
Dundee & Angus College Students' Association

Plan of work 2017/18

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Table 1 - Outline of Student Association Team within D&A College Staff**Error! Bookmark not defined.**

1 Terms of Reference

This Strategic Plan, covering the 2017-18 academic session, has been developed by J. Gregory (President), A. Mackie (Vice President – Kingsway Campus), C. McPherson (Vice President – Gardyne Campus), R. Walker (Vice President – Arbroath Campus), and S. Rennie (Student Association Development Officer), on behalf of Dundee & Angus College Students' Association.

This plan will be approved formally by the Student Congress - the democratic body of the Students' Association, who hold the Students' Association Executive accountable for their actions.

The Students' Association will also work in partnership with the Dundee & Angus College Board of Management to ensure that they are enhancing the student experiences and help direct change from the point of the students.

The Students' Association Advisory Board will further ensure that the Students' Association continues to work towards its aims and objectives outlined in this plan and hold them accountable where it fails to do so.

The purpose of this document is to provide a disciplined approach to the planning and execution of activities key to engaging, representing and supporting students throughout their college experience at Dundee & Angus College.

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2 Background of Students' Association

The Dundee & Angus College Students' Association [DASA] was formed after the merger of Dundee College with Angus College in the 2013-14 academic session.

The Students' Association facilitates effective communication between academic and support staff, and the students. The Association focuses on providing our students with strong representation and the chance to have their views and ideas heard by key decision makers; the individuals and departments capable of making changes to improve and enhance the learning, teaching and quality of the student experience.

The Students' Association previously consisted of a full time, elected Student President, supported by three part time, elected Vice Presidents. However, for the new academic term, a further member of staff has been employed as the newly created Students' Association Development Officer Role. The Development Officer will ensure an increase of consistency in the delivery of elected student support and training, throughout the changeover period, and ensure that the strategic plans objectives are being perused and safeguard the sustainability for the Students' Association.

In the past the Students' Association has struggled with consistency, accountability and engagement with both the students in the college and the wider college community. This has resulted in wasted opportunities to effectively represent college students and build strong working relationships with the institution and it's key teaching, learning and support staff.

This Strategic Plan outlines the beginning of a rebuilding process and promotion of positive relationships with all departments within the college and wider community. Through partnership, the Students' Association aims to deliver growth in:

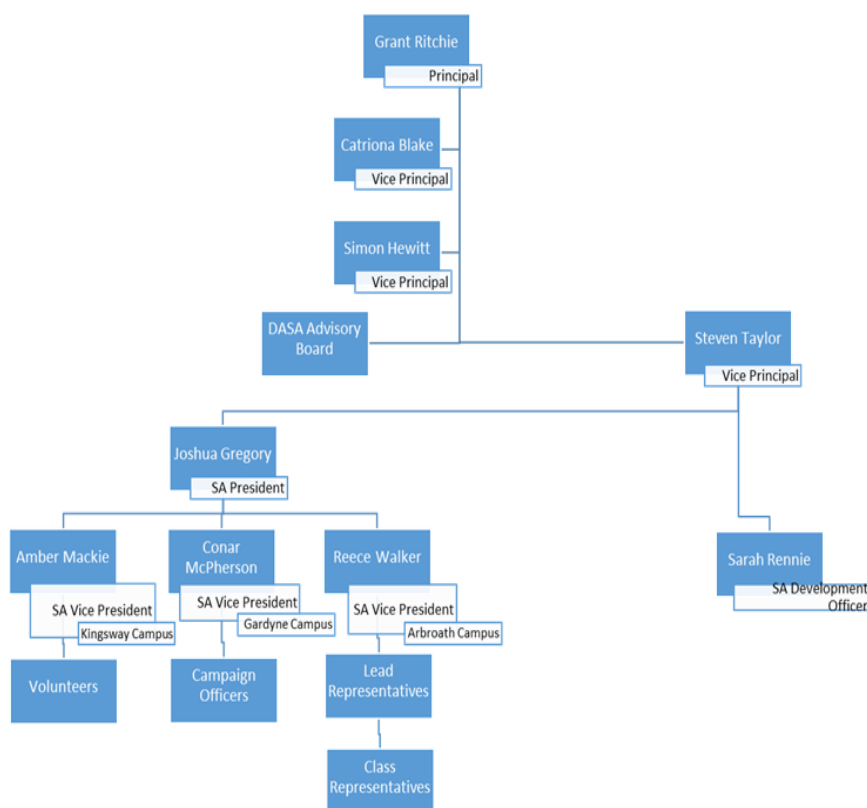
- A strong student voice for our students.
- Clear strategic direction based on the needs of our students.
- Higher levels of student engagement in extracurricular activities and opportunities provided by the Students' Association.

