

South East Regional Partnership

**Schools for Higher Education Programme Operational Plan,
August 2011- 31 July 2013**

Background

Purpose of the Schools for Higher Education Programme

A statement for all stakeholders that sets out the purpose of the Schools for Higher Education Programme. This will make clear what the SFC funding aims to achieve. Should include reference to Learning for All

*This should include a list of **key principles**. . For example:*

- *The programme takes a learner rather than institution perspective to the challenge of widening access to higher education (in both college and university);*
- *The programme is a partnership of colleges and universities and funding is distributed to maximise the benefit to all institutions.*

Key principles

- The programme takes a learner rather than institution perspective to the challenge of widening access to higher education (in both college and university);
- It recognises the importance of co-ordinated engagement with local authorities and schools (at a level inappropriate for individual institutions).
- The programme is a partnership of colleges, HEIs, local authorities and SDS across the South East.
- It provides added value through economies of scale and the additional impact that can only be achieved through partnership activity.

Context

Provide a series of statements which help to provide further context around the specific challenges faced by the regional programmes and which help to explain any of the activity listed within the report. For example, a rationale for why the North splits its staffing into two locations reflects the fact that it covers seven local authorities across a very large and diverse area.

SFC

In 2010, the Access and Inclusion Committee completed their review of the wider access regional forums' work and other funded projects in their portfolio to enable them to meet Outcome 2 (Access, Inclusion and Progression) in their Corporate Plan, 2009-12.

This is in the context of a re-alignment of the AIC's access policy to be consistent with Horizon funding, and operating within a period of financial retrenchment to:

- target resources to where there is greatest need;
- align resources to deliver the best return on investment;
- refocus existing resources where appropriate;
- establish clear outcomes and impacts to be delivered by programme funding.

This also supports the Council's aim for regional coherence, and recognition and support for differentiation, diversity and specialism.

What has emerged from this review is that the forums' programme of work with communities will cease on 31 July 2011 as will the four wider access regional forums. What will continue as a legacy of the forums' work is the national Schools For Higher Education Programme, with 3 years' funding (2010/11- 2012/13). This will be supported and delivered on behalf of the same regional partnerships as the forums.

Work with schools

During 2009/10, the Scottish Funding Council's Access and Inclusion Committee reviewed the forums' work with schools and asked them to re-focus on widening access to higher education (in college and university), not FE. A new national framework and entitlement for schools in the lowest quintile was created with a national Schools For Higher Education Programme to begin in 2010/11.

This was identified as an important area for action as the proportion of school leavers going into schools from the lowest quintile has declined despite school-leaver progression rates to HE being high overall. In universities, students from the most deprived quintile make up only 10% of the student population. Scotland also has the lowest percentage of 15-19 year olds in education and training in the OECD and the numbers of young women in the MCMC group has risen to the same level as that of young men. (*Learning For All: Measures of Success, 2009*)

The Schools For Higher Education Programme aims to deliver on the Scottish Government priorities to: increase progression to HE from low progression schools to support the entitlements of the Senior Phase of Curriculum for Excellence as planned through 16+ Learning Choices to provide positive and sustained destinations for young people. This can help the Scottish Government achieve National Outcome 4 to ensure that Scotland's young people have developed the four capacities to be: successful learners, confident individuals; effective contributors and responsible citizens.¹

It also aligns with *Getting It Right For Every Child (2011)* which aims to improve outcomes for *all* children and young people by promoting a shared approach that: builds solutions with and around children and families; enables children to get the help they need when they need it; supports a positive shift in culture, systems and practice; involves working together to make things better.

The Schools For Higher Education Programme will provide a generic programme of guidance and support from S3-S5/6 to raise the aspirations of pupils to progress to higher education and provide practical assistance to support transition. It will work with sustained cohorts of target pupils. At S2 it is tasked with establishing agreements with SDS to share information in target schools to help inform subject choices and dovetail SHEP activities with those of SDS. It is also charged with co-ordinating efforts with the Access to High Demand Professions Initiative that focuses specifically on the role and contribution of Scotland's highly selective universities and specialist arts institutions where access remains a real challenge. This project focuses on working with talented individuals while SHEP is a generic schools programme. Both are currently funded until July 2013.

In the context of the South East, the Schools For Higher Education Programme will be delivered by the LEAPS team to support an integrated model that adds value to other activities that the LEAPS partners fund.

The LEAPS team will promote all SFC-funded activity as part of the Schools For Higher

¹ This further links to Outcome 2 (we have better employment opportunities), Outcome 3 (we are better educated, more skilled and more successful, renowned for research and innovation), Outcome 5 (our children have a better start in life and are ready to succeed), Outcome 7 (we have tackled the significant inequalities in Scottish society) and Outcome 8 (we have improved the life chances for children, young people and families at risk.)

