

Access and Participation Working Group

1. Constitution

- 1.1 The [Academic Council](#) has established a working group known as Access and Participation Working Group, which reports to [Student Success Board](#).

2. Scope

- 2.1 On behalf of the Student Success Board, the Working Group will monitor the implementation of the Access and Participation Plan (APP) against the Plan's targets and other objectives, ensuring activities deliver value for money, meet the expectations of the Office for Students (OfS), and are having the required impact on student outcomes.
- 2.2 The Working Group will draft subsequent APP submissions and responses to OfS monitoring/oversight requests for approval by the Student Success Board and the Academic Council. It will also ensure compliance with the OfS's evolving Access and Participation requirements (OfS condition of registration A1 and related guidance).
- 2.3 The Working Group will provide the Student Success Board with regular updates and recommendations on the intervention implementation, evaluation findings and progress against the Access and Participation Plan intervention strategies and targets.

3. Membership

- 3.1 The membership shall be as follows:
- PVC Education (Chair)
 - Associate Director of Evaluation (Vice-Chair)
 - Head of Outreach and Educational Partnerships
 - Head of Information, Advice and Participation
 - Associate Director, Student Services
 - Associate Director, Alumni and Fundraising/nominated representative
 - Head of Employability Education
 - Head of Recruitment and Admissions
 - Head of Academic and Digital Skills
 - Head of Student Engagement and Success
 - Head of Advice and Wellbeing (Greenwich Students' Union)
 - Deputy Head of Outreach
 - Financial Controller (as required)
 - Nominated academic representative GBS, FES, FLAS and FEHHS
 - Nominated representative from Strategic Planning
 - Student representative nominated by GSU

3.2 The Working Group shall have the authority to co-opt additional members with relevant expertise as required.

3.3 The Working Group's secretariat will be provided by the Student Success Evaluation Centre.

4. Attendance at meetings

4.1 At the discretion of the Chair, other staff may also be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Working Group. This will include access and participation intervention or evaluation leads.

5. Frequency of meetings

5.1 The Working Group will meet quarterly for an hour and a half.

6. Delegated Authority

The Working Group is authorised by the Student Success Board to approve:

6.1. Evaluation Plans relating to access and participation interventions.

6.2 The publication of evaluation reports and dissemination activities related to access and participation interventions.

6.3 Make recommendations to the institution on changing access and participation regulatory requirements.

7. Other Duties

The other duties of the Working Group include:

7.1 Developing and drafting new APPs in compliance with the OfS guidance and requirements.

7.2 Drafting institutional responses to OfS monitoring/oversight requests

7.3 Tracking and monitoring access and participation interventions implementation against the plan.

7.4 Develop an institutional approach to the evaluation of APP interventions.

7.5 Supporting the reporting and dissemination of intervention evaluation findings to meet the requirements set out by the OfS and support future institutional practice.

7.6 Facilitating the collaboration of access and participation activities and evaluations with external stakeholders according to the expectations of the OfS.

- 7.7 Where appropriate, make recommendations and report to relevant committees and stakeholders on interventions, policies and practices related to access and participation.
- 7.8 Tracking and analysing institutional data related to access and participation to show progress against targets, the OfS Equality of Opportunity Risk Register (EORR).
- 7.9 Horizon scan for likely future OfS policies and strategies in respect of access and participation. Also for any universities which have leading edge practices in any key access and participation areas; and
- 7.10 Ensure active consideration of equality, diversity, inclusion, and sustainability.

8. Standing Orders

- 8.1 The Committee must adhere to the [Standing Orders for Academic and Executive Committees](#).

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