

## **Appendix 22 - Access Group**

The Access Group promotes the Access and Participation Plan work that is related to access, including all activity to support underrepresented groups to access higher education and the University of Surrey. It involves analysing and reviewing data for this lifecycle stage, defining appropriate targets, and considering/evaluating plans for the implementation of interventions to support this agenda. The group is responsible for ensuring that activity supports the achievement of the Access Targets and will have a particular focus on (i) strategic and community outreach, (ii) pre-entry and transition support and (iii) marketing and admissions. The membership comprises of representatives from key teams including Student Experience, Marketing Recruitment and Admissions, Admissions Tutors, the Students' Union, Surrey Sports Park, and Research and Evaluation team in Strategic Planning and Performance.

### ***Terms of reference***

1. Support and guide on the development of the Access component of the University of Surrey Access and Participation Plan; to recommend the Access plans to the Access and Participation Governance Panel, for subsequent recommendation to Executive Board and Council for approval and submission to the Office for Students (OfS).
2. Ensure that the University responds to OfS guidance on access and participation matters related to access and outreach and share knowledge with the University community to inform best practice and prioritise resource.
3. Set, manage, support, and review annual activity to improve access into Higher Education and the University of Surrey for underrepresented groups, with a focus on (i) strategic and community outreach, (ii) pre-entry and transition support and (iii) marketing and admissions.
4. Review, amalgamate and promote the delivery and evaluation of all new and existing access initiatives to support students from underrepresented backgrounds, using the Research and Evaluation framework.
5. Monitor Access milestones and targets outlined in the Access and Participation Plan and to ensure appropriate action is taken where they are not being met.
6. Ensure effective use of student data to identify differential performance in access and develop/advise on action plans to address findings as part of relevant Access and Participation Plan targets and wider activity. Interventions proactively where necessary.
7. Ensure that effective consultation on access work takes place with the student body, through the Students' Union and appropriate student groups
8. Contribute to the preparation of the University's APP monitoring returns and impact report prior to sign off by the Access and Participation Governance Panel, University Education Committee and submission to the Office for Students.
9. Develop recommendations for financial support and criteria to the Access and Participation Governance Group.

## ***Membership***

### Chair

Head of Student Experience

### Members

- Deputy Head of WPO (Deputy Chair)
- HEON Manager
- Strategic Planning and Performance Manager (WP Research, Evaluation & Data)
- Head of UK/EU Student Recruitment
- Head of Admissions
- Student Success Manager
- Representative from Undergraduate Marketing
- Representative from each Faculty (admissions tutors or foundation year)
- Vice-President Community, Students' Union
- Vice-President Support, Students' Union
- Director of Library and Learning Services
- Representative from Internal Student Communications Team
- Representative from Surrey Sports Park

### Period of appointment

All members will remain members of the Group for the term of their appointment in their role.

## ***Operation***

### Frequency of meetings

The Group will normally meet once every two months.

### Reports to

Access and Participation Governance Panel for accountability in relation to the Access and Participation Plan, its targets and accountable spending.

University Education Committee on all aspects relating to the academic student journey.