Education Programme, with activities agreed and supported by all the South East partners in the South East encompassing Forth Valley, Edinburgh and the Lothians and the Scottish Borders in line with the SFC's national framework. LEAPS will work to ensure that college partners are full participants in supporting and delivering the programme and that all HE options in college and university will be promoted and supported. The LEAPS team will have benefited in 2010/11 from working with local colleges and ELRAH to provide CPD for team members delivering SHEP.

The South East partnership recognises that there are particular pockets of deprivation and limited resources to achieve real outcomes. Consequently, it has decided to provide additional and enhanced activities in four schools with the very lowest progression to HE rates. What this entails is detailed in the 'School Programme Activity' Section under 'Enhanced Support.' These four schools will also receive core SHEP activities, as available to all 19 target schools.

We will take into account the new and emerging barriers including the increased pressure on places as a result of the recession. This will involve working closely with partners and analysing trends and patterns in terms of those applying and taking up places. We will assess outcomes in the broader context of 16+ Learning Choices.

Furthermore, and in line with the SFC's access and inclusion priorities:

- SHEP will take cognisance of the SFC's new framework for equality and diversity and consider its programme in relation to this. As standard, we already collect and analyse learner characteristics to: monitor equality and diversity in relation to participation in SHEP activities and outcomes; assess the effectiveness of targeting strategies.
- SHEP recognises the SFC's commitment to fostering the development of the SCQF and promoting it more widely to:
 - enable people of all ages and circumstances to access appropriate education and training over their lifetime to fulfil their personal, social, and economic potential;
 - enable employers and the public in general to understand how various qualifications can contribute to improving the skills of the workforce.

Summary of hosting arrangements

Statement which identifies:

- *the institution which hosts the regional programme*
- *list the job titles and the number of staff hosted*
- *provide the hosting charge and explanation of services provided in relation to cost with breakdown of charges*
- *list the current chair of the programme and succession arrangements*
- *list the Schools Manager for the regional programme and contact details*

Host

Provide hosting arrangements and details.

The University of Edinburgh will host the South East Schools For Higher Education Programme

The University of Edinburgh will provide facilities and services as outlined below for the following Scottish Funding Council funded posts:

- 3 F-T Development Officers
- 1 Communications and Administrative Officer (0.6 FTE)

The aforementioned Schools For Higher Education Programme staff will be managed

by the Director of LEAPS.

Please note that the LEAPS Director, 2 Assistant Directors, LEAPS Business Manager and LEAPS Co-ordinator and Admin. Secretary) are funded by the LEAPS funding partners and not the SFC. The LEAPS funding partners are: University of Edinburgh, Edinburgh Napier University, Heriot-Watt University, Queen Margaret University, Edinburgh College of Art, Scottish Agricultural College, Edinburgh City Council, Midlothian Council, East Lothian Council, West Lothian Council and Scottish Borders Council.

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Facilities and Services provided by the Host Institution and Breakdown of Costs

The University of Edinburgh has agreed to support widening participation schools outreach in the South East Region by hosting the SHEP staff managed by LEAPS (as it has done in 2010/11). The hosting fee represents a contribution to the provision of the following facilities and services for SFC-funded posts in accordance with the offer of grant letter (21/2/2011)

Office accommodation and IT services: to include decoration and furniture (carpets, desks, chairs and filing cabinets) The rooms also include heat, light and power, telephone and IT connections and IT support. Meeting rooms for normal small meetings will also be included.

Financial Management: to include dedicated folio and financial management locally and centrally with the necessary reports to assist the LEAPS Director to manage the SHEP budget and returns to the SFC. This will include quarterly reports for the Programme Management Group) and audited end of year accounts.

All financial procedures and procurement will be in accordance with the University of Edinburgh's financial procedures and training will be provided and included within the host institutions costs. Project funding to other partner institutions will also be in accordance with the University's procedures and will be included within the host institutions costs.

Human resources and payroll: to include support and guidance from an HR Adviser and provide all necessary policies and procedures, training and support for (the LEAPS Director) and SFC-funded staff delivering SHEP. This will include employment issues, holidays, sickness, recruitment, employee reviews and staff appraisal including training and necessary training.

