Welcome back after the Christmas break and a very Happy New Year to all HE Administrators from all of the staff here at Academic Partnerships!

1. **Audit Compliance Checks – Claire Deacon**

Following an audit last year (which some partners took part in), we have been asked to follow up an action/recommendation around compliance. This related to (a) duplication of data, and (b) cost centre allocation. I have drafted a set of straightforward questions and will be finalising these shortly. The intention is to tie in these compliance checks with JBS/Planning & Review to avoid additional visits. I will send the questions to you in due course so you can be prepared to discuss these when a member of Academic Partnerships attends a future meeting with your College. This compliance check will be rolled out for some partners in the next round of meetings in the spring.

2. **NSS/SPQ Dates 2016 - Julie Swain**

This year the NSS and SPQ will run from 1st February 2016 until the end of April. There will be 5 x £500 travel voucher incentives for both surveys like last year and I am currently working to provide more localised smaller incentives such as supporting you to provide cupcakes/bacon butties. Please do disseminate these dates to staff and course reps in preparation for the survey. I will be sending out more information nearer the time but if you do have any questions please do let me know.
3. **Care Leavers Service**

Please can partner college staff cascade the following information to their students in order to raise their awareness of the Care Leavers Service which would be available to students when they progress to Plymouth University from a partner college.

Plymouth University offers a Care Leavers Service for students who have previously been in Local Authority care. We offer a £2000 per year care leaver bursary (subject to eligibility) and access to 365 day non-funded accommodation plus pre-entry support, help with finances and a dedicated support worker. We also now offer 5 Unite Scholarships which comprise of a £3,000 per year cost of living allowance and free accommodation for the duration of the degree. Full terms can be found at https://www.plymouth.ac.uk/student-life/services/learning-gateway/care-leavers/care-leavers-funding

If you work with or know of any young people in care or care leavers who may progress to university, we would be grateful if you could share this information with them. If you would like further information or leaflets to give to students and staff please see our webpages at plymouth.ac.uk/careleavers or contact Louise or Nadine (Care Leaver Support Workers) at careleavers@plymouth.ac.uk or on 01752 587961/733

4. **JBS Reminders**

Colleges who have still to hold their JBS meetings are reminded to ensure all papers are received by AP before the meeting takes place. It is important that these are sent prior to the meeting. For colleges who have now held their JBS meeting would you please ensure the draft minutes and any remaining papers are sent to AP two weeks after your meeting.

5. **Next Issue of Academic Partnerships HE Admin E-Newslette is February 2016**

This e-newsletter is also available on the portal in the Administrators' Community folder at http://staff.plymouth.ac.uk//upcfacul/procandtemps/intranet.htm