**Appendix I Excellent and Innovative Practice**

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| **GETTING IN** |  | **SETTLING IN** |  |
| **Borders College** | Inclusive and Effective Admissions Process  “Taking down Barriers” system | **New College Lanarkshire (also Perth)** | Bursary office closure – for 2 days to process application at beginning of session |
| **UHI Inverness** | Transitions Co-ordinator (pre-application and Selection) | **UHI Perth** | Use of external agencies for financial capability e.g. CAB, Barclays Money Skills |
| **Glasgow Kelvin College** | Engineering Scholarships | **Glasgow Clyde College** | BME workers provide specific advice for asylum seekers and refugees at Induction |
| **University of Edinburgh** | Educated Pass | **Forth Valley College** | Phased Induction over 6 weeks on Moodle with H&S, Equalities sections mandatory.  Learner Charter is also on Moodle |
| **University of Abertay** | 2 week preparation programme for course start | **UHI Inverness** | Transitions Officer and Transitions Board review progress at 6 months |
| **Fife College** | Facebook page for new applicants with timeous messages e.g. Keep your parent’s P60 form handy | **UHI Inverness** | Wellbeing programme – *needs evaluation* |
| **UHI Argyll** | Diagnostic scripts are assessed for core skills (FE applicants) | **New College Lanarkshire** | “My Equalities” policy on Moodle |
| **Dumfries and Galloway College** | Applicants with protected characteristics are flagged in registers with personalised drop-down menus for advice e.g. “Joe has epilepsy, here’s what to do if he has a fit” | **West College** | Induction to course DVD (also available on line) |
| **UHI Inverness** | “A Step Ahead”: information sent out over the summer re transition workshops | **West College** | Shout magazine with up to the minute information |
| **UHI Inverness** | Induction materials on the website (*college prepared to share*) | **UHI Perth** | ‘Settling In’ and ‘Get Ready for College’ programmes with the same staff for additional support students and those coming from a care experience background |
| **UHI Perth (also South Lanarkshire staff trained)** | All staff trained in interview scoring system with standard questions, notes recorded and “good to know but not assessed” section on student record | **Queen Margaret University** | QM Connect: mentoring for direct entrants or QM Advance students |
| **West College Scotland** | Care Leavers’ Support Leaflet | **City of Glasgow** | Student Equality, Diversity and Inclusion Induction E-module |
| **Edinburgh Napier** | All care leavers are offered a mentor through the e-Mentoring programme | **Dundee and Angus** | SEE SCOTLAND mentoring system for international students |
| **Edinburgh Napier** | The School of Nursing and Midwifery run “Preparing for Higher Education” day for all access students. A new tool kit is being prepared for the pre-interview stage | **Edinburgh Napier** | “Signpost to Success” one day workshop for college students and Mature student and school leavers workshop on the Saturday before the start of term |
| **Edinburgh Napier** | Get Ready for University study on-line resource for all prospective students | **St Andrews** | All FE students have a dedicated mentor, as do care experienced students |
| **St Andrews** | Sutton Trust Summer School | **University of Glasgow** | Use of experienced advisers of studies for w.p. students |
| **St Andrews** | Access to Rural Communities |  |  |
| **Strathclyde University** | Strategic development of work with carers |  |  |
| **GETTING ON** |  | **MOVING ON** |  |
| **West Lothian College** | Course Risk Assessments | **Forth Valley College** | Improving Job Prospects (matching the skills of unemployed people to needs of local economy) |
| **Dundee and Angus** | D&A Sports Union promoting physical and mental health | **New College Lanarkshire** | Project Search |
| **Forth Valley College** | Implementing a Learning Strategy (Self-Evaluation and Reflection) | **Fife College** | Progression graphics in the prospectus of steps to be achieved |
| **New College Lanarkshire** | Enhancing Learning through Motorsport | **Forth Valley College** | Facebook page – learners asking about moving on |
| **UHI Perth (UHI Moray also)** | BRAG – attendance system | **UHI Inverness** | All FE students take a module in employment |
| **Glasgow Clyde College** | Student Association runs Buddy System | **UHI Moray** | Student Development Day |
| **Ayrshire College** | “Protecting People” runs a tea dance with a dance psychologist for learners with problems support by social sciences students | **UHI Moray** | Students are given feedback in February re likely next steps for them and this is confirmed in June after the Assessment and Programme Board has met |
| **West Lothian College** | Health and Well-Being at West Lothian | **North East Scotland College** | Use of My World at Work 4 click system for employment skills with PLPs |
| **Ayrshire College** | Healthy Body, Healthy Mind for mental health support | **University of Stirling** | “Articulation Finder” on the university website has a specific page for College students with a searchable function. “Route Finder” on ELRAH and Fife shows some routes but not all. |
