

# Office for Students access and participation plan submission checklist for providers

This document should only be used in conjunction with Regulatory notice 1: Access and participation plan guidance when (OfS 2023.67) when preparing your access and participation plan. The guidance is available on the OfS website:

- [Regulatory notice 1: Access and participation plan guidance - Office for Students](#)
- [Regulatory advice 6: How to prepare your access and participation plan - effective practice advice - Office for Students](#)

This checklist is intended as a supportive tool and guidance and does not guarantee that a plan will be approved.

Where you have not included any of the information on this checklist in your plan you should state the rationale of doing so, and present alternatives where appropriate.

By submitting your application via the OfS portal, you are confirming that:

- you have read this document
- you have uploaded all your documents, as set out below
- you have followed the necessary steps to make a valid submission, as set out below
- you have consulted with and informed students of their ability to submit a separate student submission.

## Initial checks

The following documents should be uploaded:

- an access and participation plan
- optional annexes if these are in separate documents
  - Annex A: Assessment of performance
  - Annex B: Intervention strategy rationale
- Fees, Investments and targets document (please ensure it has passed all validation checks, refer to [Annex D](#))

Plans should:

- be in an accessible Word document format (see [Annex C](#) for details)
- not usually exceed 30 pages of A4, excluding annexes
- exclude personal details or any data which makes individuals identifiable
- present a clear and consistent use of terminology, particularly with regards to student groups, which aligns with the data sources used so it is clear which student groups are being referred to
- have been proof-read and be deemed suitable for publication (free of comments and tracked changes)
- have been signed off by the provider's Accountable Officer
- specify the period during which it is to be in force.

## Guidance in Regulatory notice 1

Access and participation plans must include as a minimum (see [Regulatory notice 1: Access and participation plan guidance - Office for Students](#)) the following:

- a. **Introduction and strategic aim:** A provider is expected to use the introduction to set out its context, mission, and overarching strategic aim, as they relate to the delivery of equality of opportunity for students.
- b. **Risks to equality of opportunity:** A provider is expected to summarise the key risks to equality of opportunity that it has identified through the assessment of its own performance and consideration of the equality of opportunity and risk register, and which will be addressed in the plan.
- c. **Objectives:** A provider is expected to set objectives to address the indications of risk identified through the assessment of performance, and in doing so address risks to equality of opportunity. The objectives set should be timebound and measurable. One objective may address multiple risks to equality of opportunity.
- d. **Intervention strategies and expected outcomes:** An outline of the evidence-informed intervention strategies a provider will deliver to meet each of its objectives. Each intervention strategy may address multiple risks to equality of opportunity. The 8 intervention strategy should relate to a specific objective(s) and include details of the individual activities that underpin it, the theory of change, including expected outcomes, how it will be evaluated, the resources required to deliver the intervention strategy and details of how each outcome will be monitored and evaluated. This should also include a timetable for when associated evaluation outcomes will be shared and the expected format this will take.
- e. **Targets:** Where appropriate, objectives should be translated into numerical targets with measurable outcomes-based milestones as part of the fees, investments and targets document.
- f. **Whole provider approach:** A description of how staff from departments and services across the provider are led and engaged to ensure that its students are supported to access, succeed in and progress from their time at the provider.
- g. **Student consultation:** A plan should demonstrate how students have had the opportunity to express their views about the content of the plan before it was submitted for approval, and what steps were taken as a result.
- h. **Evaluation of the plan:** An outline of how a provider will strengthen and undertake evaluation of the activities delivered through its plan, including plans for publication of that evaluation.
- i. **Investment:** Investment information alongside each intervention. Information about a provider's investment in financial support for students and research and evaluation in the fees, investments and targets document.
- j. **Provision of information to students:** How prospective students will be provided with clear and accessible information about the fees they will be charged for the duration of their course. It must also set out how a provider will inform students about any financial support to which they are entitled and the level of financial support students will be offered in each year of study. We expect this information to include the eligibility criteria for this support.