Day to day support: to include an individual who will provide support (to the LEAPS Director) and be a member of the Programme Management Group and ensure that the staff employed by the host institution on behalf of SHEP undertake the work schedule and the tasks agreed. The designated host institution line manager will be responsible for the general conduct of the staff employed to deliver SHEP on behalf of the regional partnership. For 2011/12 this will be:

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 Head of Widening Participation
 Student Recruitment and Admissions
 57 George Square
 University of Edinburgh
 Edinburgh, EH8 9JU
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 Email: Kathleen.Hood@ed.ac.uk

Succession arrangements for Chair and Programme Governance

Succession arrangements will be worked out in relation to Programme Governance arrangements.

We note SFC guidance on 'Programme Governance' (offer of grant letter to the University of Edinburgh, 21/2/2011). From this, we observe that the **Host Institution** will establish and administer a regional Programme Management Group (PMG) and that a representative of the host institution will be a permanent member of the PMG.

We note that the PMG will elect a chair, at an appropriate level of seniority, to; facilitate liaison with LAs; ensure the neutrality of the programme whereby all institutions support the collective programme outcomes; and to liaise with the other regional groups to ensure national programme coherence.

The PMG will consist of colleges and universities (and other relevant stakeholders) within a given region. The group will advise on the work undertaken by the staff employed to deliver the programme. The group should meet quarterly. All stakeholders will be contacted by the summer of 2011 to nominate a relevant member of the group from 1 August 2011.

Summary of all costs *For AY 2010-11*

- *List hosting cost (including breakdown of charges; also include SFC Guidance on SFC hosting arrangements?)*
- *Provide overall Schools Programme cost and related management cost*

Summary of all costs for 2010/11

Description of costs	Costs (£)
University of Edinburgh Hosting costs This represents a contribution to the overall hosting costs for the 3.6 posts. The current charge rate for equivalent posts is £8185 per post	10,000
'Management' costs*	-
Staffing <ul style="list-style-type: none"> • 3 F-T Development Officers (3 x £35,000) • 0.6 FTE Information and Administration Officer (£20,400) • 0.1 FTE Business Manager (£4,600) 	130,000
Activity costs plus contingency fund	137,500
Total Schools for Higher Education Programme costs	277,500

* There is no management fee charged by LEAPS. However, Jon Gray has identified 'running costs' as management costs in AIC Jan 2011 papers that draw cost comparisons across the 4 regional partnership areas. Running costs for the South East have been identified as the 0.6 FTE Information and Administration Officer's post and the 0.1 FTE Business Manager's post. These are identified under 'staffing.'

Schools for Higher Education Programme

Summary

- Provide the total cost for the delivery of the schools programme per annum and over the funding 2 year period.
- List the number of schools worked with and the average cost per school.

Aim: To increase progression to HE from the low progression schools to support the entitlements of the Senior Phase of Curriculum for Excellence as planned through 16+ Learning Choices.

Year	No. of schools	Costs (£)
2011/12	19	£277,500
		Average cost per school= £14,605
2012/13	19	£277,500
		Average cost per school= £14,605

Staffing

- List the job titles of the staff employed, provide a brief description of their responsibilities and associated staffing costs (including on-costs).
- List the operating costs to support this programme of work.

Staffing and operating costs for the South East Partnership's SHEP

Staffing costs	Brief description of responsibilities	Costs (£)
1 Development Officer, Forth Valley	Undertake the following duties to deliver on agreed programme of activities in target schools to meet national outcomes: 1. Develop good working relationships with pupils, parents, teachers and other stakeholders to investigate how staff, students and parents in target schools can best be supported to meet national outcomes 2. In addition, liaise with the following: - community groups and community education workers; - University and College staff (admissions, guidance, academic and pastoral support); - Careers Advisors and Skills Development Scotland staff; - Local Education Authorities; - other stakeholder organisations e.g. LEAPS.	35,000
1 Development Officer, Scottish Borders	3. Promote the South East Partnership's Schools For Higher Education Programme of activities in target schools 4. Develop and deliver the range of agreed activities such as: guidance and support through group and/or individual sessions; a range of school-based activities; campus visits to colleges and universities; residential events; activities with input from college and university students; activities engaging parents.	35,000
1 Development Officer, Edinburgh & Lothians	5. Provide impartial advice and information about all HE options in college and university and challenge any myths and negative perceptions. 6. Develop materials (paper and electronic) 7. Manage the budgets associated with the project and the various events. 8. Provide detailed reports and evaluations at agreed intervals to inform future activities. This will include collation of appropriate data and recommendations for future activity. 9. Undertake other duties as required.	35,000