To establish further the collaboration and engagement across the college the Students' Association will further support the delivery of activities by other departments across college, including but not limited to:

- Learner Engagement
- Sports Union
- Student Services
- Learning & Digital Resources

3 Leadership and Governance

The Student Association President and Students' Association Development Officer will work in partnership with the Vice Presidents of each campus to deliver the milestones and objectives outlined by the Elected Office Bearers, including the key focuses of representation, engaging students in activities and provision of volunteering opportunities. The structure of the Students' Association, therefore is outlined in the table below.



4 Partnership

- We are in the process and on the journey to having a positive relationship with the college institution and all the departments within it.
- We will continue to strengthen partnerships with Students' Association Advisory Board, Sector and College stakeholders to monitor the strategic and operational development of the Students' Association, including the introduction of an operational and strategic plan.
- We will utilise our links with other institutions, associations and unions to positively promote best practice and create support networks to the benefit of the Students' Association and the college as a whole.

5 Sustainability

- After successful recruitment of a Students' Association Development Officer we will ensure continuity of our organisation, there will be clear aims and objectives that will be positively carried over into each academic year ensuring a strong and effective Students' Association.
- We will continue to improve transparency and ensure that our Students' Association is truly led by the students and held accountable for our actions through an informed and trained lead representative at Congress.
- We will continue to gain quality feedback from our students to ensure that we are providing the best possible college experiences year on year through the introduction of our strategic and operational plans, which as working documents can be altered year on year to remain fit for purpose.

6 Accountability

- The Students' Association will remain accountable to the students first and foremost, however, will continue to work as effective partners with the college, and our funding body, to ensure a sustainable service.
- We will strengthen our democratic processes so that students are at the heart of our decision making processes and that they are given ample opportunities to hold the officer team to account for their attendance, commitment and performance. This will come directly through congress and the rep structures.
- The Students' Association will be held accountable by Congress and the Students' Association Advisory Board, who through an ethos of respect and support will ensure that we develop in a direction that best suits the student body experience.

7 Representation

- Continue to work to ensure that we are enhancing the current provision allowing the Association to effectively represent the views and voice of the student body as a whole, ensuring a fair and equal say in the direction of their learning experience and support.
- Develop robust processes which allows the student body have a strong voice and a say in the direction and future of their Students' Association.
- Creating stronger links with all academic teams across the college will ensure that we are providing a strong partnered Students' Association who are dedicated to representing the voice of all of our students. The Students' Association endeavours to support all students across the college to have their voice heard on all decisions that affect them.
- Providing timely and accurate quantitative and qualitative information from learner feedback will positively impact and promote quality enhancement throughout the college.

8 Stop & Review

Team meetings are an integral and critical feature of the operations of the Students' Association and form the central basis around which quality enhancement is built. Key discussion points, evaluative outcomes and actions arising from team meetings are recorded to ensure that the Students' Association is working to its full potential within the college. The team will meet regularly and on a structured basis throughout the year and an annual plan of meetings will be circulated to all team members at the start of the academic year. Stop and Review meetings will include all of the Students' Association Office Bearers, Development Officer, Lead Reps, Class Reps and volunteers to the Students' Association and should aim to achieve engagement across the team as a whole to balance operational matters and promote reflection and evaluation. Lead reps, class reps and other support staff will be encouraged to attend these meetings to provide a wider perspective of the Students' Association to ensure that the team and Students' Association are working towards a fully represented student body.

8.1 Areas of Positive Practice

- **Increase in representation through class and lead representatives:**
The students' Association has increased the number of class and lead representatives on previous years, this has been as a result of the Students' Association having more visibility through the engagement work of the President and Vice Presidents. Class room visits at the start of the academic year were used to explain the value of the Students' Association as well as the role and importance of class and lead representation. This has encouraged more students to take on these roles.
- **New Offices:**
The Students' Association has a new office space in Arbroath and has raised the awareness to the students through having a launch party at the office with students, college staff and executive team. Angela McCusker (Regional Chair) and Grant Ritchie (Principal) officially cut the ribbon for the office.
- **Class rep training:**
The class rep training was carried out with all three campuses. The number of class reps trained at the Arbroath Campus had significantly increased on previous years and the turn out across all three campuses had a slight rise in number. Class rep training produced positive feedback from the students who took part, they found it useful and fun. In addition, information regarding student thoughts on Student Association, as well as how the students' felt about the physical and holistic environments of the college were sought through a practical training exercise. This will be used to further the feedback to the college.
- **Increase in number of student volunteers:**
Students' Association has increased the number of students volunteering in a number of different projects around the college, from service design to ICT focus groups. The number of students volunteering has significantly increased from 3 to 43 students. The Students' Association will be working to promote the D&A Attributes through all the positions available within both the Students' Association and the wider college body.
- **Students' Association Development Officer:**
With the introduction of the Students' Association Development Officer consistency will be provided across the years allowing the Students' Association to grow from strength to strength. The position will allow support to the elected members of the Students' Association and provide a positive link between the college and the Students' Association.
- **Strategic planning for three years:**

