global Opportunity Centre; • Develop and implement a marketing strategy aimed at promoting mobility to prospective applicants and current undergraduate students. 	
I4	Institutional NSS assessment and feedback	Cardiff will increase its institutional NSS assessment and feedback score for every School to 80% by 2017	NSS
I5	NSS response rate	Between 75-80%	NSS
I6	Cardiff will meet or exceed its HESA widening participation benchmarks annually, noting that benchmarks will change annually as they are influenced by other HEIs performance	<p>a) Participation of under-represented groups in Higher education: Young full-time undergraduates:</p> <ul style="list-style-type: none"> • From state schools or colleges • From age-adjusted NS-SEC classes 4,5,6 & 7 	<p>HESA Table T1b (2012/13 Benchmark 85.4%)</p> <p>HESA Table T1b (2012/13</p>

		<ul style="list-style-type: none"> • From low participation neighbourhoods (POLAR3) <p>b) Participation of Mature full-time undergraduates entrants with no previous HE experience and who are from low participation neighbourhoods</p>	<p>Benchmark 27.1%)</p> <p>HESA Table T1a (2012/13 Benchmark 8.3%)</p> <p>HESA Table T2a (2012/13 Benchmark 11.4%)</p>
17	Cardiff will meet or exceed its HESA benchmarks annually in relation to student retention, noting that benchmarks will change annually as they are influenced by other HEIs performance	<p>a) Projected learning outcomes: Full-time first degree students leaving the institution with neither an award nor a transfer to another institution</p> <p>b) Percentage no longer in HE following year of entry: Full-time first degree entrants:</p> <ul style="list-style-type: none"> • Young entrants • Mature entrants • Young entrants from low participation neighbourhoods • Young entrants from other neighbourhoods • Mature entrants with previous higher education 	<p>NB: 2011/12 is the latest published data for retention.</p> <p>HESA Table T3a (2011/12 Benchmark 3.5%)</p> <p>HESA Table T3a (2011/12 Benchmark 8.3%)</p> <p>HESA Table T3b (2011/12 Benchmark 4.5%)</p> <p>HESA Table T3b (2011/12 Benchmark 3.2%)</p>

		<p>qualification</p> <ul style="list-style-type: none"> • Mature entrants with no previous higher education qualification 	<p>HESA Table T3c (2011/12 Benchmark 5.9%)</p> <p>HESA Table T3c (2011/12 Benchmark 9.9%)</p>
18	Cardiff will meet or exceed both HESA employment benchmarks for graduate employability	<p>a) Leavers obtaining first degrees from full time courses</p> <p>b) Leavers obtaining other undergraduate qualifications from full-time courses</p>	<p>HESA Table E1a (2012/13 Benchmark 94.6%)</p> <p>HESA Table E1c (2012/13 Benchmark 96.5%)</p>

Appendix B sign off- to be completed on paper copy by head of institution once the fee plan has been approved by your Governing Body.

Maximum fee grant allocations for institutions for 2015/16 have not yet been finalised and institutions should use indicative numbers in their fee plan. Data used in their calculations will be sent to institutions in the near future for verification and this will show the provisional maximum fee grant for 2015/16. In submitting this plan for approval the institution commits to avoid exceeding the maximum fee grant income; and, to reimbursing HEFCW on request in respect of fee grant income which exceeds the maximum fee grant income for the institution, according to the penalty arrangements set out in HEFCW circular W12/38HE.

Under section 27 of the Higher Education Act 2004 (the 2004 Act), the Welsh Ministers have imposed a condition on the grant paid to the Council, which in turn requires the Council to impose a condition under section 28 of the 2004 Act on the funding it allocates to relevant institutions. The details of the condition imposed on the governing body of each relevant institution are set out in Annex 2 to the remit letter 2014-15, which can be found on HEFCW's website, www.hefcw.ac.uk.

Date approved by Governing Body:	2 nd June 2014
Signed Vice Chancellor/Principal:	 <hr/>
Date:	29 July 2014

By 6 June 2014 each institution should ensure that:

- they have posted one hard copy version of the fee plan to Rachel O’Gorman at the HEFCW office;
 - they have emailed one electronic version of the fee plan to rachel.ogorman@hefcw.ac.uk
-