



# **Christ the King Sixth Form College**

## **Governors' Handbook**

### **Section 5 - Miscellaneous**

## Section 5 – Miscellaneous

	Page
List of Useful Websites	3
List of Acronyms	4



# Christ the King Sixth Form College

## List of Useful Websites (and electronic documents)

AoC website: [http://www.aoc.co.uk/en/college\\_governors/](http://www.aoc.co.uk/en/college_governors/)

AoC Governance Library: [http://www.aoc.co.uk/en/college\\_governors/governors-resource-library](http://www.aoc.co.uk/en/college_governors/governors-resource-library)

Catholic Education Service, Sixth Form Colleges: <http://catholiceducation.org.uk/further-and-higher-education>

Christ the King Sixth Form College home page: <http://www.ctksfc.ac.uk/>

Christ the King Sixth Form College governance: <http://www.ctksfc.ac.uk/174/the-governing-body>

DfE: <http://www.education.gov.uk/>

Education and Skills Funding Agency (EFA):  
<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

LSIS Governance Resources and Training Materials (materials still available even though organisation has closed): <http://www.excellencegateway.org.uk/node/18194>

Key Challenges for FE college governance and priorities for development: An LSIS perspective, LSIS (2012): <http://www.lsis.org.uk/publication-content/key-challenges-fe-college-governance-and-priorities-development-lsis-perspective>

Joint Audit Code of Practice (JACOP):  
<http://skillsfundingagency.bis.gov.uk/providers/finance/financialassurance/jointaudit>

OFSTED Common Inspection Framework <http://www.ofsted.gov.uk/resources/common-inspection-framework-for-further-education-and-skills-2012>

SFCA: <http://www.sixthformcolleges.org>

The UK Corporate Governance Code, Financial Reporting Council (September 2012):  
<http://www.frc.org.uk/Our-Work/Publications/Corporate-Governance/UK-Corporate-Governance-Code-September-2012.aspx>



# Christ the King Sixth Form College

## List of Acronyms

The College uses many acronyms. These can form a sort of 'shorthand' which those in the know use - but can equally exclude and confuse those who are new to the sector.

The following list introduces you to a selection of acronyms which governors may well come across in the course of their role. It is a selection only and by no means exhaustive.

AAV	Annual Assessment Visit
ACL	Adult and Community Learning
ACM	Association for College Management
ACOP	Audit Code of Practice (replaced by JACOP – Joint Audit Code of Practice)
ACS	Advancement and Careers Service ( <i>for adults</i> )
ADHD	Attention Deficit and Hyper-activity Disorder
AELP	Association of Employment and Learning Providers
ALF	Average Level of Funding
ALP	Association of Learning Providers
ALPS	(Measure of Distance Travelled for Students)
ALS	Additional Learning Support
AoC	Association of Colleges
AoCNCN	AoC National Clerks Network
AUT	Association of University Teachers
BCIF	Building Condition Improvement Fund
BIS	Department for Business, Innovation and Skills
BME	Black and Minority Ethnic
BSA	Basic Skills Agency
CAF	Common Assessment Framework ( <i>for Safeguarding</i> )
CAMHS	Child and Adolescent Mental Health Service
CATS	Credit Accumulation and Transfer Scheme
CES	Catholic Education Service
CIF	(OFSTED) Common Inspection Framework
CIO	Charitable Incorporated Organisation
CIPFA	Chartered Institute of Public Finance and Accountancy
CLT	Centre Leadership Team
COSHH	Control of Substances Hazardous to Health Regulations
CRB	Criminal Records Bureau
CSR	Comprehensive Spending Review
CTK	Christ the King Sixth Form College
DBS	Disclosure and Barring Service (replaces CRB checks)

