

Lancaster Access Programme and Access to Medicine: School/College Partnership Agreement

Context

This Partnership Agreement outlines the terms of collaborative relationship that exists between Lancaster University and [INSERT NAME OF SCHOOL/COLLEGE] to facilitate the Lancaster Access Programme and Access to Medicine.

What is the Lancaster Access Programme?

The Lancaster Access Programme provides widening participation (WP) students in Years 9-13 with a clear progression pathway to engage with Lancaster University at key points in their secondary and further education journey.

The Lancaster Access Programme aims to:

- Increase students' knowledge of higher education and the opportunities available at Lancaster University.
- Increase students' confidence in their ability to make an informed decision about higher education i.e. subjects/courses, student finance, the UCAS application process and how to write an effective personal statement.
- Increase students' awareness of the higher-level study skills required to be successful at university and learn how to put these into practice in order to raise attainment.
- Increase students' awareness of how subject knowledge can be applied to a 'real world' context.
- Increase students' confidence in their ability to develop the core life skills needed to live independently i.e. budgeting, cooking, personal resilience, leadership and self-management.

Successful applicants can take part in a range of opportunities such as academic Summer Schools, HE skills residentials, themed masterclasses, IAG workshops and personal statement support. To successfully complete the programme, students must achieve '100 credits' of activity based on a flexible menu, which they can tailor to their interests. Upon successful completion students are eligible for an alternative offer from Lancaster (*please see below for further details*).

Please note: Students are required to meet specific WP and attainment criteria to take part in Lancaster Access Programme.

Please see the attached Lancaster Access Programme Eligibility Guide for further details.

What is Access to Medicine?

Access to Medicine provides widening participation (WP) students in Years 10 - 12 with the opportunity to engage with Lancaster Medical School over a sustained period, throughout their learning journey as they transition from GCSE to A level.

The Access to Medicine programme aims to:

- Increase students' knowledge of the study opportunities available at Lancaster Medical School.

- Increase students' knowledge of teaching and learning approaches in medicine and enhance their subject specific knowledge, helping to raise attainment in their current studies.
- Increase students' confidence in their ability to make an informed decision about higher education and increase their knowledge of the UCAS application process, with a particular emphasis on applying for medicine.
- Increase students' ability to independently direct their own studies and apply their knowledge with a focus on problem solving.

Successful applicants will take part in a series of activities delivered by Lancaster Medical School to introduce them to studying a degree in medicine, teaching and learning approaches and how to successfully apply to Medical School. Students must complete a defined number of medical activities, supplemented by a selection of Lancaster Access Programme events. The number of activity credits that a student is required to complete will differ depending upon the year of entry as described in the table below:

Year of Entry	Medicine Specific Credits	Other Credits	Total Credits
Year 10	80	20	100
Year 11	60	20	80
Year 12	40	20	60

If the student completes sufficient activity credits, they will be awarded a guaranteed interview at Lancaster University, should they apply for the MBChB Medicine and Surgery (A100) course in the future.

Please note: Students are required to meet specific WP and attainment criteria to take part. *Please see the attached Access to Medicine Eligibility Guide for further details.*

Partnership benefits

1. Students who successfully complete the Lancaster Access Programme are eligible for an alternative offer from Lancaster University.
Please see the attached Lancaster Access Programme Recognition Statement for further details.
2. Students who successfully complete Access to Medicine are eligible for a guaranteed interview for MBChB Medicine and Surgery (A100) at Lancaster University.
Please see the attached Access to Medicine Recognition Statement for further details.
3. Partner schools/colleges have access to a menu of outreach projects and activities for WP students delivered by the Outreach and Student Success (OSS) team.
Please see the attached Pre 16 or Post 16 Activity Menu for further details.
4. The delivery of two information, advice and guidance (IAG) presentations or workshops per academic year. *Please see the attached Pre 16 or Post 16 Activity Menu for further details.*
5. Lancaster University representation at two events taking place at partner schools or colleges per academic year. For example, higher education, careers, post-16 options or information evenings.
6. Recognition of the partnership within the Lancaster Access Programme and Access to Medicine pages on the Lancaster University website (with permission from the school/college and supplied logo).