The Students' Association will benefit from a three-year strategic plan as it will provide clear priorities which office bears will be required to contribute to achieving on a year to year basis. A working document for each year and provide a starting point for each executive as they come into post across the academic years. It will provide consistency, stability and direction putting the Students' Association in a stronger position year on year.

- **Students' Association Advisory Board:**

The Advisory Board has been beneficial to the Students' Association in providing peers in a respected field guide the Students' Association in a positive direction. The endeavours of the Students' Association are discussed and evaluated during these meetings, as well as advice and encouragement from other members of the board.

- **Congress Meetings:**

The Lead Reps who make up the members of congress are there to hold the Students' Association to account. They are there to ensure that the association is carrying out their duties in a timely and positive fashion, as well as carry out budgetary requests from the association. This benefits the Students' Association greatly as it provides them with a body to report to as well as rationalise any decisions that are made to ensure that they are beneficial to the student body. The Congress meetings will promote the strength of the student voice and increase student representation across the college.

8.2 Areas for Development

- **Increasing representation and engagement with hard to reach students:**

The Students' Association will work to enhance representation for students based at outreach centres in Forfar and Montrose. In previous years the outreach centres have had very little to no interaction with the Students' Association and it is vital that the Association ensures these students have access to our services

- **Increasing representation and engagement with international students:**

The Students' Association would benefit greatly with the introduction of an International Student Group to include the ESOL Students' as part of the Students' Association as a whole. This would bring unity and strength to the Students' Association and represent the whole of the student body in an inclusive manner.

- **Providing opportunities for students with additional support needs:**

The Students' Association have previously not provided tailored roles for students with additional support needs and therefore have not fully engaged with or represented that area of the student body. Tailored made roles or adjusted current roles within the Students' Association would provide equal opportunities for everyone to be involved and have their voice represented at college.

- **Enterprise:**

The Students' Association would greatly benefit from extra enterprise initiatives in order to increase their spending powers during each of the academic years. Any monies raised through enterprise ventures would be reinvested into the Students' Association and used to positively benefit the student body.

- **Apprentices:**

Students' who attend the college on a varied timetable across the academic year due to the different levels of apprenticeships have very little or no interaction with the Students' Association and do not identify themselves as college students.

- **Cross Institutional Relations and Development:**

The Students' Association have a small reciprocal agreement with Dundee University Students' Association (DUSA) through our students having access to DUSA The Union,

however it would be invaluable to make strong positive relationships with other educational institutions such as local schools within the area of each of the campuses, as well as build upon and develop our current relationship with DUSA.

- **Continue to develop stronger links with academic teams across college:**

Through working with academic teams across the college the Students' Association will promote and engage students in providing quality feedback to improve the learning experience. The Association will also promote the development of effective and proactive class and lead reps, supported by a strong Students' Association which will create a positive relationship which will strengthen and develop over the next three years. Higher visibility and quality communication regarding the role of the Students' Association will ensure that students and staff understand what can be achieved through working with the Association.

- **Quality, accurate and timely feedback:**

Previously the Students' Association has failed to provide quality, accurate and timely feedback from the information that they have gathered from both the Class Representatives feedback and from wider surveys that have been carried out. The Students' Association can become a key player in the way that learning and teaching improves throughout college ensuring that all feedback is on time, of quality and is accurate.

- **Greater Self-evaluation:**

In order for the Students' Association to develop in a positive way to meet the needs of both the college and the students that it represents, it should be more reflective and evaluative of its practice. The Students' Association would greatly benefit from a range of reflective review methods, such as: regular "stop and reviews", Congress and class rep feedback. This would ensure that The Association was providing the best possible service to its members. Utilising this collated data would allow the Students' Association with a strong evidence base to set goals as well as highlight areas of success or development.

