

This bulletin is our principal means of updating Access Validating Agencies (AVAs) about current developments. Please contact us directly (access@qaa.ac.uk) for more information about any of the items mentioned here, or if you have any questions.

Welcomes...

Access Recognition and Licensing Committee (ARLC)

We are pleased to announce QAA's Board has appointed two new Board members to the ARLC. Professor Nick Foskett, Vice Chancellor, University of Keele and Professor Muriel Robinson, Vice Chancellor, Bishop Grosseteste University College Lincoln have joined the Committee.

Professor Foskett is the ARLC's new chair, replacing Professor Noel Lloyd who retired in the summer.

Assistant Director

Julie Farmer joined QAA's Access to HE team as Assistant Director on 3 October. Many of you will know Julie from her work in developing the grading model for the Access to HE Diploma. She will be drawing on this expertise as she takes forward development of the Diploma and credit specification.

Data collection

LR04 data

AVAs in England should have received their AVA's LR04 data from the Data Service recently. Please contact us as a matter of urgency if you have not received the data.

The Data Service reports may include errors or omissions, the majority of which are likely to be caused by providers who have entered data incorrectly. The LR04 report will help AVAs identify any such errors and omissions. AVAs are expected to liaise directly with their providers to resolve any errors and omissions.

Please check the LR04 data carefully and liaise with your providers if any of your courses are not included in the data set. Where providers and learners are incorrectly included in your report, please notify QAA of

Access headlines...

For AVA action

AVAs need to consider a number of items in this bulletin.

- Contact QAA if you have not received the **LR04 data** from the Data Service.
- **Liaise** with your providers to correct any errors in the LR04 data to ensure their LR05 submissions to the Data Service accurately reflect the Access to HE provision you validate.
- **Return** your interim evaluation of the data collection exercise to QAA by 21 October (AVAs in England only).
- Send **agenda items** for the November AVA meeting to QAA by 4 November.
- Make **AVA annual self-evaluation reports and data submissions** by 1 December 2011.

the name of the provider and the course titles involved, and delete the data from your report relating to those providers and learners. QAA will inform the Data Service and will contact the correct AVA, asking the AVA to liaise directly with the provider to amend their MIS records.

Please note: this is the last opportunity for you to get your providers to make corrections to the data before they make their LR05 submission to the Data Service. Colleges have to make the LR05 submission by 21 November.

Key Statistics and other statistical reports will be drawn from the LR05 data and published on the Access to HE website.

Data collection process evaluation

QAA and the Data Service are monitoring the implementation of the new method of data collection. The evaluation is a two stage process. The deadline for the submission of your interim evaluation is **21 October 2011** and should give you a chance to receive and check the LR04 data. The second evaluation is due at the time you submit your spring data analysis report to QAA. The Access Data Development Group will consider AVAs' evaluations.

Speaking for you

Members of the Access to HE team welcome to the opportunity to speak at AVA conferences and seminars. However, since the comprehensive spending review was announced by the Government last year, we have been instructed to ask for the cost of our travel, subsistence and accommodation to be reimbursed by the company organising the event.

AVA meetings

The first of three AVA meetings this year takes place at Aston Business School, University of Aston, Birmingham on Wednesday 16 November 2011.

These meetings are an opportunity for QAA staff to discuss with Access to HE officers issues of interest and to provide information and clarification where required. The agenda is still being developed and we would welcome your input. Please send your items for inclusion on the agenda to [Ann-Marie Karadia](#) by Friday 4 November 2011.

Annual self-evaluation report and data submission

A reminder that AVA annual self-evaluation reports and data submissions are due with QAA by 1 December 2011. Details about the submissions are in the [guidance](#) documents on our website.

Details of published documents since last bulletin

[AVA licensing agreement: standard conditions for the licensing and relicensing of Access Validating Agencies](#) (June 2011)

[AVA relicensing: Operational description](#) (August 2011)

[Annual self-evaluation report and data submission guidance notes 2010-11](#) (September 2011)