School or college requirements

1. A designated school contact for the Lancaster Access Programme and Access to Medicine who is willing to provide references for young people applying to take part in these programmes. The Outreach and Student Success team require the designated contact's full name, work email address and telephone number.
2. The opportunity to promote these programmes (via presentations or workshops) to students in school or college. This may include identifying a cohort of eligible WP students as appropriate.
3. On-going support to recruit an agreed number of students per academic year.
4. Provide the required data for the Lancaster Access Programme or Access to Medicine using GDPR compliant processes. *Please see the 'data requirements' and 'Data Sharing Agreement' sections below for further details.*
5. Confirm the school's Progress 8 score on an annual basis.
6. Participate in an Annual Review Meeting with the Programme Manager to discuss progress and identify areas for continuous improvement.
7. Assist the Programme Manager to organise focus groups in school/college with students participating in these programmes for monitoring and evaluation purposes (as required).
8. Maintain open communication and raise any concerns or issues as soon as possible.
9. Provide 3 months' notice to terminate the Partnership Agreement.

Data requirements

Pre-16 data requirements (secondary)

Students and their parents/guardians are made aware at application stage that their school is required to share the data below. This information is needed to facilitate the application process, inform decision-making process and confirm an applicant's eligibility.

Parents are asked to confirm that they agree to the school sharing the following data:

Stage	Data Requirements
Application for the Lancaster Access Programme in Years 9, 10 or 11.	A student's predicted GCSE grades.
	Confirmation of free school meals and/or pupil premium eligibility (as required).
	A teacher reference.
Application for Access Medicine in Years 10 or 11.	A student's predicted GCSE grades.
	Confirmation of free school meals and/or pupil premium eligibility (as required).
	A teacher reference.

Post-16 data requirements (sixth form or college)

Pre-existing Lancaster Access Programme or Access to Medicine students

The Outreach and Student Success team will contact students transitioning from secondary school to sixth form/college at the start of Year 12 to find out whether they intend to continue with the Lancaster Access Programme or Access to Medicine.

If a student indicates that they wish to continue, the school/college will be asked to share the following data as a condition of the student's on-going participation.

Students will be asked to confirm that they agree to the college sharing the following data:

Stage	Data Requirements
Pre-existing Lancaster Access Programme student transitioning from secondary school to sixth form/college.	A student's actual GCSE results and predicted A Level or BTEC grades.
Pre-existing Access to Medicine student transitioning from secondary school to sixth form/college.	A student's actual GCSE results and predicted A Level grades.

Please note: The Outreach and Student Success team require the above information to check that students are 'on track' and making the academic progress needed to be eligible for an alternative offer or guaranteed Medicine interview should they decide to apply to Lancaster. If a student's grades are not as expected, or there are concerns about their progression. A member of the Outreach and Student Success team will contact the student and arrange to meet them (and their designated sixth form or college contact) to identify support options and discuss next steps.

Students applying for the Lancaster Access Programme or Access to Medicine in Years 12 or 13

Students are made aware at application stage that their college or sixth form is required to share the data below. This information is needed to facilitate the application process, inform decision-making process and confirm an applicant's eligibility.

Students will be asked to confirm that they agree to the college sharing the following data:

Stage	Data Requirements
New Lancaster Access Programme application in Years 12 or 13.	A student's actual GCSE results and predicted A Level or BTEC grades.
	A teacher reference.
New Access to Medicine application in Year 12.	A student's actual GCSE results and predicted A Level grades.
	A teacher reference.

Students successfully completing the Lancaster Access Programme in Year 13

If a student successfully completes the Lancaster Access Programme, the Outreach and Student Success team will contact the designated contact at the college to request the following information.

Students will be asked to confirm that they agree to the college sharing the following data:

Stage	Data Requirements
Students successfully completing the Lancaster Access Programme in Year 13.	A student's actual A Level or BTEC grades.
	Next destination i.e. higher education, apprenticeship or full time employment.

Please note: This information is required for evaluation and reporting purposes so that Lancaster University is able to evidence the impact of widening participation activities.

Data Sharing Agreement

1. Personal information that is needed to facilitate a young person's participation in the Lancaster Access Programme and Access to Medicine.

Pre-application (data provided by the student, parent or guardian)

The Outreach and Student Success (OSS) team require the following personal information at pre-application stage to process a young person's application and confirm their eligibility:

- Full name
- Date of birth
- School
- Address (including postcode)
- Mobile telephone number
- Email address
- Gender
- Ethnicity
- A nominated parent or guardian (full name, email address and telephone number)
- Confirmation of academic eligibility i.e. predicted/actual GCSE results and predicted A Level or BTEC grades (depending on the point of application)
- Applicable 'essential' and 'priority' widening participation criteria

At the start of the application process, young people will be provided with a Privacy Guidance Sheet by the Outreach and Student Success team outlining how their data will be collected, stored and used.