Information and Administrative Officer (0.6 FTE) Draft Job description	<ol style="list-style-type: none"> 1. Organise and service the Programme Management Group meetings, take and circulate minutes, actions etc. 2. Liaise with relevant agencies and other deliverers of SHEP to organise events. 3. Contribute to the management of LEAPS/SHEP communication and marketing. 4. Undertake statistical collation and analysis to support the preparation of report writing, for PMG and SFC. 5. Contribute to maintenance, development and support of websites. 6. Support the development of database management 7. Provide administrative support as required. 	20,400
Business Manager (0.1 FTE)	<ol style="list-style-type: none"> 1. Planning and management of budget 2. Sourcing and purchasing from suppliers using University of Edinburgh procedures 3. Reporting spending against the budget 4. Collating and reporting on school-leaver destination data. 	4,600
Hosting costs (University of Edinburgh)	As per the SFC guidance, the Host institution will be responsible for financial management and reporting along with the recruitment and employment of the schools programme staff.	10,000
STAFFING COSTS SUB-TOTAL		140,000
Schools For Higher Education Activity costs		Costs (£)
S3 Intro to SHEP		1,000
S3 'It's OK Not to Know' Workshop		1,000
S3 'Campus Reporter'		3,000
Events for parents – across all years		2,000
S4 'Course, Qualifications and Careers' School Workshop		6,000
S4 School- College programme		29,800
S5 Introduction to Pre-Applications		1,000
S5 'Student Conference'		3,000
S5 'The Typical Student Week' School Workshop'		5,000
S6 'Getting by on a student budget' School Workshop		3,000
S6 Conference		3,000
S6 Pre-application Service		12,500
S6 Edinburgh College of Art Portfolio week		2,000
7-week long Summer School - 48 places @ cost of £900 per student		43,200
Enhanced activities		
High Flyers programme -for schools with the lowest progression		10,000
Other		
CPD for staff delivering SHEP		2,000
Contingency		10,000
SCHOOLS FOR HIGHER EDUCATION ACTIVITY COSTS SUB-TOTAL		137,500
TOTAL SCHOOLS FOR HIGHER EDUCATION COSTS		277,500

The budget for activities covers costs including transport, stationery, hardware, marketing, materials, telephones, IT, photocopying, admin., room bookings, catering etc.

Marketing and Communications

A 0.6.FTE Information and Administration Officer will be employed to join the team with further information about this role under 'staffing.' There is no separate budget to support marketing and communication activities in 2011/12.

Presently, the LEAPS website (which was re-launched in November 2010) promotes and provides information about the LEAPS programme, LEAPS partnership and LEAPS school groupings: <http://www.leapsonline.org/>.

In 2010/11 the South East Forum developed SHEP banded banners, an A4 SHEP information sheet, packs for use with parents and schools, a 'Jargon Buster' booklet and Financial Information leaflet. All are available as electronic as well as print versions. In addition, the Forum developed and delivered a 5 minute film with support from partners introducing SHEP and the benefits of higher education for use with pupils/schools and others.

These were developed with the intention of using these for the duration of the 2010-13 funding from the SFC (with the exception of the Finance sheet which we anticipate will need updated more regularly depending on future Government decisions on student funding.)

Outcome – as provided by SFC (2/3/2011)

Aim: To increase progression to HE from the low progression schools to support the entitlements of the Senior Phase of Curriculum for Excellence as planned through 16+ Learning Choices.

Funding will: Develop a systematic programme of generic guidance and support to school pupils from S3-S5/6 within schools with 22% or less progression to higher education in Scotland.

It will target support on those pupils who are:

- with potential to achieve HE entry, but at risk of not achieving this potential; or
- achieving but don't recognise their potential for progression to higher education.

Activity will focus on targeted and sustained support to pupils to achieve progression to HE (in both college and university) and will involve strategic agreements with local authorities and agreements on the tracking of pupil progression with SDS.

Impact to be achieved: The regional programme will contribute to:

- pupil progression rates to HE within the target schools increasing above the current region average progression rate baseline of 18% in the South East region (you will be asked to show how the % increase compares with the average increase for the region and for Scotland as a whole);
- pupil progression rates to HE within the target schools increasing at a rate that exceeds or keeps pace with the increase in the region as a whole;
- an above 22% progression rate to HE is achieved on average by those pupils within an identified cohort within the target schools; and
- an increase in the staying-on rate achieved on average across the target schools and/or you can demonstrate a percentage change in awareness of higher education among a sample of pupils recorded before and after participation at S3 and S4.

Measuring Success/Reporting to SFC

1. Presentation of annual School Leaver Destination Data for the target schools;
2. Progress on progression rates to HE from the agreed list of schools;
3. Progress on progression rates to HE of those pupils within an identified cohort within target schools;
4. Evidence of signed strategic commitments with Local Authority education departments which outline agreements on access to schools, level of engagement with pupils and, if possible, agreement to support joint CPD with staff;
5. Evidence of progression agreements with partner institutions; and
6. A financial statement that should account for the use of SFC funding to date.