- **Increase and Promotion of Social Media:**

The Students' Association has not utilised social media effectively in recent years and this has resulted in very little interest being shown by the student body in interacting with their pages. The Students' Association will further its usage of social media as both a means of an advertising services and benefits, promotion of events, activities, achievements and social opportunities for our students. Increase visual presence on social media will also help to promote the face of the Students' Association across the college as a whole.

- **Clarity, focus and continuity:**

At the start of this academic year (2017/2018) the Students' Association had no in-depth handover from previous Students' Association executives and therefore were unsure of the focus and vision that they wanted to achieve. The introduction of a strategic plan, as well as an improved handover period would benefit the Students' Association to continue to improve year on year through continuity, focus and clarity in their role.

- **Increased cross-campus relations and development:**

The Students' Association is based across all three of the college campuses as well as a required development in the outreach centres, therefore it can be difficult to promote college wide events and conjoin the campaigns, efforts and social events across the college as a whole. With increased visibility and a strong Students' Association team this could be addressed to ensure that each of the Campuses has a strong Students' Association presence and engagement.

- **Working closer with Sports Union and Learner Engagement:**

A positive and effective working relationship with the Sports Union and Learner Engagement Team has not been a consistent feature over recent years in the Students' Association; which is not suited to a sustainable relationship with these vital college services. The Students' Association as well as Sports Union and Learner Engagement Team would benefit greatly from a collaborative and effective partnership to ensure that our members gain more than just a qualification and truly engaged and interacted with their college experience. Promotion of a holistic view of the student's experience would increase retention rates and truly put the students at the heart of everything we do.

9 Good to Great – 3 Year Plan

Year 1 – August 2017/July 2018						
Action	Responsibility	Benefit	Student Engagement Framework Element	HGIOC	Actioned Date	Completed
Increase the visibility, awareness and understanding of the Students' Association.	President Vice Presidents SADO	<ul style="list-style-type: none"> • Increased engagement with students that require and need our services. • Improve the quality of feedback received from students. • Increased knowledge of the student experience. • Enhancing strategy and direction. 	Element 1 – Students feeling part of a supportive institution.	3.1 – How effectively do staff and learners promote and celebrate diversity and support an ethos and culture of inclusion?	January 2018	
Quality and fully transferrable training for Class Representatives and Lead Representatives	President Vice Presidents SADO	<ul style="list-style-type: none"> • Increase employability of student reps through development of transferable skills. • Improved feedback processes to enhance teaching and learning. • Enhanced partnership between students and teaching staff. 	Element 2 – Students engaging in their own learning.	2.3 – How well do learners influence their own learning and set goals to improve?	December 2017	
Successful recruitment of Students' Association Development Officer	Steven Taylor Katie Baxter President	<ul style="list-style-type: none"> • Consistency in the development and pursuit of strategic goals. 	Element 4 – Formal mechanisms for quality and governance.	1.1 – How well are staff and the Students' Association involved in the	September 2017	

		<ul style="list-style-type: none"> • Continuity and institutional memory. • Stronger institutional working relationship. • Training and supporting Executive and student representatives. 		process of change and planning for continuous improvement?		
More opportunities for students to engage in fun experiences within the Students' Association.	President Vice Presidents SADO	Increase student participation and engagement with other roles within the association and promote the association across the college.	Element 1 – Students feeling part of a supportive institution.	3.1 – How effectively do staff and learners promote and celebrate diversity and support an ethos and culture of inclusion?	June 2018	
Monthly meetings of Congress to ensure accountability and quality of the Students' Association	President Vice Presidents SADO	Monthly Congress meetings will ensure that the Students' Association are held accountable for all that they do as well as assess the quality of the services that it provides.	Element 4 – Formal mechanisms for quality and governance.	2.4 – How well do staff involve learner representatives and stakeholder's opinion in evaluating the support service experience to plan for improvement?	December 2017	
Increase in number of Campaign Officers and Volunteering	President Vice Presidents SADO	Increasing the number of campaign officers and volunteering opportunities	Element 2 – Students engaging in their own learning.	2.3 – How well do learners influence their	June 2018	