Post-application (data provided by the school or college)

Once we have received a young person's application, the Outreach and Student Success team will contact the designated contact at the school or college to request the following information:

- A student's predicted/actual GCSE, A level or BTEC results (depending on the point of application)
- Confirmation that the young person is eligible for free school meals or pupil premium (as required)
- A teacher reference

Confirmation of acceptance (data provided by the student, parent or guardian)

If a young person is offered a place on the Lancaster Access Programme or Access to Medicine, the Outreach and Student Success team will contact the student, parent or guardian (depending on age) to ask for the information listed below to facilitate their participation:

- Confirmation or permission to take part i.e. attend events/activities and access Lancaster University's Open Learning platform
- Agreement that the school or college is able to share predicted/actual GCSE results (depending on the point of application) and predicted A Level or BTEC grades
- Permission to "monitor" and/or "track" in the Higher Education Access Tracker (HEAT)
- A designated emergency contact (full name, telephone number and email address)

- Permission to use photography and video for publicity purposes
 - Details of pre-existing medical conditions, dietary or accessibility requirements
- Parents or guardians will also be provided a Privacy Guidance Sheet outlining how the data of the young person is collected, stored and used by email and by link within the confirmation form.

Successful completion (data provided by the college or sixth form)

If a young person successfully completes the Lancaster Access Programme, the Outreach and Student Success team will contact the designated contact at the school or college to request the following information:

- Actual A Level or BTEC qualifications
- Confirmation of next destination (higher education, apprenticeship or full time employment)

2. How a young person's data will be used by the University to process their application, make a decision, facilitate their participation and for monitoring/reporting purposes, including the Higher Education Access Tracker (HEAT).

Application and decision-making

The Outreach and Student Success team will use personal data to process a student's application, inform the decision-making process and confirm eligibility for places on the Lancaster Access Programme and Access to Medicine.

Facilitating participation

For successful applicants, personal information will be used to facilitate a student's involvement in the Lancaster Access Programme and Access to Medicine so that they receive relevant information about a range of events, opportunities and activities that they take part in. We will only use this information to contact students about the Lancaster Access Programme or Access to Medicine. Students will also be given access to a secure, online Open Learning platform so they can book on future activities, keep track of awarded activity credits and submit a copy of their UCAS personal statement for feedback in order to successfully complete these programmes.

The Outreach and Student Success team may share information with university staff when there is a justified operational need so that we can provide students with appropriate support to take part in these programmes. This may include the sharing of special category personal data. For example, disability, accessibility or medical information.

Monitoring progress

Personal information will be used for monitoring purposes to ensure that young people are 'on track' and making the academic progress needed to be eligible for an alternative offer or guaranteed Medicine interview should they decide to apply to Lancaster. If a student's grades are not as expected, or there are concerns about their progression. A member of the Outreach and Student Success team will contact the school/student and arrange a meeting to identify support options and discuss their continuation on the programme.

Evaluation and reporting

Lancaster University is required by the Office for Students (OfS) to evidence the impact of outreach activities designed for young people from widening participation backgrounds. Personal information such as attainment and progression data will be analysed to find out whether the Lancaster's outreach activities make a difference to young people who take part. For example, does the

Lancaster Access Programme help young people from widening participation backgrounds to go to university? Personal information will be used for internal monitoring, evaluation and reporting purposes and individual students will not be identifiable in any internal or external reports produced.

The Higher Education Access Tracker (HEAT)

Lancaster University subscribes to the Higher Education Access Tracker (HEAT). HEAT is a third-party monitoring and evaluation service, which tracks engagement in outreach activities and enables universities to demonstrate future student achievement as a means to prove the value of outreach activity. For more information about HEAT, please visit the website: www.heat.ac.uk

Students, parents or guardians (as applicable) can choose whether to give HEAT the following permissions:

- **“Permission to monitor”** – a student’s information can be used for monitoring purposes such as inclusion in HEAT National reports and HEAT reporting tools i.e. Lancaster University reports. This Information will be anonymised and individual students will not be identifiable in any reports published.
- **“Permission to track”** - a student’s information can be shared with National bodies such as Higher Education Statistics Agency (HESA) and their progress can be tracked (e.g. whether they progress from school to university and through to other destinations such as postgraduate study). This information will be used to create reports (for both Lancaster University and HEAT at a national level). However, this information will be anonymised and individual students will not be identifiable in any reports published.

Students who do not wish to be “monitored” or “tracked” by HEAT can still take part in activities. For internal administrative purposes, for example event registers, HEAT may still be used. However, the students will be flagged as “do not monitor” and/or “do not track” to ensure that their data is excluded appropriately.