DfE	Department for Education
DLHE	Destinations of Learners from HE Survey in FE Colleges
DWP	Department of Work and Pensions
ECM	Every Child Matters
E&D	Equality and Diversity
ESFA	Education and Skills Funding Agency (funds 14-19 education, academies, free schools, UTCs etc)
EIA	Equality Impact Assessment
EMA	Education Maintenance Allowance (abolished from 2012/13)
EDIMs	Equality and Diversity Impact Measures
ENTO	Employment National Training Organisation
ESOL	English for Speakers of Other Languages
E2E	Entry to Employment
FAQ	Frequently-Asked Questions
FE	Further Education
FELTAG	Further Education Learning and Technology Action Group
FfE	Framework for Excellence
FISSS	Federation of Industry Sector Skills and Standards ( <i>replaces SSCs</i> )
FM	Financial Memorandum
FMCE	Financial Management and Control Evaluation (previously had to be approved annually for dispatch to the DfE)
FTE	Full Time Equivalent (learner)
GFE(C)	General Further Education College
GIA	Gross Internal Area
GNVQ	General National Vocational Qualification
H&S	Health and Safety
HE	Higher Education
HEA	Higher Education Academy
HEFCE	Higher Education Funding Council for England
HEI	Higher Education Institution
HSE	Health and Safety Executive
IAG <i>or</i>	
I & A	Instrument and Articles of Government
IAG	Information, Advice and Guidance
IAS	Internal Audit Service
ICSA	Institute of Chartered Secretaries and Administrators
ICT	Information and Communication Technology
Ifl	Institute for Learning
IGP	International Graduate Programme
IP	Investors in People
ILR	Individualised Learner Record
ILT	Information and Learning Technology
INSET	In service training (staff training in colleges or school)
IT	Information Technology

JACOP	Joint Audit Code of Practice ( <i>issued jointly by SFA and EFA</i> )
JCP	Jobcentre Plus
JISC	Joint Information Systems Committee ( <i>supports use of ICT etc for post 16 and HE education and research</i> )
LBL	London Borough of Lewisham
LEP	Local Enterprise Partnership
LLUK	Lifelong Learning UK
LRC	Learning and Resources Centre
LSG	Leadership Skills for Governance
LSIS	Learning and Skills Improvement Service ( <i>abolished 31 July 2013</i> )
MAA	Multi Area agreement
MIS	Management Information Systems
MLP	Minimum Levels of Performance
MoG	Machinery of Government (changes) – ( <i>changes to Government Departments and policy delivery structures</i> )
NEET	Not in Education, Employment or Training
NAO	National Audit Office
NAS	National Apprenticeship Service
NES	National Employment Service
NIACE	National Institute of Adult Continuing Education
NQF	National Qualifications Framework
NSA	National Skills Academies
NTA	National Training Award
NUS	National Union of Students
NVQ	National Vocational Qualification
Ofsted	Office for Standards in Education
Ofqual	Office of Qualifications and Examinations Regulation
OLASS	Offender Learning and Skills Service
PFA	Provider Financial Assurance ( <i>SFA/DfE Audit</i> )
PPR	Provider Performance Review
QAA	Quality Assurance Agency for HE
QCDA	Qualifications and Curriculum Development Agency
QCF	Qualifications and Credit Framework
QIP	Quality Improvement Plan
RDA	Regional Development Agency
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences
SAQ	Self-Assessment Questionnaire
SAR	Self-Assessment Report
SBS	Small Business Service
SES	Single Equality Scheme

SFA	Skills Funding Agency ( <i>funds Adult FE</i> )
SFC	Sixth Form College
SFCA	Sixth Form Colleges Association ( <i>previously SFCF Sixth Form Colleges Forum</i> )
SIR	Staff Individual Record
SLC	Student Loans Company
SLN	Standard Learner Number
SLT	Senior Leadership Team
SMT	Senior Management Team
SORP	Statement of Recommended Practice ( <i>accounting</i> )
SPH	Senior Post Holder
SSC	Sector Skills Council ( <i>replaced by FISSS</i> )
STEM	Science, Technology, Engineering and Maths
TES	Times Educational Supplement
THES	Times Higher Educational Supplement
T2G or TtG	Train to Gain
TQS	Training and Quality Standard
Ufi	University for Industry
UCU	University and Colleges' Union
UKCES	UK Commission for Employment and Skills
UTC	University Technical College
WBL	Work Based Learning
WEA	Workers' Educational Association
YPLA	Young People's Learning Agency ( <i>'slimline budgetary agency' for 14 – 19 skills from 2010, replaced by Education Funding Agency in 2012</i> )