| **University of Edinburgh** | Peer Assisted learning for all with Maths PALS and Maths Buddies in some faculties | **Forth Valley College** | *Meeting the Opportunities for All Guarantee:*  Development of a portal with Falkirk Council and SDS which provides Council and School staff, along with SDS Careers staff, access to College application information for School pupils with the aim of providing enhanced support for school pupils in their application, and also to enable better tracking of young learners to help ensure a positive transition from school. |
| **Forth Valley College** | “Listening to Learners”  Learning activity planning tool with outcomes for Curriculum for Excellence, Learning and Teaching Strategy and Equalities and Diversity reports | **Focus West** | Top-Up programme facilitated by the University of Glasgow. Structured programme and use of student graduates |
| **Forth Valley College** | Learner Videos on what it’s like to move on | **SFC** | Reach project. Working with schools and universities to increase admission to professions. Again highlighting the beneficial use of graduates in delivering a structured programme |
| **Newbattle Abbey College** | Adapted use is made of Brookfield’s Critical Incident Questionnaire to develop self-evaluation skills | **Glasgow Caledonian University** | Strategic development of their widening access activities, around College Connect and the University 2020 strategy. |
| **Heriot Watt University** | Peer Support programme through e-mentoring | **University of the West of Scotland** | Student link providing advice and guidance |
| **Heriot Watt University** | Power Hours – *many do this where there is a support session e.g. maths* |  |  |
| **UHI Moray** | Weekly newsletterpublicises volunteering opportunities for fund raising etc. and department undertake other activities. |  |  |
| **UHI Moray** | Study Bar – available to all for core skills |  |  |
| **UHI Moray** | “Mystery Shopper” to find out what would be helpful to students in guidance i.e. in Moray; it helped to recommend the One Stop Shop for guidance. |  |  |
| **West Lothian** | “Project Champions” have a new theme each year. Mindfulness for session 2014/15 with a garden |  |  |
| **West Scotland College** | YES Programme to assess skills and set goals (Your Essential Skills) |  |  |
| **South Lanarkshire College** | Pastoral support through emotional support |  |  |
| **University of Stirling** | “Listen Again” system for lectures offers recording of these |  |  |
| **Edinburgh Napier** | The Confident Futures Team workshops throughout the year on personal and professional skills development |  |  |
| **Edinburgh Napier** | Girl Geek Scotland – a network for women in technology |  |  |
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| **HIGHLIGHTS** |  |  |  |
| **Ayrshire College** | Medics against Violence – extending to hairdressing and beauty therapy | | |
| **City of Glasgow College** | Languages Café for ESOL | | |
| **City of Glasgow College** | Help Hub for ESOL | | |
| **Dundee and Angus College** | Project with ex-offender women to encourage return to employment or education | | |
| **UHI Inverness** | Mandatory training in equalities and the 9 protected characteristics for all staff, supplemented by policies on Fitness to Study, procedures for at risk learners and challenging behaviour | | |
| **UHI Inverness (Dumfries and Galloway also interested in this)** | On-line Highers with monthly seminars on Saturdays | | |
| **North East Scotland College** | *Data Management and Reporting Group*  Data Management and Reporting Group meetings in order to explore greater opportunities to collaborate and share information and data, in order improve future data analysis management and reporting between the College and the SFC. In particular, both DMRG and SFC representatives recognised the need to improve the collation, analysis and reporting of data for all protected characteristics. Currently, neither the College nor SFC does report fully on all protected characteristics. The most robust equality-related data exists for ethnicity, disability, age, gender and other special interest groups that are not specifically linked to the designated protected characteristics. By working more collaboratively through the DMRG it is hoped that alternative, effective and consistent approaches will be developed by the College and SFC to ensure that any improvements required for both students and staff can be made and based on as full and accurate data as possible. It is hoped that the work of the DMRG will enable the College to understand how protected characteristics data can be used effectively.  **This project is being viewed as a national pilot by Scottish Government** | | |
| **UHI Perth** | Equalities and Diversity Leaflet: hard copy and on-line | | |
| **University of Stirling/Fife/Perth** | Mention of leaflet and info for the influencers | | |
| **Forth Valley College** | *Meeting the Opportunities for All Guarantee:*  …the development of a portal with Falkirk Council and SDS which will provide Council and school staff, along with SDS Careers staff, access to College application information for school pupils with the aim of providing enhanced support for school pupils in their application, and also to enable better tracking of young learners to help ensure they secure a positive transition from school  ***This is being viewed as a national pilot by Scottish Government*** | | |