

ACADEMIC COUNCIL

AGENDA

A meeting of the Academic Council will be held at 14:00hrs on 20 November 2015 in the Boardroom, Sighthill Campus.

		Lead Speaker	Paper
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	MINUTES OF PREVIOUS MEETING	Chair	A
4	MATTERS ARISING	Chair	B
5	TERMS OF REFERENCE	Chair	C
6	REGIONAL OUTCOME AGREEMENT	S-J Linton	
6.1	2014/15 ROA Self-Evaluation Report ¹		D
6.2	2016/17 ROA Review Plan ²		E
7	EDUCATION SCOTLAND ANNUAL ENGAGEMENT VISIT ACTION PLAN	K McGlynn	F
8	CURRICULUM HEALTHCHECK	R McCowan	G
<i>Item 8 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.</i>			
9	REVIEW OF APPLICATION AND ENROLMENTS	J Pearson	Presentation
10	ECSA OPERATIONAL PLAN 2015/16 attached	A McMillian	H
11	ANY OTHER COMPETENT BUSINESS		
12	DATE OF NEXT MEETING: 22 January 2016		

¹ Published Annual Self-Evaluation Report available via the Edinburgh College website.

² Refreshed Regional Outcome Agreement to be published online shortly.

ECSA OPERATION PLAN 2015/16

Introduction

Over the coming year ECSA will be undertaking significant strategic planning with the objective of publishing a long-term strategic plan in June 2016. In September, the Board of Management received an interim report on ECSA's year planning, and the Board agreed that a full ECSA Operation Plan 2015/16 would come forward to the Academic Council for review.

For the consideration of the Academic Council, please find attached the ECSA Operational Plan 2015/16.

Action Required

The Academic Council are asked NOTE the Operational Plan, and CONSIDER the key measures outlined in the document.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Academic Council retains an overview of Students' Association activity in the interests of good governance.
Financial	No	
Executive Approval	Yes \ No	Details
Reviewed by Executive	No	
Other	Yes \ No	Details
Equality Impact Status	No	



ECSA OPERATIONAL PLAN - 2015/16

November Update

1. INTRODUCTION

Edinburgh College Students Association (ECSA) is going into its third academic year. Much like last year, the new Operational Plan ECSA has been developed by consulting with students & the college to create a document that sets out a clear vision for the year ahead. Creating a workload that is manageable with realistic expectations and will demonstrate the impact ECSA has on college life.

Much of the operational plan has come as a direct result of the ECSA funding bid for 2015/16, however ECSA have also included other resources to shape the work for the academic year including:

- ECSA Residential Training
- Student Officer manifestos
- Partnership Agreement
- Edinburgh College Strategic Plan
- Scottish Government Framework for Student Associations

ECSA has created five key strands in which its student led activity are as follows:

- Education
- Active
- Support
- Equality
- Governance

This will ensure that any activity ECSA undertakes stays relevant to student's needs and ECSA's aims as an organisation. Staff, students and externals will be able to look at the operational plan and clearly identify these key strands as fundamental to ECSA. They will understand the importance of individual projects and key measures in improving the experience for our members, the students studying at the college.

2. DEVELOPMENT OF STRONG AND EFFECTIVE COLLEGE STUDENTS' ASSOCIATIONS IN SCOTLAND

A working group between sparqs, NUS Scotland and the Scottish Government, developed these themes as part of the Scottish Government Framework for Student Associations

College staff, students, and Students Associations' were consulted during the process.

The five central themes are:

1. **Shaping the life and work of the college**
2. **Governance & Democracy**
3. **Aware & Active students**
4. **Sustainable Resources**
5. **Value and impact**

Each aspect of ECSA's work has been attached to the most relevant theme. However, there is clear crossover in many cases. ECSA believes all the work in the Operational Plan has value and impact.

Key:

Completed: 

On-going : 

Not completed: 

2.1 SHAPING THE LIFE AND WORK OF THE COLLEGE

Learner Engagement Framework

The Learner Engagement Framework (first outlined in the ECSA funding bid 15/16) is a core part of ECSA's work this year. The LEF links the Student Reviewers program, the Class Rep System, the ECSA's Casework System and the College's new Course Evaluation Days. Taking the data from all these projects gives ECSA a very large base of information relating to learning and teaching across the College. ECSA will collate and analyse this data and publish a comprehensive end of year report outlining best practice and areas for improvement.

The LEF was developed to ensure a strong student voice across the college, putting learners at the centre and continuing to drive quality enhancement whilst further improving the student learning experience.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
1	ECSA create LEF framework document	Document Created with Input from VP Education, Quality Team & sparqs	01/08/2015	Education
2	Review current student engagement structures	ECSA to reshape the processes of how Students reviewers, Class reps, Course self-evaluation days, Casework system are done throughout the academic year to tie into the LEF framework	01/08/2015	Education
3	Action plan & calendar for each academic year to ensure framework is implemented	Created Activity calendar & each Student engagement mechanism has a structure in place	24/08/2015	Education
4	Interim Report	Draft interim report before end of Semester one	19/01/2016	Education
5	Create 'Student Learner Experience' report	This report is to be created with data and evidence from the academic year through engaging with students across the entire college. Following broad themes encompassing the 'Student Learner Experience'	30/06/2015	Education

Student Researchers

After last year's successful pilot reviews, ECSA, in Partnership with the Quality Department, will be hiring students to conduct research on the student experience across the College. Recognising that students are experts in their own learning, the reviews program gets students to talk to other students about their course and its pros and cons. Students will be trained by the Quality Department and work in full co-operation with curriculum areas. [This project was previously known as Student Reviewers]

