



OCNSWR Access Centre Approval (Additional Pathway) Guidance Notes

The OCNSWR Access Centre Approval (Additional Pathway) form is used when planning to offer new pathways in addition to those agreed during initial approval as an Access Centre. Pathways Planning forms are issued to all Access Centre's during the Spring Term. These indicate which pathways providers plan to offer during the forthcoming academic year. Providers wishing to offer an additional pathway will be asked by the Access to HE Officer to complete an OCNSWR Access Centre Approval (Additional Pathway) form, showing information specific to the new pathway.

The following notes act as a guide as to the information that should be included in each section of the OCNSWR Access Centre Approval (Additional Pathway) form. A separate form must be used for each additional pathway. If you have any queries, please contact the Access to HE Officer.

This form must be completed to the satisfaction of OCNSWR before the start of the academic year in which the additional pathway is to be delivered.

1. Centre Information

Please insert the name of your organisation.

If the location where the pathway will be delivered is different from the main address please give the campus name, address and telephone number.

1a. Main Contact for Access

Insert the contact details for the main contact for Access, eg the Access Coordinator.

1b. Contact for Additional Pathway if Different From Above

Insert the contact details for the person responsible for delivering the new pathway eg Pathway Leader or equivalent post. If this is the same as the main contact, write 'main contact'.

2. Pathway Information

2a. Pathway Marketing and Recruitment

- Insert the name of the additional CAF pathway you wish to offer and the provider marketing name if different
- Provide any marketing materials specific to this pathway
- Describe any specific recruitment activities for this pathway

- Describe how learners are admitted to the pathway, including existing skills required and any initial and/or diagnostic assessment.

2b. Pathway Content, Aims and Rationale

- List the Common Access Framework (CAF) subject modules you intend to use
- Describe the aims and rationale for the pathway and how it meets learners' needs, especially with reference to progression and equal opportunities.

3. Progression Routes

- Detail any specific agreed progression opportunities, for example a guaranteed interview.
- Explain how learners are informed of these opportunities, eg attending HE Fairs, information sessions, individual guidance.

4. Resources

- List any specialist resources and facilities eg Science laboratories, Art Studios etc.
- Make available upon request copies of tutor CVs, indicating subject specialism

5. Centre Statement

A draft version of this form may be submitted to the Access to HE Officer for feedback and will be returned by an agreed date. Please sign the 'final version' of the form and return one paper copy and one electronic version to the Access to HE Officer.

Approval to Deliver Additional Pathway

OCNSWR will confirm by email that the Provider is approved to run an additional pathway once the application process is successfully completed.