You must submit a final project report and financial statement by the end of January 2014.

You should also provide information on:

7. Quantified data on outputs, for example, number of sessions, number of pupils engaged etc.
8. Qualitative information including pupil case studies and Head Teacher and LA Education Authority endorsements.

Furthermore:

9. We demonstrate an increase in the S5 staying-on rate achieved on average across the target schools and/or demonstrate a percentage change in awareness of higher education among a sample of pupils recorded before and after participation at S3 and S4.

The South East Partnership notes that:

- The Host Institution is responsible for submitting the annual report and financial statement by the end of January in 2012 (and 2013).
- The Host Institution is responsible for submitting a final project report and financial statement by the end of January 2014 detailing the effectiveness of the project in achieving its aims and the financial statement will account for the use of SFC funding.
- The SFC have adopted an impact evaluation framework for strategic projects and programmes and that the South East partnership's Schools For Higher Education programme will make itself available for inclusion in this work if requested by the SFC.
- The SFC is commitment to the SFC Single Equality Scheme 2009-12. Information on pupils participating in SHEP, noting equality and diversity criteria, is collected and can be provided on request.

Target schools

List the target schools and their average % progression rate to HE.

Activities are targeted at schools in the lowest quintile as part of a national entitlement of support. We have identified 19 target schools with eligibility calculated over 3 and 5 year periods (up to and including 08/09 data) and based on a progression to HE threshold of 22% or below. These will remain the South East Partnership's target schools until 31 July 2013. The most recent data (2009/10) is also provided as a point of comparison.

These will be reviewed in 2012/13 subject to notice of continuation of funding post July 2013. Any review will involve close working between SHEP and the SFC.

South East regions target schools based on progression to HE figures over a 3 or 5 year average
(based on Scottish Government school-leaver destination statistics)

Schools in South East	Local Authority	04/05	05/06	06/07	07/08	08/09	3-year average	5-year average	09/10
Wester Hailes Education Centre	Edinburgh	**	**	7	9	4	7	7	8
Castlebrae Community High School	Edinburgh	**	**	11	9	9	10	10	9
Craigroyston Community High School	Edinburgh	**	**	4	11	16	10	10	8
Liberton High School	Edinburgh	16	15	10	<i>20</i>	24	18	17	29
Tynecastle High School	Edinburgh	23	18	19	13	19	17	18	25
Forrester High School	Edinburgh	**	15	13	25	21	20	19	23
Drummond Community High School	Edinburgh	23	13	20	23	16	20	19	17
Leith Academy	Edinburgh	22	18	17	17	25	20	20	25
Gracemount High School	Edinburgh	24	17	14	18	27	20	20	25
9 schools									
Newbattle High School	Midlothian	13	14	14	18	17	16	15	13
1 school									
Inveralmond Community High School	West Lothian	11	16	11	14	22	16	15	21
Armada Academy	West Lothian	16	23	16	19	26	20	20	18
Whitburn Academy	Lothian	27	26	20	23	21	21	23	23
3 schools									
Hawick High School	Scottish Borders	24	23	21	18	26	22	22	22
Eyemouth High School	Scottish Borders	24	27	27	18	20	22	23	25
2 schools									
Lornshill Academy	Clackmannan	22	17	25	16	29	23	22	23
Alloa Academy	Clackmannan	21	28	21	19	25	22	23	25
2 schools									
Bannockburn High School	Stirling	28	21	20	16	27	21	22	29
1 school									
Grangemouth High School	Falkirk	24	18	21	20	24	22	21	28
1 school									

TOTAL South East regions target schools: 19

N.B. Figures in blue italics indicate where figs. have changed from those in the 2010-13 SEF Operational Plan. This follows Feb2011 SFC guidance that all decimals 0.5 and above be rounded up.

20% or lower progression to HE

20-22% progression to HE

Schools for Higher Education Programme Activity *Provide summary of activity to be delivered within the schools programme, identifying age groups, activity & measures of success.*