opportunities through the Students' Association.		through the Students' Association will ensure that more and more students are engaging with their college journey out with the class room.		own learning and set goals to improve?		
Vice Presidents to be voted into place over all three campuses.	SADO	A strong presence across all three campuses through the election of three Vice Presidents working alongside their class, lead and campaign officers to provide the best possible college experience for all students – providing a voice and representing them equally and fairly.	Element 4 – Formal mechanisms for quality and governance.		November 2017	
Improved working spaces for all campuses, increasing the visibility of the Students' Association.	President Vice Presidents SADO	The provision of functional and operational working spaces for the Students' Association will promote the work of the association and encourage engagement and participation.	Element 1 – Students feeling part of a supportive institution.		February 2018	
Increase in engagement with the Students' Association throughout the college as a whole.	President Vice Presidents SADO	Increasing engagement with the Students' Association throughout the college as a whole will raise the profile of the association and again encourage engagement across the college.	Element 4 – Formal mechanisms for quality and governance.	1.4 – How well do managers engage learner representatives in evaluation programmes and provision to influence and contribute to improvement?	June 2018	

Improve and build upon positive relationships with course leaders and heads of learning.	President Vice President SADO	Improvement and continual building of positive relationships with course leaders and heads of learning will help to promote the effectiveness of working alongside the Students' Association through quality enhancement.	Element 3 – Students working with their institution in shaping the direction of learning.	2.2 – How well do curriculum teams incorporate the views of learners to plan and improve the curriculum?	June 2018	
Introduction of an Anti-Bullying campaign	Vice President – Arbroath	The introduction of an Anti-Bullying campaign will actively promote an ethos and culture of inclusion. Promoting the health and wellbeing of our students across the college.	Element 1 - Students feeling part of a supportive institution.	3.1 – How effectively do staff and learners promote and celebrate diversity and support an ethos and culture of inclusion?	May 2018	
Monthly class representative/lead representative drop in sessions.	President Vice Presidents SADO Lead & Class Representatives	Drop in sessions for feedback on the learning and teaching cycle will actively incorporate the views of learners to plan and improve the curriculum and education offered to the students across the college.	Element 3 – Students working with their institution in shaping the direction of learning.	1.3 – How well do managers support and engage with learner representatives to improve services to support learning?	January 2018	
Promotion of and planning of end of year party event.	President Vice Presidents SADO	The promotion of fun experiences within the Students' Association will	Element 1 – Students feeling part of a	3.1 – How effectively do staff and	June 2018	

	Volunteers	encourage student participation and engagement with other roles within the association and promote the association across the college.	supportive institution.	learners promote and celebrate diversity and support an ethos and culture of inclusion?		
'Crack Open a Cold One' Men's mental health Campaign.	Vice President – Gardyne Campus.	The introduction of a Men's Mental Health campaign will actively promote an ethos and culture of inclusion. Promoting the health and wellbeing of our students across the college.	Element 1 – Students feeling part of a supportive institution.	3.1 – How effectively do staff and learners promote and celebrate diversity and support an ethos and culture of inclusion?	June 2018	
Introduction of an International Students' Society within the Students' Association.	President Vice Presidents SADO	The introduction of an International Students' Society within the Students' Association will actively promote an ethos and culture of inclusion. Promoting the health and wellbeing of our students across the college and celebrate diversity. This society will involve working with other institutions to really gain insight into the benefits of such implementing this society.	Element 5 – Influencing the student experience at national level.		April 2018	

Year 2 – August 2018/July 2019						
Action	Responsibility	Benefit	Student Engagement Framework Element	HGIOC	Actioned Date	Completed
Continue to increase social events across campus through the Students' Association.	President Vice Presidents SADO	The promotion of fun experiences within the Students' Association will encourage student participation and engagement with other roles within the association and promote the association across the college.	Element 1 – Students feeling part of a supportive institution			
Work alongside the Sports Union to promote Clubs (sports clubs) available for students	President Vice Presidents SADO	Working alongside the Sports Union to highlight physical activity and sports clubs will positively benefit our students through promoting the health and wellbeing of our students across the college.	Element 1 – Students feeling part of a supportive institution			
Maintain continuity through an increased quality handover at the end of each academic year.	President Vice Presidents SADO	High quality handovers will provide the Students' Association support, continuity and sustainability allowing the Students' Association to grow in strength year on year.	Element 4 – Formal mechanisms for quality and governance.			
A fully functioning and fully engaged Students' Association	President Vice President SADO	Through building upon the previous year's increase in number of participants in the	Element 1 – Students feeling			