Lancaster University requires five pieces of information to track a young person’s participation in outreach activity:

1. First name
2. Last name
3. Date of birth
4. Post code
5. School or college

Lancaster University forms arrangements with third parties including HEAT to ensure that they comply with our own standards of data collection, processing and retention in compliance with GDPR. For more information, please refer to the HEAT website: www.heat.ac.uk/data-privacy-participants

3. How a young person’s data is shared and stored in compliance with General Data Protection Regulation (GDPR)

Lancaster University and the school signing this Partnership Agreement are responsible for ensuring that data is collected, processed and retained in compliance with GDPR. The data will be processed under the lawful bases of Article 6 of GDPR (a) consent of the individual involved and (b) contract for participation in the Lancaster Access Programme.

Conditions of data sharing

1. Any data that the school or college shares with Lancaster University i.e. names of young people, predicted/actual GCSE, A Level or BTEC grades, teacher references and destination information must be provided using the secure, online Qualtrics forms provided by the Programme Manager. Failure to do so may jeopardise our ability to deliver the Lancaster Access Programme and Access to Medicine.
2. Lancaster University will provide confirmation that students, parents or guardians (age dependant) are aware that the school/college sharing data outlined in the Partnership Agreement is a condition of participation on the programme.
3. If students successfully apply and complete Lancaster Access Programme or Access to Medicine, data will be held in shared files (password protected) on Lancaster University servers for a maximum of 10 years, as per Lancaster University's Data Retention Schedule. This will only be accessible by the Outreach and Student Success team as required.
4. If students are unsuccessful or decide not to complete the Lancaster Access Programme or Access to Medicine, all identifiable data held by the university will be deleted by the end of the academic year. We will only retain a record of the number of young people that applied or did not complete the programme from each school/college, according to year group.
5. The Outreach and Student Success team will only use data for purposes outlined in this Service Level Agreement.
6. Lancaster University will not share data with third parties, other than HEAT (as described above), unless we are statutorily obligated to do so. The University is required to share anonymised information with the Office for Students (OfS) to evidence the impact of outreach activities, but individual students will not be identifiable in these reports.

Further details on the security and data privacy arrangements are available in the Lancaster Access Programme Privacy Notice at www.lancaster.ac.uk/lap/privacy.

Renewal schedule

As part of our commitment to data protection, this Partnership Agreement will be reviewed every **two years** from the signatory date to ensure that it continues to reflect the responsibilities shared between Lancaster University and partner schools/colleges, along with any updates to the Lancaster Access Programme or Access to Medicine. Minor changes will be updated without the requirement of re-signing the Partnership Agreement.

The standard renewal schedule for this Partnership Agreement will be **two years** from the signatory date, which may include any significant changes to the initial agreement not possible within the minor reviews. Either party can request a review/renewal of the Partnership Agreement at any time throughout this period, at which point the renewal schedule will reset.

In the event of termination, Lancaster University will continue to work with the identified students as part of these programmes until successful completion, honouring 'partnership benefits' points 1 and 2. Points 3, 4, 5 and 6 will cease at the end of the academic year.

Questions or concerns

If you would like to speak to someone about how Lancaster University collects, processes and stores data, including how to request that data is withdrawn. Please contact the Programme Manager or Lancaster University's Data Protection Officer:

Mike Abbotts, Information Governance Manager

Email: information-governance@lancaster.ac.uk

Phone: 01524 510841

If you are not happy with the way the University has handled your concern or complaint then you may submit a complaint to the [Information Commissioner's Office](#).

Next steps

Please sign and return this Partnership Agreement via email to: Jake Brown, Lancaster Access Programme Manager at jake.brown@lancaster.ac.uk.

Confirmation and agreement

Institution: Lancaster University / **Department:** Admissions and Outreach

Address: University House, Lancaster University, Lancaster, LA1 4YW

Contact: Carla Lockwood, Outreach Operations Manager

C Lockwood.

Telephone: 01524 593758 / **E-mail:** c.lockwood@lancaster.ac.uk

Name of school/college: _____

Name of school/college representative: _____

Job title: _____

I confirm that I am authorised to sign this Partnership Agreement on behalf of the school/college. I have read the agreement in full and agree to facilitate the 'School or College Requirements' and 'Data Sharing Agreement' outlined above.

Signature: _____ **Date:** _____

I can confirm that the designated school/college contact for the Lancaster Access Programme and Access to Medicine is:

Name of designated school/college contact: _____

Job title: _____

Work e-mail address: _____

Work telephone number: _____