

North Hertfordshire College



Annual Report 2002-2003



ASSOCIATE COLLEGE OF THE UNIVERSITY OF HERTFORDSHIRE

www.nhc.ac.uk

Introduction from the Principal

North Hertfordshire College completed the new development in Stevenage which opened at Easter 2003. This £19M project is the largest further education development ever seen in Hertfordshire and is one of the largest ever in the UK.

The new Centre which has the very latest technology and brings to the area a state of the art facility designed to encourage people and businesses back in to learning.

The College is determined to operate not only at our major Centres in Letchworth, Hitchin and Stevenage but also with community partners such as schools, community associations, voluntary organisations, local councils and business organisations. Bringing learning to the learners is a key part of our strategy.

Learners and staff have an enviable record at NHC for year on year student achievement. We are once again confirmed as one of the best performing colleges in our region as well as nationally. Too many students however left before completing their studies to take up employment in a buoyant local economy and we have worked very hard this year to ensure students, parents and employers see the long term value of qualifications and staying in learning.

None of this would be achieved without the dedication of our staff who once again have risen to the many challenges presented to them, and without the support of our many partners.



Roger Gochin
Principal



“
**Working
towards
creating a
fairer and
more open
college for
all our
community**
”

Our Mission

North Hertfordshire College's **Mission** is to provide the leadership to develop, deliver and promote education and training.

Our **Vision** is to fulfil this mission by the creation of a College where individuals, companies and communities are inspired to learn by ensuring:

- Learning and learners are at the heart of the College.
- The learning environment is attractive and inspirational.
- Learners and staff have the opportunity of reaching their full potential.
- Levels of learner achievement are excellent.
- The use of information and learning technology permeates the entire College.

We will accomplish this **through**:

- Working with all sections of our communities to identify needs.
- Working in collaboration with partners to find the best way of meeting those needs.
- Concentrating our resources on those things we do best.
- Developing the capacity and capability of our staff in ways which genuinely meet the aspirations and needs of our learners.
- Investing in modern, relevant and appropriate resources.
- Constantly striving to raise levels of participation and achievement by benchmarking against national and international standards.
- Being open and transparent in the governance and leadership of the College.



“
**Our vision is to
create a College
where
individuals,
companies and
communities are
inspired to
learn...**
”

Our Mission:

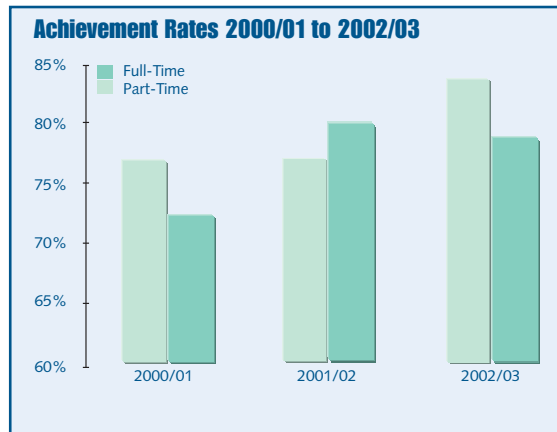
**“To provide the leadership to develop,
deliver and promote education and training”**

Learner Achievements

Vocational Courses

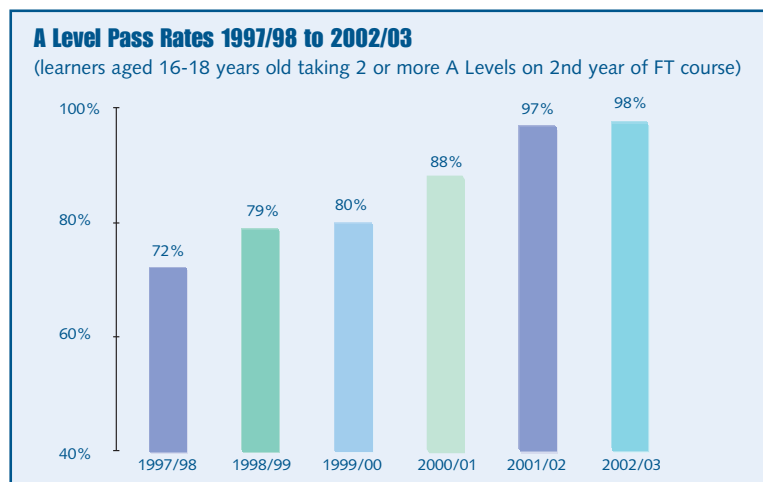
NHC provides excellent opportunities for learners to achieve their main qualification goals. In 2002/03, 84% of full-time learners on vocational programmes were successful which was a 7% increase on last year.

79% of those on part-time vocational programmes were successful in 2002/03, which demonstrates a slight decrease of 1% on the previous year, but a general overall improving trend for the past three years.



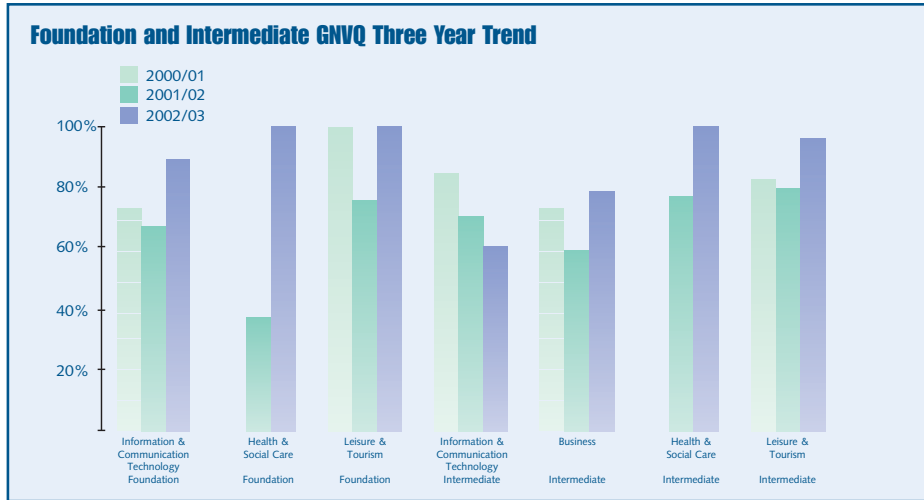
'A' Levels

Results for 'A' Level learners have steadily improved with students aged 16-18 taking 2 or more 'A' levels reaching an overall pass rate of 98%. This is an improvement of 10% over the past three years. In 2002/03 the average point score for learners was 140 under the calculation methodology introduced last year. Benchmark data for 2002/03 has not yet been released by DfES but the College expects to maintain its strong position in comparison with the sector.