South East region's Schools For Higher Education Programme (SHEP) 2010/11

Aims of S3 phase of SHEP ²	SHEP activities	Timetabling of activities	Target numbers	Activity costs, excl. SHEP staff time	Outcomes
<ul style="list-style-type: none"> Encourage target schools and pupils to engage with the Schools For Higher Education Programme Develop positive working relationships with pupils (parents and schools) Create awareness of the links between subjects at school, post-school learning and the workplace. Provide insight into student life. Increase pupils' awareness and raise aspiration of HE in college and university; promote articulation. 	<p>1. Introduction to the Schools For Higher Education Programme– 5 minute film to encourage participation and enthuse and motivate pupils with respect to opportunities provided by HE in college and university.</p> <p>Activities in S3/4 S4 can also be supported by interactive on-line materials developed by the South East Forum's Routes 2 Success project during 2009/10.</p> <p>2. What Next? school workshop A fast-moving, school-based workshop. Using an Electronic Voting System and a series of 'student story' films, participants explore the various ways of accessing HE and the different routes they take to get there.</p> <p>3. 'Campus Reporter' Teams of pupils explore a HEI (college or university) campus accompanied by a student volunteer. Pupils use hand-held video cameras to create a short film clip about university topics which forms part of a 'news programme' broadcast on the day.</p> <p>4. Events for parents- Parents and Guardians are provided with advice and guidance on the range of HE options, student finance, how to choose a course and hearing from HE student volunteers from college and university. Staff will attend parent's Information evenings and take up other opportunities as invited by schools. We aim to attend as many parents events as possible.</p> <p>This will be supported by a new SHEP parents pack developed in 2009/10.</p>	<p>Aug-Dec</p> <p>Nov-March</p> <p>Nov-May</p> <p>Throughout the year,</p>	<p>900 pupils</p> <p>450 pupils</p> <p>450 pupils</p> <p>Speak to 300 parents and deliver SHEP information at all events</p>	<p>£ 1,000</p> <p>£1,000</p> <p>£3,000</p> <p>Proportion of total costs of £2,000 over all years.</p>	<ul style="list-style-type: none"> Awareness of and engagement with the Schools For Higher Education Programme Increased positive working relationships with pupils (parents and schools) Increased awareness of and aspiration to progress to HE.

² Over the three activities in S3 (this excludes parents events) we aim for 900 pupils to take part in at least 2 of activities each in the schools.

Aims of S6 phase of SHEP	SHEP activities	Timetabling of activities	Target numbers	Activity costs, excl. SHEP staff time	Outcomes
<ul style="list-style-type: none"> Encourage target schools and pupils to engage with the Schools For Higher Education Programme Develop positive working relationships with pupils (parents and schools) Provide insight into student life Increase pupils' awareness of and raise aspirations to progress to HE in college and university; promote articulation Contribute to staying on rates and achievement in schools <p>&</p> <ul style="list-style-type: none"> Provide individualised support in applying to HE in college and university Provide preparation for success in HE at key transitional point 	<p>1. 'Getting by on a student budget' School Workshop – School-based session delivered by a team of staff and student volunteers. Working in groups, pupils use case studies to explore issues surrounding student finance.</p> <p>2. 'S6 Conference' – This takes place on a college or university campus and provides pupils with the opportunity to attend student-led workshops on topics such as student life, getting by on a budget and preparing for a college or university interview. It also provides presentations on 'How to Apply to HE' and a SASS- led talk on 'Applying for student funding'. In addition, there is input from the Students Association on the range of social opportunities open to HE students and the opportunity to ask questions of a student panel with HE student volunteers from college and university.</p> <p>The event is by invitation, with pupils choosing to opt in.</p> <p>3. S6 Pre-Applications Service –Pupils will be offered:</p> <ul style="list-style-type: none"> one-to-one pre-application interviews before they make applications to college or to university through UCAS (Interviews total approx. 60 days) This may be followed by pre-Application Enquiries to college and universities on pupils' behalf. <p>4. Edinburgh College of Art Portfolio Prep evenings– For pupils wishing to apply for art and design courses at college, university and Art Schools. This is a term long experience over 10 weeks. It provides teaching support and guidance on portfolio preparation, covering: 'what to expect at interview and how to prepare', 'images from successful candidates' and information about different courses. It is supported by ECA at no charge.</p>	<p>Oct-March</p> <p>Mid-Dec</p> <p>Aug-Nov</p> <p>Oct-Dec</p>	<p>500</p> <p>125 pupils</p> <p>500</p> <p>20</p>	<p>£3,000</p> <p>£3,000</p> <p>£12,500</p> <p>£2,000</p>	<ul style="list-style-type: none"> Awareness of and engagement with the Schools For Higher Education Programme Increased positive working relationships with pupils (parents and schools) Increased awareness of and aspiration to progress to HE. Increase in progression to HE rates in target schools and cohorts engaged by SHEP (<i>after 2009/10 baselines established</i>)

