

LIFT OFF

Memorandum of Understanding

2017/18-2019/20

LIFT OFF - Schools for Higher Education Programme

1. Background

LIFT OFF delivers the Scottish Funding Council's national Schools for Higher Education Programme (SHEP) in Fife and Tayside. Fife and Tayside is defined as the area that includes the four local authorities of Fife, Dundee City, Angus and Perth and Kinross. LIFT OFF is a partnership of colleges, universities, local authorities, Skills Development Scotland and other relevant stakeholders.

2. Purpose

LIFT OFF delivers collaborative activity which will contribute to an increase in progression rates to higher education (HE) in college and university from schools with low HE progression rates, and/or those young people demonstrating the greatest need of support.

3. Aims and Objectives

Aims

The aims of the LIFT OFF partnership are to deliver SHEP in Fife and Tayside in a way that will:

- provide a co-ordinated approach to engagement with schools
- align activity and reduce duplication across the area
- deliver a programme of activity that enthuses and motivates young people in the target group and will achieve the SHEP targets and outcomes

Objectives

The objectives of LIFT OFF are to:

- increase progression rates to HE and other positive destinations for target pupils
- raise awareness of opportunities to access higher education
- raise aspiration to higher education
- enter into agreements with partners to support achievement of aims
- work with partners to develop an inspiring programme of activity

4. Target groups

LIFT OFF works with pupils from S3 to S6. From S4 onwards, this is a targeted approach to a specific cohort identified as having the potential and academic capability to be successful in higher education but face some barriers in achieving that aim.

From 2016/17, the SHEP programme has targeted its work on schools with low progression rates to HE; schools falling below the national average over a 5-year period. Those eligible to participate in SHEP in Fife and Tayside are listed in the table below.

Angus	Dundee City	Fife
Arbroath Academy	Baldragon Academy	Beath High School
Brechin High School	Braeview Academy	Glenwood High School
	Craigie High School	Levenmouth Academy*
	St Paul's Academy	Lochgelly High School
		Viewforth High School
		Woodmill High School

** Levenmouth Academy is a new school that has been in operation from August 2016. The school will service the catchment of Buckhaven and Kirkland High Schools, which are now closed.*

In accordance with the developing Schools Engagement Framework (SEF) from SFC, LIFT OFF will use 2017/18 – 2019/20 to develop a model that could be used to identify individual young people for support, *regardless of where they go to school.*

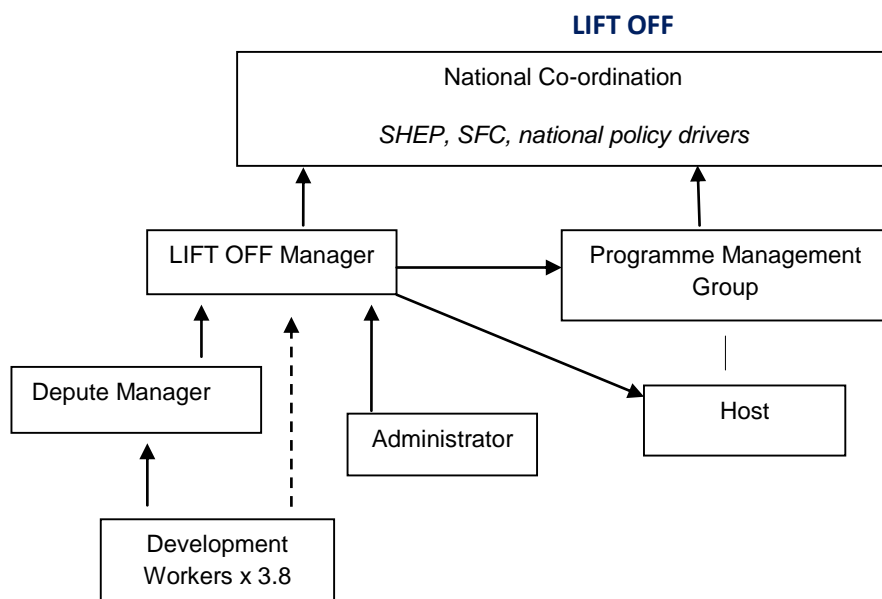
5. The Partnership

The SHEP Partnership does not exist as a separate legal entity. This means that accountability to the SFC for SHEP funding resides formally with the host institution.