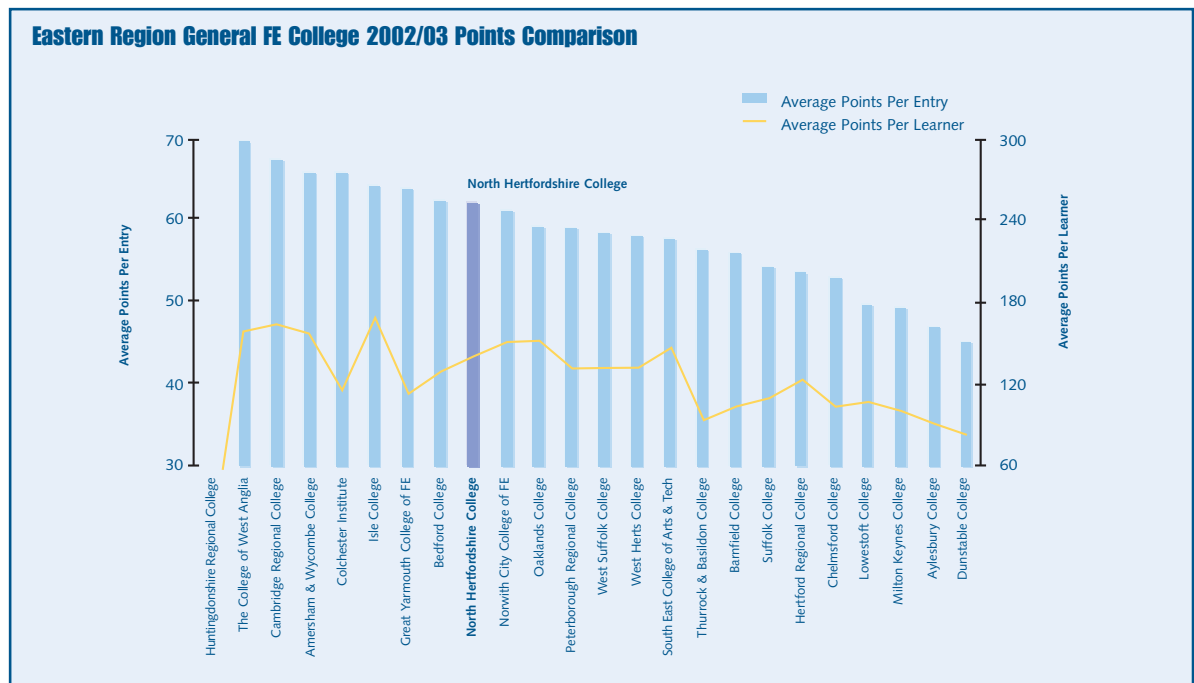
Level 1 and Level 2 Full Time Programmes

There was significant improvement in all three Foundation GNVQ courses, with two achieving a 100% pass rate, and improvement in all but one Intermediate GNVQ with outstanding achievement in Health & Social Care (100%) and Leisure & Tourism (96%).



Achievement

77% of 16-18 year old learners and 86% of adult learners achieved their intended qualification. The overall achievement rate of 85% maintained the College's excellent performance compared to the benchmark figure of 78% for general FE colleges.



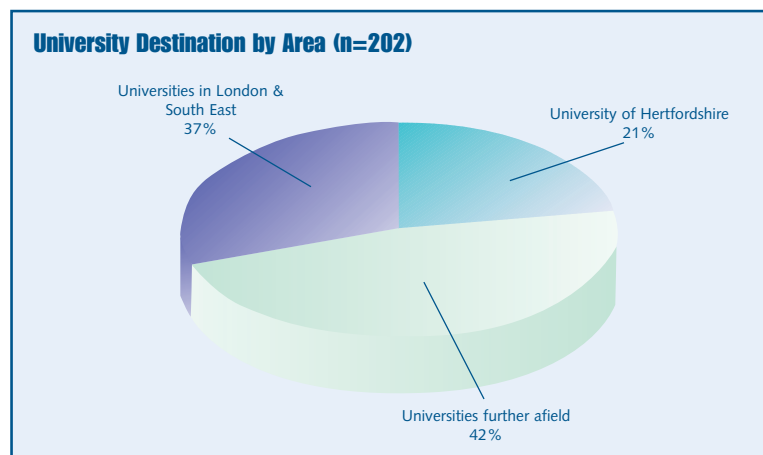
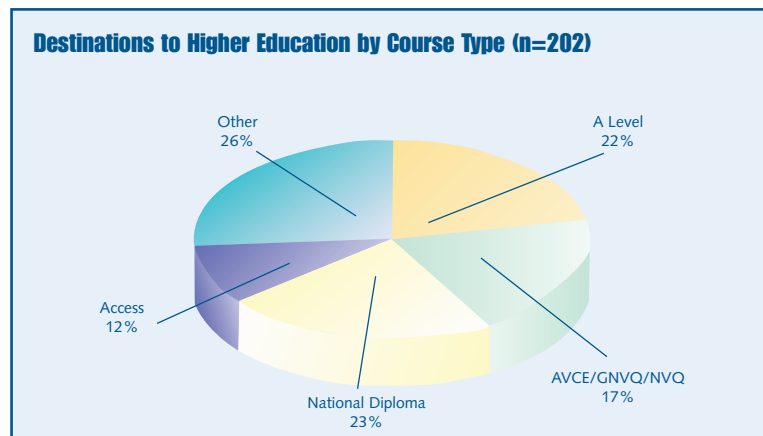
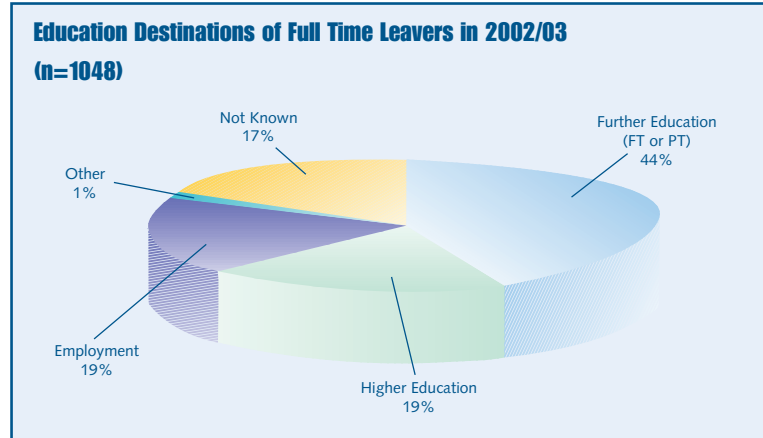
Retention

75% of 16-18 year old learners and 80% of adult learners completed their main qualification aim. The whole College retention rate was maintained at 80% for 2002/03. The College continues to address retention issues with high quality learner support, its partnership with parents and learner progress reports, commended in its recent Ofsted inspection report.