Aims of school-leaver phase of SHEP	SHEP activities	Timetabling of activities	Target numbers	Activity costs, excl. SHEP staff time	Outcomes
<ul style="list-style-type: none"> • Provide preparation for success in HE at key transitional point • Provide support and encouragement to promote the take up HE opportunities offered at key transitional point • Help secure a place at university for those not meeting conditional offers on the basis of Summer School reports (Summer School only). 	<p>Summer School – This is a 7-week non-residential Summer School where priority is given to pupils holding conditional offers.</p> <p>Students undertake three courses, taught and assessed at degree-level by staff from a range of universities. As well as participating in a Learning Skills course (covering academic writing, research, time management, presentation skills) students choose 2 courses from a pool of 12 that relate to what they hope to study at university. Students are also allocated a personal tutor.</p> <p>The programme aims to support smoother transition to university and retention. It provides students with an additional opportunity to demonstrate to university admissions staff that they have ‘what it takes’ to cope with degree-level work. Over 60% of Summer School graduates have gained access to their chosen university course on the basis of a positive assessment report in cases where they did not meet the conditions set.</p> <p>Admissions Pledge -the Edinburgh-based HEIs in LEAPS are committed to an admissions policy which pledges to:</p> <ul style="list-style-type: none"> • Make offers of places <i>if at all possible</i> to students who are identified as LEAPS eligible • Hold open places for LEAPS Summer School students who do not meet the conditions set until reports on their performance are available. • Consider admitting any Summer School Student who does not meet their conditions set on SQA results but whose Summer School report shows potential to succeed on the course for which they hold an offer. (as correct, June, 2010) <p>Admissions Officers at many other Universities across the UK are reported to do likewise, however, Summer School is <i>not</i> a guarantee of entry.</p> <p>The college partners in the South East region pledge to increase awareness of HE options and widen horizons for SHEP’s target groups of learners.</p>	<p>June-July</p>	<p>48</p> <p>£900 per pupil for 2.5 places from each of SHEP’s 19 target schools</p> <p>This is 48 places out of a total of approx. 170.</p> <p>See notes, p19</p>	<p>£43,200</p> <p>See notes, p19</p>	<ul style="list-style-type: none"> • Increase in progression to HE rates in target schools and cohorts engaged by SHEP

Enhanced Activities	SHEP Activities	Timetabling of activities	Target numbers	Activity costs, excl. SHEP staff time	Outcomes
As S3-S6	<p>High Flyers – This will provides <i>enhanced support</i> to five schools with the lowest progression to HE rates (currently set by the South East regional partnership at 15% or lower), namely:</p> <ul style="list-style-type: none"> • Wester Hailes Education Centre • Castlebrae Community High School • Craigroyston Community High School • Inveralmond Community High School • Newbattle High School <p>A dedicated member of staff offers one-to-one mentoring to pupils and their parents to support progression to HE in college and university. Pupils will also be invited to take part in a week-long residential event at the end of S4/start of S5 in June. This allows them to experience student life, sample different courses.</p>	-	35	£10,000	<ul style="list-style-type: none"> • Awareness of and engagement with the Schools For Higher Education Programme • Increased positive working relationship with pupils (parents and schools) • Increased awareness of and aspiration to progress to HE. • An increase in staying on rates in target schools. • An increase in staying on rates of the cohort engaging with SHEP (<i>after 2009/10 baselines established</i>)
CPD					
To enable staff delivering the SHEP programme to be fully informed about all HE options and processes and work with other partners and stakeholders for the benefit of learners.	<p>CPD for staff delivering and supporting delivery of SHEP</p> <ul style="list-style-type: none"> • General CPD for college staff about university (and vice versa) • Build links with ELRAH to support joined up activity • Increase knowledge and links with CLD /youth workers. 	-	Dedicated and contributing college and university staff as appropriate.	2,000	<p>Informed SHEP staff, able to deliver:</p> <ul style="list-style-type: none"> • Increased awareness of and aspiration to progress to HE. • An increase in staying on rates in target schools • Increase in progression to HE rates in target schools and cohorts engaged by SHEP.
Share good practice and identify common and emergent challenges and find solutions to these.	<p>CPD for teachers/guidance staff/LEAs - as part of a cross-sectoral programme.</p> <p>Potential topics include: promoting range of different pathways to HE, sharing models of good practice across South East on partnership/links with CLD/families etc.</p>	-	Targets to be set following consultation.	Costed within existing resources	<p>Informed partners and colleagues, able to support:</p> <ul style="list-style-type: none"> • Increased positive working relationships • Increased awareness of and aspiration to progress to HE • An increase in staying on rates in target schools • Increase in progression to HE rates in SHEP target schools and cohorts.