	Lead Reps Class Reps Campaign Officers Volunteers	Students' Association, we should endeavour to start this academic year with a stronger presence to continue to build upon.	part of a supportive institution			
Increased knowledge and understanding of the role of the Students' Association and all areas of participation on offer to the students of the college.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	Through building upon the previous year's increase in the presence of the Students' Association, we should endeavour to start this academic year with a stronger presence to continue to build upon.	Element 1 – Students feeling part of a supportive institution			
Introduction of chosen charities to raise funds for across the year.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	As a result of building upon a larger engagement base for the Students' Association, Charity and Event Coordinators positions will be able to put their full focus to carrying out these roles to support national campaigns.	Element 5 – Influencing the student experience at national level.			
Introduction of working in the wider community through stronger links with the Students' Association.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	As a result of building upon a larger engagement base for the Students' Association, Community Liaison Officer positions will be able to put their full focus to carrying out these roles to support our local community.	Element 1 – Students feeling part of a supportive institution			
The Students' Association to work with the college to fully embed the D&A attributes Scheme.	President Vice President SADO Lead Reps	By working in partnership with the college and the D&A Attributes Scheme we can effectively support our learners	Element 2 – Students engaging in their own learning.			

	Class Reps Campaign Officers Volunteers	to make informed choices about the next phase of their learning or employment journey through volunteering opportunities tailored to suit them.				
Increased rewards of participation through a strong and effective Students' Association	President Vice President SADO	Increasing the profile of the Students' Association and the rewards that engagement with the association could bring to our students and their future choices will promote the benefits of taking part in wider activities and experiences out with the classroom environment.	Element 1 – Students feeling part of a supportive institution.			

Year 3 – August 2019/July 2020						
Action	Responsibility	Benefit	Student Engagement Framework Element	HGIOC	Actioned Date	Completed
Budget for campaign officers to run a campaign	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	A stronger and more sustainable Students' association will be able to increase participation and engagement across the college and wider community therefore promoting the ability for enterprise and increasing the budget for campaign officers to run effective campaigns.	Element 5 – Influencing the student experience at national level.			
Financial improvement	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	A stronger and more sustainable Students' association will be able to increase participation and engagement across the college and wider community therefore promoting the ability for enterprise and increasing the budget for financial improvement.	Element 1 – Students feeling part of a supportive institution.			
The promotion of a vibrant, fun and approachable Students' Association.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	The promotion of fun experiences within the Students' Association will encourage student participation and engagement with other roles within the association and	Element 1 – Students feeling part of a supportive institution.			

		promote the association across the college.				
Well known around campuses	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	Through building upon the previous year's increase in the presence of the Students' Association, we should endeavour to start this academic year with a stronger presence to continue to build upon.	Element 1 – Students feeling part of a supportive institution.			
Encourage and promote diversity across the college and Students' Association.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	Students' Association will actively promote an ethos and culture of inclusion. Promoting the health and wellbeing of our students across the college and celebrate diversity. This society will involve working with other institutions to really gain insight into the benefits of such implementing this society.	Element 1 – Students feeling part of a supportive institution.			
Increase the number of clubs available, more advertisement of available options for the students both within and out with the Students' Association.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	Working alongside the Sports Union, Learner Engagement and other institutions to highlight the benefits of being included in clubs and societies will positively benefit our students through promoting the health and wellbeing of our students across the college.	Element 2 – Students engaging in their own learning.			
Work to promote partnerships with outside businesses to enhance student discounts for our	President Vice President SADO	Working alongside outside businesses to ensure that our students' receive a discount or special promotion with local	Element 1 – Students feeling part of a supportive institution.			

students' participation with the Students' Association.		businesses will promote active engagement with the Students' Association. It will benefit the financial status of the students through the offer of discounted goods and services etc.				
Promote full engagement of Students' Association through the increased numbers of students voting in elections.	President Vice President SADO Lead Reps Class Reps Campaign Officers Volunteers	Increasing the number of students taking part in elections across the college will highlight the increase of engagement across the college with the Students' Association. As a result, it will ensure that the Students Association is run by the students for the students.	Element 4 – Formal mechanisms for quality and governance.			

10 Summary

We are hungry to promote and provide the representation, extracurricular engagement and campaigns to truly influence and inspire the learner journey. We are committed to ensuring that we provide a voice that represents all areas of our student body through diverse and creative experiences that will have a positive impact on all of our learners through influencing the quality of learning and teaching at Dundee & Angus College.

Only through strong partnerships with the teams across the college and the college stakeholders, as well as outside institutions will be truly able to deliver our dream and make a fully engaged, inspiring and strong Students' Association. We are on our journey from 'Good to Great' supporting our students' and ensuring they receive the best possible experience at college to inspire them to carry their experiences forward into the world of work, enterprise or higher education.