Through improving links with employers, the College strives to gain support for early leavers, who progress to employment, to continue their studies and maintain a commitment to learning.

Education Destinations Of Full Time Leavers In 2003

The College recorded the destinations of learners leaving College in 2003. Of our full time further education leavers in 2003, 19% went onto Higher Education, 44% went to another further education course and 19% went into employment.



Learners were more likely to choose universities in the region and 21% chose the University of Hertfordshire.

The College plays a significant role in enabling individuals to reach their full potential, while addressing the need for changing, upgrading and qualifying the labour force to progress to employment and higher education. Through its Academic Board, managers and staff of NHC achieve these objectives by ensuring that the curriculum is up-to-date and covers the appropriate range of educational opportunities.

Range Of Courses

Over the past four years the College has embarked on a positive policy to reduce the number of courses on offer in order to concentrate resources and improve the quality of provision overall. It is now clearly focused on demand, opportunities for progression and promotes co-operation with other partners.

Partnership Provision

Partnership provision continues to be an area of significant expansion in 2002/03 with a wide range of partners including The Letchworth Centre for Healthy Living, Stevenage Leisure Limited, Barclay School, Meridian School and Ravidassia Multicultural Centre.

Recreational Adult Education

The College continued its successful venture with other local recreational providers to deliver recreational adult education programmes through a consortium in order to promote lifelong learning for all and increase access and availability of learning opportunities in different locations in North Hertfordshire and Stevenage.

Enrolments 2002/03

There has been a significant increase in the number of total enrolments over the previous year (23000 in 2002/03 compared to 16500 in 2001/02). Within this, there has been considerable expansion in Level 1 and 2 courses, particularly in Hair & Beauty and Motor Vehicle, offset by the removal of Engineering. There has also been further growth in Basic Skills in Literacy, Numeracy and IT.

The College's base of learners in 2002/03 remained firmly in further education (91% of full time and 66% of part time enrolments) IT Learning Shops accounted for 37% of part time enrolments, an increase of 4% on 2001/02, Higher Education contributed 3% of total enrolments, while short course provision was 1%, both in line with the previous year. Collaborative and Partnership provision increased by 1% to 21%, with 7% Recreation and 15% in Partnership enrolments.



Investment In Information Learning Technology

During 2002/2003 the College made significant advances in the implementation of its ILT strategy, particularly with the opening of a new building at Stevenage. This provides an outstanding teaching and learning environment, fully equipped to recognise the College's commitment to ILT as the vehicle to support flexible, accessible delivery of the curriculum.

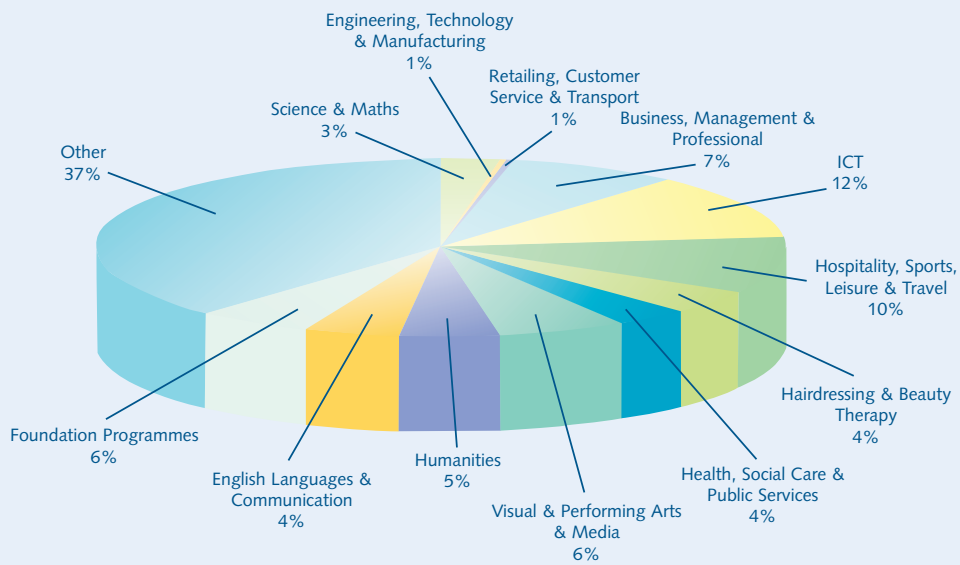
Characteristics Of NHC learners In 2002/03

The age range of NHC learners remains diverse with a large number of over 19 year olds (85%). There is a high representation of learners from ethnic minorities (9%) compared with a 5% recorded population of non-whites in the local area. Those with special learning difficulties and disabilities (13%) is a substantial increase of 8% on the previous year.

The number of full time learners increased in 2002/03 to 1850 from 1740 in 2001/02. Our share of 16-19 year olds remains the same as previous years.



Percentage of Learners by Area of Learning 2002/03



Enrolments 2002-2003

Programme Area	FT LSC	PT LSC	FT Non LSC	PT Non LSC	Total Learners
Science & Maths	59	279	20	9	367
Land Based	0	11	0	0	11
Construction	0	18	0	0	18
Engineering, Technology & Manufacturing	12	46	3	97	158
Business, Management & Professional	85	655	80	184	1004
ICT	157	1265	52	84	1558
Retailing, Customer Service & Transport	0	89	0	0	89
Hospitality, Sports, Leisure & Travel	254	961	2	70	1287
Hairdressing & Beauty Therapy	272	284	4	12	572
Health, Social Care and Public Services	118	329	3	50	500
Visual & Performing Arts & Media	200	540	55	26	821
Humanities	105	148	84	306	643
English, Languages & Communication	51	427	2	116	596
Foundation Programmes	92	401	64	211	768
Other	445	4472	15	196	5128
Total Enrolments	1850	9925	384	1361	13520

Employer Engagement

The College is committed to developing extensive employer links throughout the whole college.

Part of North Hertfordshire College's strategy is to extend employer links throughout all curriculum areas. This includes involving employers in curriculum development, ensuring that the curriculum portfolio reflects the skill needs of the business community, and contributes to the prosperity of North Hertfordshire. Alongside this, our learners need work experience that will prepare them in the decision-making process in developing not just a career for life, but a life of careers. The College also recognises that tutors need regular industrial experience to ensure that their skills and expertise match the expectations of learners in the 21st century.

The College Business Development Unit has achieved CoVE status in Management, a first in the U.K. This provides a vehicle to develop our links with employers thus ensuring that learners and staff are closely involved with business and the community throughout their time at North Hertfordshire College.