Formal partners of the LIFT OFF programme are given in the table below. However, it should be noted that the group engages with a broader range of stakeholders in the delivery of our activity.

Colleges	Universities	Local Authorities
Dundee & Angus College	Abertay University (host)	Angus Council
Fife College	University of Dundee	Dundee Council
Scotland's Rural College (SRUC)	University of St Andrews	Fife Council (Chair)
	Open University in Scotland	
Other		
Skills Development Scotland		

6. Structure



7. Membership and Operation of LIFT OFF

LIFT OFF conducts its business in the following way:

Programme Management Group

In accordance with Scottish Funding Council guidance the Schools for Higher Education Programme is overseen by a Programme Management Group. The Programme Management Group comprises of:

Core membership

University representatives - Senior member of Admissions staff (ideally the person responsible for Admissions policies within the university). There is one representative from each of the universities.

College representatives - Senior member of staff (ideally someone who has responsibility for admissions policies and curricular links with degree programmes). There is one representative from each of the colleges.

Local authorities - Member of Education management team from each of the three local authorities.

Other

Senior representative/s from Skills Development Scotland

In attendance: LIFT OFF Manager and Depute Manager

SFC Policy Officer

The meetings are clerked by LIFT OFF and a formal minute circulated to the group. A list of current member of the PMG can be found at Appendix 1.

8. Purpose of the Programme Management Group

- To contribute to decisions on programme direction, outputs and deliverables, monitoring and reporting
- To support the LIFT OFF Manager to prepare strategic and operational plans in line with SFC requirements and approve the associated budget
- To monitor ongoing activity and strategic priorities
- To provide updates on institutional activity identify opportunities for collaboration
- To approve the annual report
- To engage with other groups and ensure there is a collaborative effort locally

LIFT OFF seeks to support member organisations in their efforts:

- to widen access to, and participation in, higher education;
- to improve pupil achievement and progression to higher education;
- to provide information, advice and guidance for pupils, where appropriate; and to work in a complementary way with Skills Development Scotland to further this aim, both strategically in Scotland and regionally, at a local level.

Eligibility and election of Chair & vice Chair

The Chair and vice Chair will be drawn from one of the three local authority partners. This ensures that the focus of the programme remains in service of the young people in school and allows for the rotation of responsibilities between local authorities.

Term of Office

The normal period of service will be a maximum of four years with requirement to stand for re-election after two years.

Role of Chair

- Provide support and guidance to the LIFT OFF Manager
- Liaise with host institution
- Participate in staff reviews if required
- Facilitate liaison with partners and funders, principally SFC
(Note: The Chair can nominate other members of the PMG to liaise with partners where their greater knowledge and expertise in a particular sector would be advantageous)
- Liaise with the Chairs of other regional groups to ensure national programme coherence

9. Role of vice Chair

The vice Chair will support the Chair and act-up if required. Usual practice would be for the vice Chair to replace the Chair at the end of their term.

10. Frequency of meetings:

Two meetings are held annually.

LIFT OFF Programme Management Group Membership 2018/19

		Partner organisation
Chair	Ms Kelly McIntosh	Angus Council
Members of the PMG		
	Ms Lesley Balfour	Abertay University
	Mr Mike Johnson	St Andrews University
	Dr John Blicharski	Dundee University
	Dr Simon Hewitt	D&A college
	Mr Iain Hawker	Fife College
	Ms Anna MacFarlane	DYW Project Officer (Dundee)
	Ms Caroline Manzie	SRUC
	Ms Evonne Boyd	SDS
	Ms Rose-Marie Stewart	SDS
	Ms Tracey Stewart	Dundee City Council
	Ms Alison Fraser	Angus Council
	?	Fife Council