Notes:

1. There shall be a balance across the Schools For Higher Education Programme of visits to college and university campuses as opposed to 'doubling up' on every element.
2. The programme shall involve both college and university student volunteers studying HE.
3. The 'S6 workshop' on managing money will be made available to S5 school-leavers if capacity allows and other S6 activities as appropriate.
4. SHEP's Programme Management Group will monitor costs/outcomes and value for money in line with target numbers and. It recognizes that 2010/11 was the pilot year for S4 HN Experience activities and reserves the right to re-allocate funds from the Summer School if required to this or to other areas of the programme.
5. There is a contingency of £10,000, due to the challenge of scoping the costs for the S4 schools -college programme, and for the first year of delivery in Forth Valley in 2010/11. SHEP budgets will be assessed at the end of 2010/11 and the role of the contingency fund. This will be assessed no earlier than the 2011 calendar year end when outcomes and cost per activity and per head become available.
6. At S2 the programme is tasked with establishing agreements with SDS to share information in target schools to help inform subject choices and dovetail SHEP activity with those of SDS. It is also charged with co-ordinating efforts with the Access to High Demand Professions Initiative (known as the REACH and Access to Creative Education in Scotland [ACES] projects) that focuses specifically on the role and contribution of Scotland's highly selective universities and specialist arts institutions where access remains a real challenge.

Schools For Higher Education Programme - as provided by the SFC, 2/3/2011

Guidance

This guidance outlines the key roles and responsibilities of the University of Edinburgh as the host of the South East Schools Programme.

Target Schools

SFC expects the regional programme partnerships to work with those schools with an HE progression rate of 22% or below, established on average over a 3 – 5 year period.

Higher Education

SFC expects the regional programme partnerships to increase progression rates to higher education as a first destination. This includes higher education in colleges.

Target pupils

The regional programme partnerships funding is targeted on those pupils who are:

- at risk of not achieving their full potential; or
- achieving but don't recognise their potential for progression to higher education.

The project does not target those pupils who are 'high-flyers' those pupils who would progress anyway to HE without additional help.

Levels of engagement expected

Funding should focus on **S3 engagement and above**. At S2, we propose the project establishes agreement with SDS to share information in target schools to help inform subject choices.

Activity at S3 and above could include as appropriate:

- targeted in-school work ;
- campus visits (coordinated with in-school activity);
- summer schools;
- provision of guidance and support through group and individual sessions; and
- pupil mentoring

Activity should focus on targeted and sustained support to pupils to achieve progression to HE (in both college and university) and will involve strategic agreements with local authorities and agreements on the tracking of pupil progression with SDS.

Programme Governance

To deliver this collaborative project, the host will establish and administer a regional Programme Management Group (PMG). A representative of the host institution will be a permanent member of the PMG. The PMG will elect a chair, at an appropriate level of seniority, to; facilitate liaison with LAs; ensure the neutrality of the programme whereby all institutions support the collective programme outcomes; and to liaise with the other regional groups to ensure national programme coherence.

The PMG will consist of colleges and universities (and other relevant stakeholders) within a given region. The group will advise on the work undertaken by the staff employed to deliver the programme. The group should meet quarterly.

Agreements with Local Authorities

It is expected that an indicator of success will be evidence of formal signed agreements with Local Authorities. While these will be different locally –so no template can be provided – they should encapsulate the commitment of the Education Authorities in supporting the work of the project and supporting access to schools. SFC would expect that each regional programme partnership would pursue locally with EA's the issue of joint staff development / awareness raising with school, college and university staff and the means to achieve this would be expressed in these agreements.

Agreements with Partner Institutions

It is expected that an indicator of success will be evidence of progression agreements with partner colleges and universities to ensure that appropriate progression opportunities are available for pupils engaged in the programme.

National Coherence

SFC expects the regional programme groups to function within a national coherent framework. In this regard, it tasks the regional groups to ensure that they meet regularly to achieve consensus on data collection, reporting and best practice. SFC expects that this involves the individual programme groups recognising and adopting best practice as part of a strategic review process. SFC also expects that the programme groups will work with it to help align programme activity with policy developments as they emerge.

Hosting Fee

The host institution and other providers of hosting services can receive a hosting fee for each academic year. The hosting fee is expected to cover the cost of servicing this activity. The SFC expects each programme to determine this fee individually, in accordance with individual institution practice. However, to ensure consistency and public value for money, all host institutions are expected to provide a breakdown of charges so as to enable the SFC to benchmark charge rates across all the programmes. SFC will require host institutions to explain any costs which deviate significantly from those charged by other programmes. In this regard, it should be noted that school programme activity is not commercial activity and so commercial charges for facilities, for example, should not be applied.

In addition:

Promotion

The South East regional partnership notes that in the offer of grant letter (21/2/2011) to the Host Institution that the SFC must be informed in advance of any publicity arrangements 'you' are making for the project so that we can advise on our inclusion in signage, advertising and media releases.