Companies and organisations we do business with include:

Aeroflex
AGRE
Altro Floors
Arista Tubes
Astrium
Autoglym
Bedfordshire & Hertfordshire Ambulance and Paramedic NHS Trust
Camelot
Checkpoint
Consignia
Cook UK
Dacorum Borough Council
Durr Ltd
Dowding & Mills
Elster
Graesby Dynamics
Hertfordshire Chamber of Commerce
Hertfordshire Fire & Rescue Service
Hertfordshire Learning & Skills Council
Hertfordshire Primary Care Trust
Herts Community Information
Herts County Council
Hertsmere Primary Care Trust
Institution of Electrical Engineers
Interaction Recruitment
Job Centre Plus
John Lewis
Johnson Matthey
Jubilee House Care Trust
Logicom plc



Milton Keynes Council
Monread Lodge
Morrison Utilities
National Childminding
Association
North and East Herts NHS Trust
North Herts District Council
Oakley UK
Oggelesbys
Paypoint Network Ltd
Peveral OB
Premier
Rialto Homes
Roche
Start-rite
Stevenage Borough Council
Texaco UK
The Comet
Thermo Allen Coding
Viking Johnson
Weston Motors

Ofsted Inspection

The College underwent a successful inspection by Ofsted/ALI of its LSC funded provision in February 2003. The outcomes confirmed the College's own judgements made through its self-assessment process.

Self Assessment

Self-assessment is well-embedded and the annual cycle reflected the focus of the Common Inspection Framework and the requirements of the Learning & Skills Council. It was top-down and bottom-up and involved staff at all levels, learners, governors and key stakeholders.

Each Curriculum Area Manager and Head of Centre produced a self assessment report and development plan; key courses were benchmarked for retention and achievement rates; particular attention was paid to the quality of teaching and learning, including individual needs and equality of opportunity, use of ILT and the degree of employer engagement. Where possible, the Ofsted Inspection Report was used as a basis for judgements.

Business Support functions undertook a similar exercise; aspects which directly affected the learning experience were incorporated into the College self-assessment report.

Leadership and management, in raising achievement and supporting learners, was also judged to be satisfactory across the College.

Curriculum Area Managers of HE programmes complete Annual Monitoring and Evaluation Reports for the University of Hertfordshire. Action Plans arising from these reviews are monitored internally by the College's HE Curriculum and Quality Committee.

The outcome of the whole process is a College Development Plan for 2003/4.

Achievement of Investors in People in 2003

The College has shown its commitment to developing its staff to achieve its business objectives by being re-accredited with Investors in People (IiP) in October 2003. This is the fourth time the College has successfully achieved IiP. 650 organisations in Hertfordshire have achieved IiP status but the College is one of only four who have done so on four consecutive occasions.



Centre of Vocational Excellence

In recognition of the expertise being developed in the area of Management, the Government and Learning & Skills Council announced in 2002 that the Goldsmith Management Centre, North Hertfordshire College, had been selected as a National Centre of Vocational Excellence for Management - CoVE.

The College has received extra funding to further develop our status as a leading-edge training provider to businesses throughout Hertfordshire and beyond.

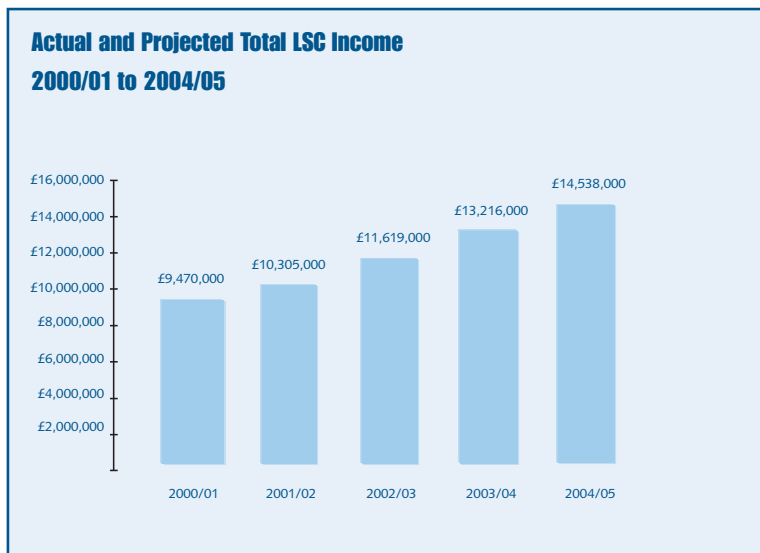
The Goldsmith Management Centre staff provide a range of management, professional and short courses that meet the needs of the workforce and community in Bedfordshire, Hertfordshire and surrounding areas. This includes assisting small and medium enterprises with workplace learning and professional training.

Overall Financial Position

The College had a small deficit of £143,000 in 2002/03. The proceeds from the previous years freehold disposal of part of the Stevenage site have allowed construction of a new college at Stevenage and this was occupied in 2003. The financial asset reserves of the College remain healthy at £34.7 million and the College is graded A, the highest financial category, by the Learning and Skills Council (LSC).

Future Funding

Funding per student for the College from the main source of income, the Learning and Skills Council Recurrent Grant, will increase by 10% in 2003/04. However, it should be noted that most of this increase relates to the consolidation of other income streams, such as Standards Fund payments, which were previously paid separately, into core funding. The College is working actively to secure additional funding through new initiatives and partnerships including further work with disadvantaged groups, adults and the 14-19 age group.



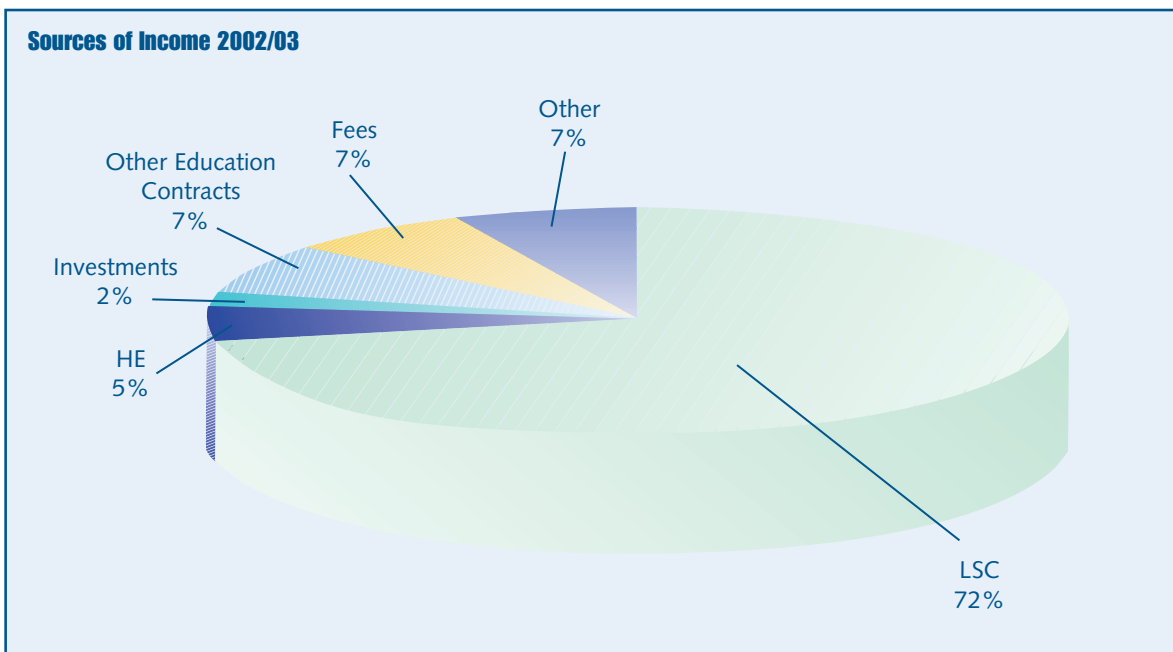
Performance 2002/03

In 2002/03 the College objective was to achieve £10,237,000 in LSC Recurrent Grant. The College actually achieved £9,725,000, being 95% of its target.

Financial Performance

Gross income increased during the year to £16,253,000 from a 2001/02 level of £14,668,000 due mainly to the increased level of activity during the year. Total expenditure in 2002/03 was £16,396,000 compared to £14,146,000 in 2001/02.





North Hertfordshire College Income and Expenditure Account

	2003 £000	Restated 2002 £000
INCOME		
Funding Council Grants	11,619	10,305
Tuition Fees & Education Contracts	2,624	2,396
Other Grant Income	48	32
Other Income	1,624	1,574
Investment Income	338	361
Total Income	16,253	14,668
EXPENDITURE		
Staff Costs	8,852	7,280
Other Operating Expenses	6,855	5,948
Depreciation	662	883
Interest Payable	27	35
Total Expenditure	16,396	14,146
Surplus/(Deficit) on continuing operations after depreciation of assets at valuation and before tax	(143)	522
Exceptional Item - Profit on sale of Freehold Land and Buildings	-	16,363
Taxation	-	-
Surplus/(Deficit) for the period after depreciation of assets at valuation and tax	(143)	16,885

The income and expenditure account is in respect of continuing activities.



Staff Numbers

The College has able and experienced full time and part time teaching staff well qualified to undertake their responsibilities.

During the year the College employed on a permanent basis some 158 individual teachers (equivalent to 128 full time posts). 0.5% of the staff had indicated they were disabled and 6% were from ethnic minority groups. The average age of employees was 42 years, with an introduction of new staff to balance the range of experience already available to learners and staff. 70% of teaching staff have a recognised teaching qualification, with a further 20% currently working towards a teaching qualification.

Part Time Lecturing Arrangements

The College maintained the staffing strategy of creating new fractional posts in key areas. Nord Anglia provided part-time agency teachers equivalent to 105 full-time equivalent staff. This is continuing to prove an effective arrangement for the College.

Staff Participation

Staff participate in the running of the College by their involvement in a range of committees such as the Academic Board, the Equal Opportunities Committee, the Quality Assurance Committees and the Health and Safety Committees. These are all vital tasks requiring the expertise of both teachers and support staff. In addition two members of staff sit on the College's Governing Body.

Staff Workloads

There is an ever increasing workload for staff at all levels of the College. Changes in curricula, methods of working, styles of teaching and the introduction of new technology bring tremendous pressure on staff. The move to the new Stevenage Centre building during the year has caused additional pressures, as well as enabling the achievement of far more teaching and learning through latest developments in Information Technology. Staff continue to respond magnificently to the challenges and to work to the highest levels of professionalism.

Health and Safety

The College takes its health and safety responsibilities to learners, staff and visitors very seriously. In addition to the manager responsible for health and safety, the College retains a consultant and has appointed health and safety coordinators to work in each area of College activity. Staff are represented on health and safety committees, which meet regularly. Health and Safety reports are also issued to the College Governors.

In addition to a recent, full health and safety audit, the College has carried out a separate access audit and as a result of this has undertaken work to improve access for the disabled.



Staff Development

NHC is committed to developing its staff having allocated £150,000 to staff training and development in 2002/03, and having budgeted £200,000 for the 2003/04 academic year.

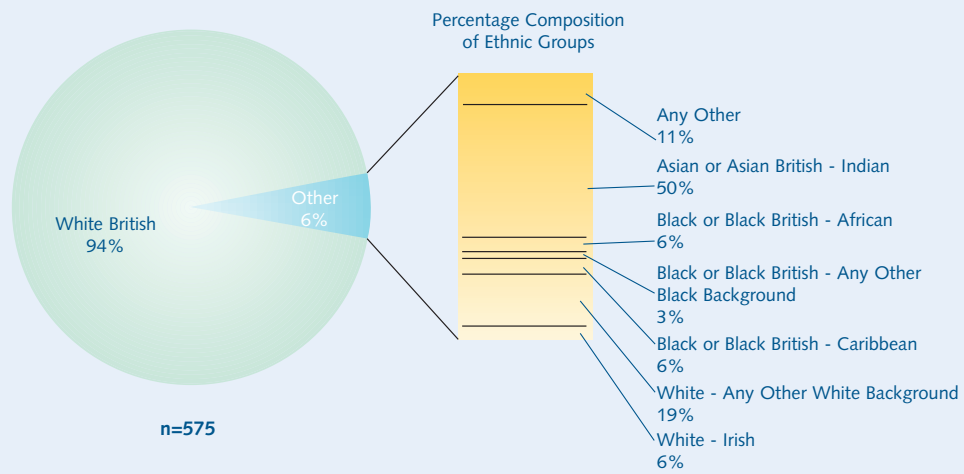
Investors in People

NHC's commitment to staff development was endorsed in October 2003, when it was accredited with Investors in People for the fourth time. Of the 650 businesses in Hertfordshire who have achieved IiP status only four have been accredited four times.

Ethnicity, Disability & Age of Staff

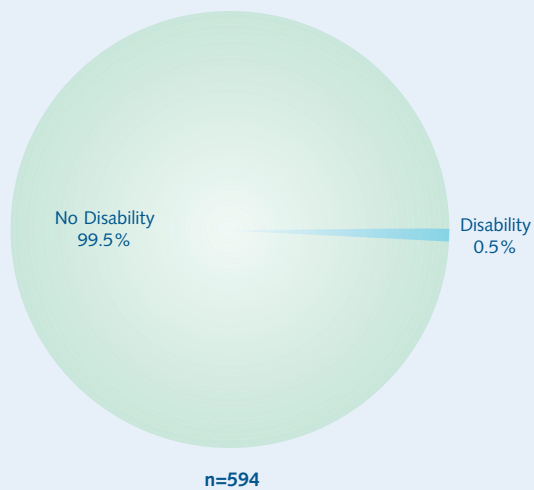
Ethnicity of Staff at North Hertfordshire College 2002-03

(Known Ethnicity)

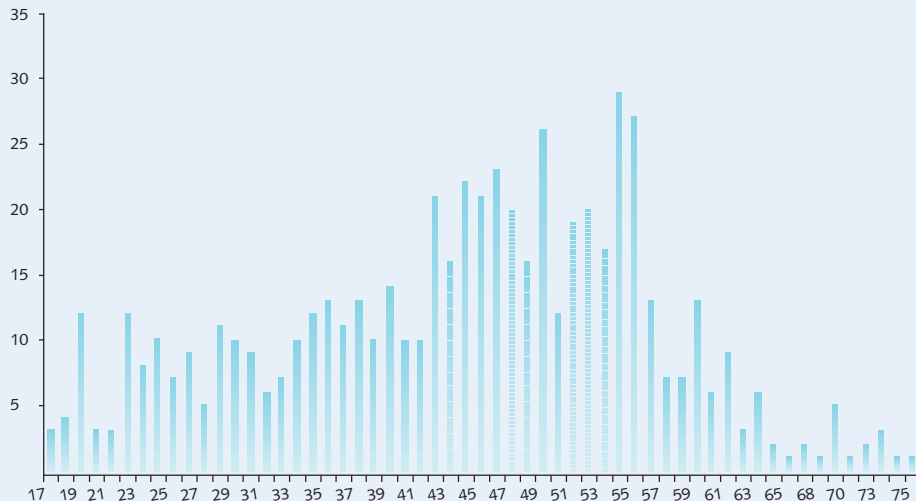


Disability of Staff at North Hertfordshire College 2002-03

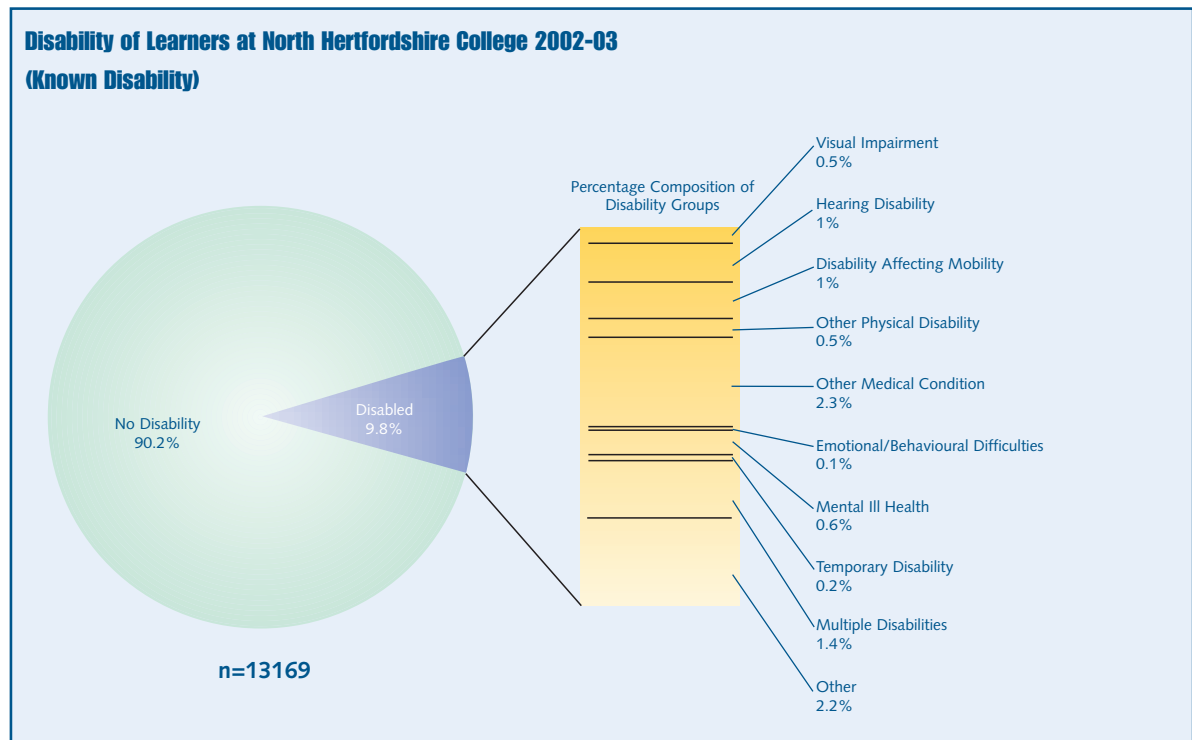
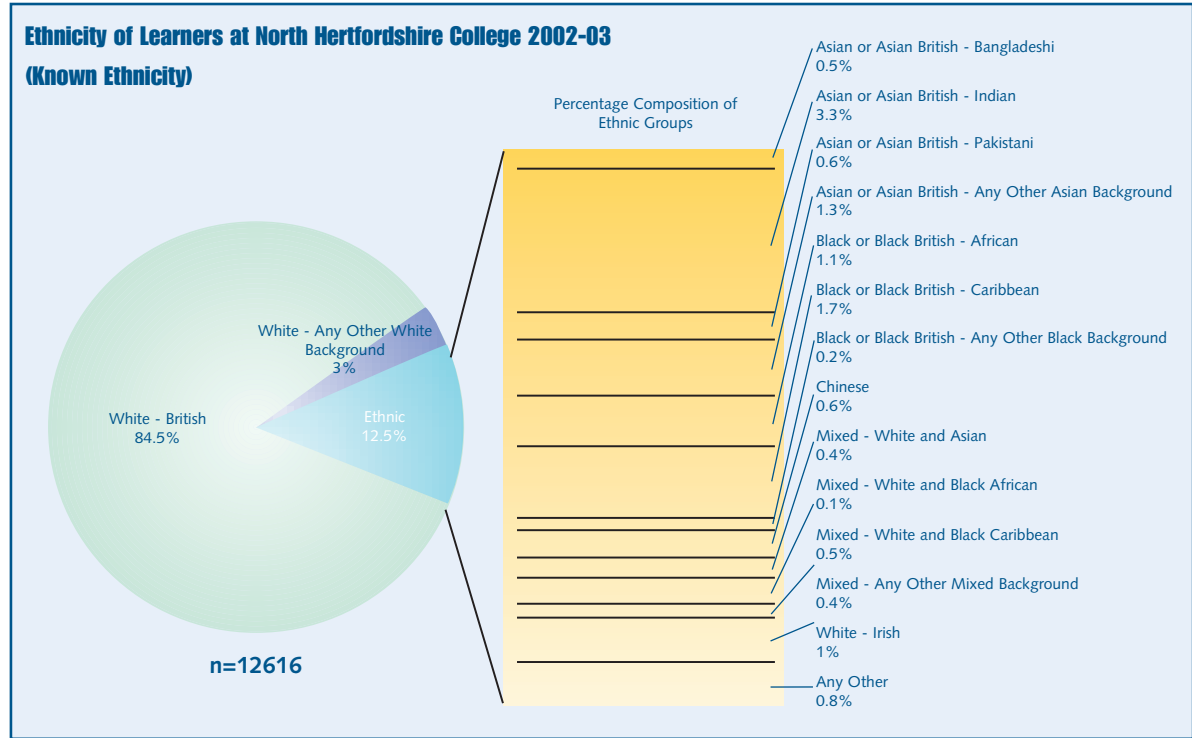
(Known Disability)



Staff Age Distribution at North Hertfordshire College 2002-03

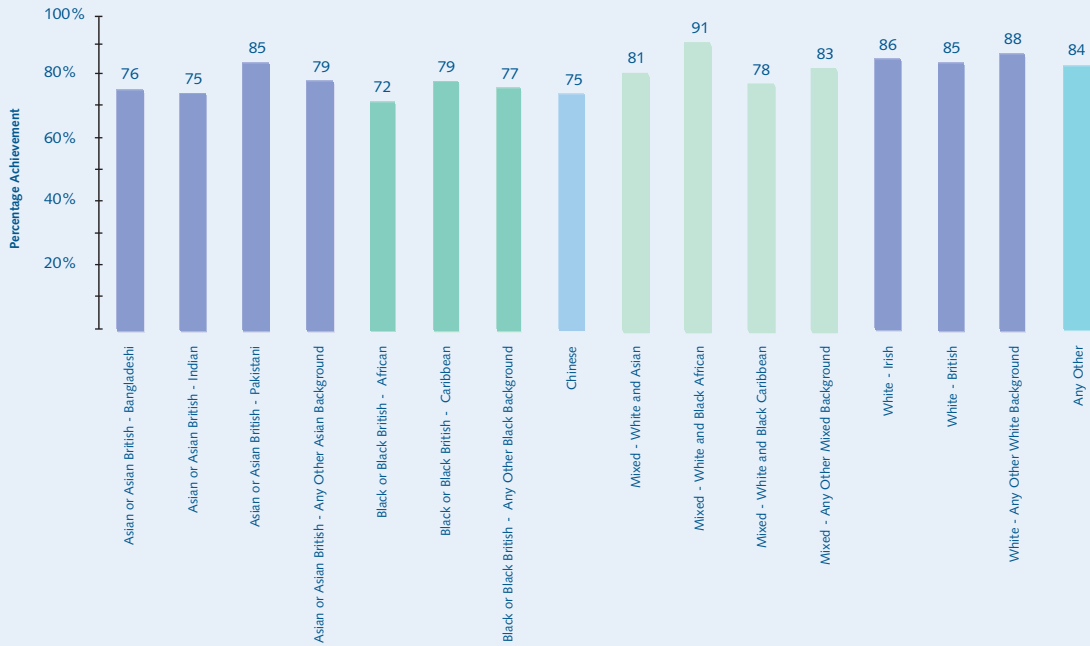


Ethnicity & Disability of Learners

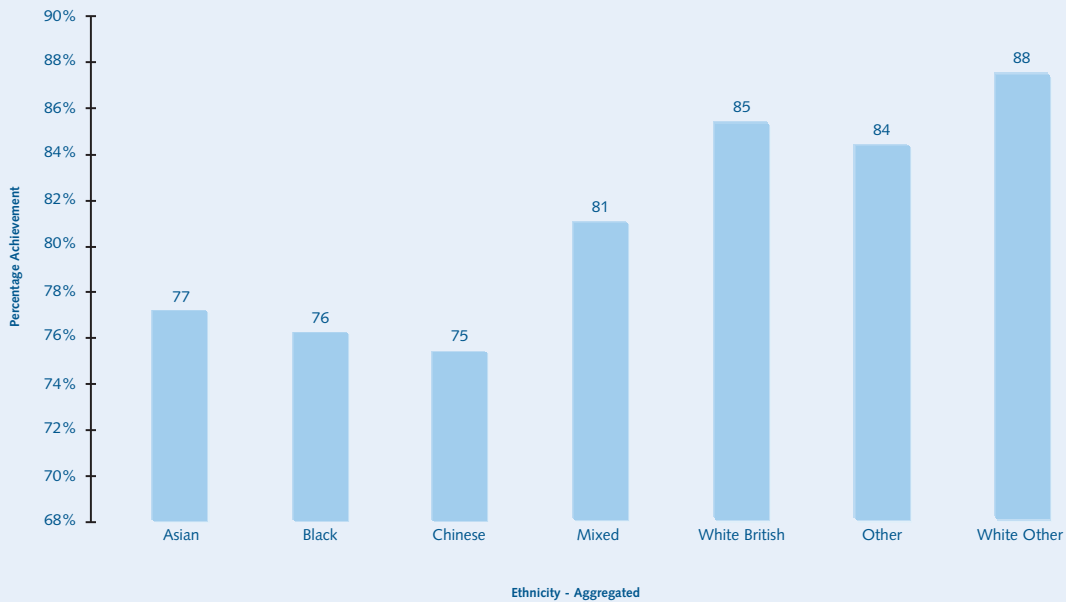


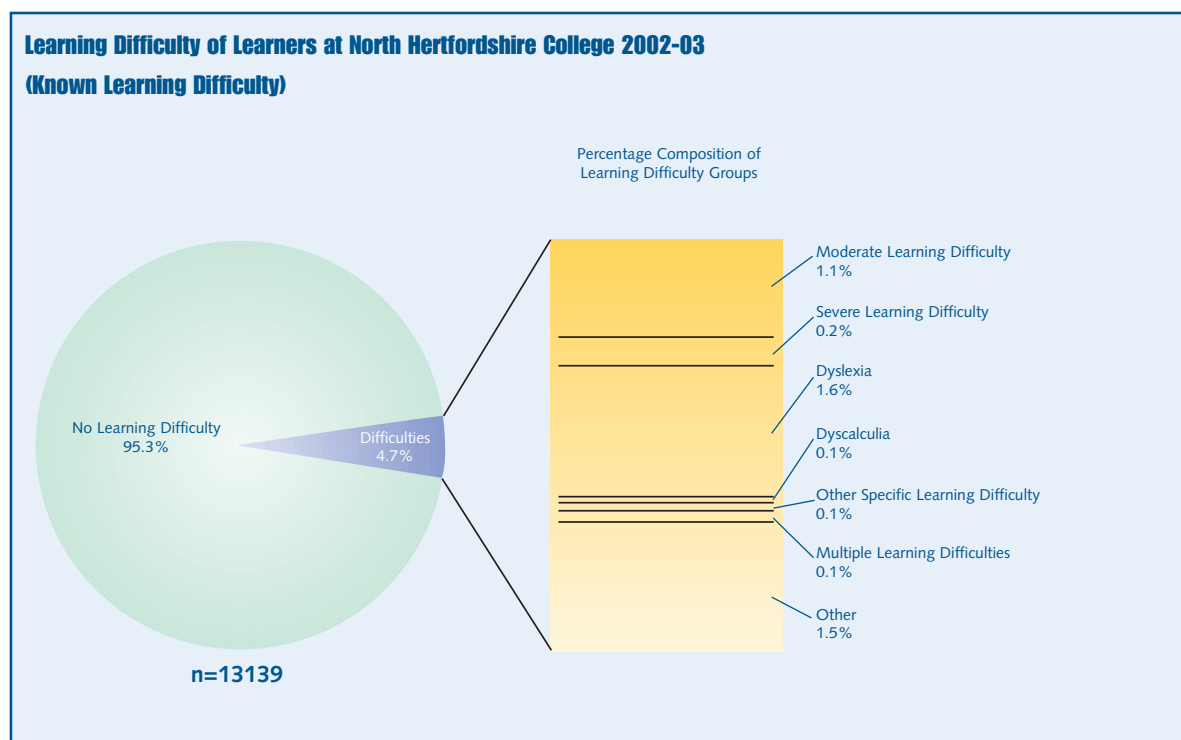
Ethnicity & Disability of Learners

**Achievement of Learners at North Hertfordshire College 2002-03
(Known Ethnicity)**



**Achievement of Learners at North Hertfordshire College 2002-03
(Known Ethnicity)**





The College in a Multi-ethnic and Inclusive Society

The College has a commitment to Equal Opportunities both for learners and for staff and is working towards creating a fairer and more equal college for all our community. A new Equal Opportunities Policy, Disability Statement and Racial Equality Statement was set during 2001/02. An Equal Opportunities Committee consisting of staff, learner and Governor representatives undertook a review of all our policies, practices and procedures in order to improve our implementation of inclusive learning over the next few years.

The three year Development Plan has a series of targets relating to learners and employees. Significant progress has been made against these targets and the Equal Opportunities Committee is confident that they will be delivered within the timescale.

Accommodation

The proceeds from the part-disposal of the Stevenage site were used to fund the construction of a new, state of the art Stevenage Centre. This new 8,000m² building incorporates the latest IT and communications technologies and was opened by Her Majesty the Queen in March 2003.

Options for redevelopment of the Hitchin site are now being investigated.



THE NEW STEVENAGE CENTRE



THE NEW STEVENAGE CENTRE WAS OFFICIALLY OPENED BY HER MAJESTY THE QUEEN ON 14TH MARCH 2003

Corporation Members 2002/03

NAME	CATEGORY	COMMITTEE MEMBERSHIP
Tonia Millson-Cain	Business Member	Chairman of Corporation Search Remuneration (Chairman) Human Resources Marketing & Business Development
Roger Gochin	Principal & Chief Executive	All Committees
Cllr John Gardner	Local Authority Member	Curriculum & Quality (Chairman)
Lydie Knight	Business Governor	Marketing & Business Development (Chairman)
Phillip Joester	Business Governor	Finance & Property (Chairman)
Gavin Hill	Business Governor	Audit Search Remuneration
Stephen Hollingsworth	Business Governor	Finance & Property
John Simmonds	Business Governor	Finance & Property Search
Professor Peter Lines	Co-opted Governor from H.E.	Curriculum & Quality (Chairman) Search Marketing & Business Development
Elsbeth Hopper	Staff Governor (Support Staff)	Finance & Property
Linda McLachlan	Community Governor	Human Resources (Chairman) Curriculum & Quality Remuneration
Maria Esson	Community Governor	Curriculum & Quality
Gillian Parsons	Staff Governor (Academic Staff)	Curriculum & Quality Human Resources
Morag Norgan	Business Governor	Audit
David Kearns	Local Authority Member	Audit (Chairman) Search
Vacancy	Co-opted Member of Corporation	Remuneration
Russell Ball	Co-opted Governor from Secondary Education	Curriculum & Quality
Jake Prowse	Student Governor	Curriculum & Quality
Ian Cooper	External Member of Audit Committee	
Caroline Bowes-Lyon	External Member and Chairman of Search Committee	
Charanjit Kaur Kang	External Member of Curriculum & Quality Committee	
Peter Bathmaker	External Member of Human Resources Committee	
John Turner	External Member of Marketing & Business Development Committee	
Gabriela Lovelace	External Member of Marketing & Business Development Committee	

Further Information

If you would like information about the work of the Governors or would wish to consider joining the Board of Governors, please write to the Clerk of the Corporation. The College has a Register of Interests of Members. Further information on the Register can be obtained from the Clerk, Mr David Chaplin, Icknield House, Eastcheap, Letchworth Garden City, Herts SG6 3YY.



STEVENAGE CENTRE
Monkswood Way
Stevenage
Herts SG1 1LA

HITCHIN CENTRE
Cambridge Road
Hitchin
Herts SG4 0LS

CENTRE FOR THE ARTS
Willian Road
Hitchin
Herts SG4 0JD

**GOLDSMITH
MANAGEMENT CENTRE**
Broadway
Letchworth Garden City
Herts SG6 3GB

EQUAL OPPORTUNITIES

NHC reflects the community it serves. We are committed to providing equal opportunities for all our students and staff, to ensure that no one is discriminated against on the basis of race, gender, religion, sexual orientation or disability.

COLLEGE CHARTER

A copy of our College Charter setting out the standards of service you can expect to receive is available on request.

COMPLAINTS & COMPLIMENTS

NHC is proud of its reputation for excellent service and high standards. We welcome your feedback about all aspects of college activity. As part of our commitment we have a structured complaints procedure which guarantees prompt response and effective action.

For further information call Central Enquiries on

01462 424239

e-mail:

enquiries@nhc.ac.uk

or visit our website:

www.nhc.ac.uk