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
6	Create timetable for Student Researchers activity	Work in conjunction with Quality team to produce a clear timetable detailing all key activity for Student Reviewers project for 2015/16 academic term.	01/08/2015	Education
7	Hire & train Student Researchers	VP Education to hire up to 12 researchers, all researchers to be trained before the review period start date	09/12/2015	Education
8	ECSA to conduct focus groups	ECSA has a timetable for student researchers Week 1 is 30 th November - 4 th December Week 2 is 7 th December - 11 th December	11/12/2015	Education
9	Produce finalised reports	ECSA & Quality to work together to produce reports to be delivered to curriculum areas before the end of semester one - these reports will be part of the 'information pack' for 'Course Team Self Evaluation Days'	18/12/2015	Education

New Partnership Agreement

Two years have passed since the ground breaking Partnership Agreement between ECSA and the College. The PA has been very successful but with substantial change in Edinburgh College, ECSA and also in the sector it's time to re-evaluate the Agreement and evolve it.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
10	ECSA to review partnership agreement	ECSA to work with students & management to reshape partnership agreement ahead of SFC 2015/16 Outcome agreements	30/06/2016	Education
11	Engage student body	ECSA to hold at least two events on the partnership agreement and one of them to involve class reps.	30/06/2016	Education

LGBT Charter

Working with the Equalities Department ECSA will establish an LGBT (Lesbian Gay Bisexual Transsexual) Charter ensuring that people with any sexual orientation or gender feel welcome and that Edinburgh College is an inclusive environment.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
12	ECSA work with college in developing an LGBT+ Charter	ECSA to develop a charter on LGBT+ for the college, have student buy in and embed into college life to tackle discrimination & stigma on campus.	30/06/2016	Equality
13	Consult student body	ECSA to involve students that define within LGBT+ to be involved in the process as well as inviting relevant external groups to provide expertise.	30/06/2016	Equality

Case Work System

ECSA's new Casework system (currently in the testing phase) will enable ECSA to track, collate and evaluate all the student Casework it currently handles. ECSA will, for the first time, be able to properly identify patterns and trends in student issues and problems. This will give ECSA and the College clear data on where difficulties lie and which areas to prioritise for improvement.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
14	A user specification document on casework system functionality to be created	Specification document was created and the foundation for the first CRM system, which went live in August.	15/07/2015	Support
15	Evaluate the 'beta system and identify what is still missing	System implementation adjusted based on user feedback.	24/08/2015	Support
16	Formalise data sharing sign off with college	The College IT Department & management have signed off on this and will transfer the data once the system is live	26/10/2015	Support

17	ECSA Staff to be trained in using the casework system	This has been booked for the end of the month.	27/10/2015	Support
18	Trial casework during 1 st term	ECSA staff are currently using the casework system as part of day-to-day operations.	15/01/2016	Support
19	Final system to be fully functional by 2 nd semester	Work has already begun on updating the revised casework system on an offline basis and all content will be migrated across upon completion	15/01/2016	Support

Excellence Awards

ECSA will pilot the first ever ECSA Excellence Awards recognising outstanding achievement by both staff and students. The Awards give students the chance to say thank you to the lecturers and support staff that do amazing work throughout the year and staff to recognise outstanding students. A selection panel of students and staff will shortlist a winner based on qualitative criteria. This celebrates the great work that goes on at the college, contributes towards creating a positive culture and gives ECSA more data on what students consider to be best practice.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
20	Create nomination form with categories for Excellence Awards	VP Education is currently working on the categories with input from staff, the quality team and students.	30/06/2016	Education
21	Target of a 75 nominations across all categories as a benchmark	VP Education will launch nominations in 2 nd semester	30/06/2016	Education
22	Shortlist nominees through a selection panel composed of students and at least one external	Panel to meet after nomination period closes. Selection based on Quality not Quantity.	30/06/2016	Education
23	ECSA to host an award ceremony to celebrate the Excellence Awards	ECSA to hold event ceremony and present awards to winners in Second Term.	30/06/2016	Education

2. 2 GOVERNANCE & DEMOCRACY

Strategic Planning

Discussions with the SFC and Depute Principal have led to the formation of a strategic group set up to look at the long-term future of ECSA and design a strategic plan. The Group will include members of ECSA, SFC, NUS and College Management.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
24	Strategy Group form	Group composed of trustees, college staff & students	19/11/2016	Governance
25	Group to meet 3 times a year	Strategy group to meet 3 times a year	30/06/2016	Governance
26	Produce 3 year funding plan	Funding bid to be passed before end of the Academic year	30/06/2016	Governance
27	Produce strategic plan	Action plan to be produced before end of the Academic year	30/06/2016	Governance

Trustee Board

The External Trustee recruitment process is nearing its end. The next stage is appointing two student Trustees to the Board from the student body. Once this process is completed, ECSA will be the first College Association in Scotland to have a fully functioning Trustee Board as per OSCR regulations. The Trustee Board will work with the Strategic Planning Group in producing a long-term vision for ECSA and sign off on ECSA's Operational Plan.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
28	ECSA to appoint external trustees by end of first term	Trustee board appointments are being sourced through a 3 rd party recruitment agency. These will be in place before the end of 1 st semester.	19/01/2016	Governance
29	Current Trustee Board to meet at least 3 times a year	Trustee board to meet 3 times a year.	30/06/2016	Governance
30	Appointment of student trustees before End of second semester	Current Trustee board to meet and appoint Student Trustees to finalise the composition of the ECSA Trustee Board.	30/06/2016	Governance

Sabbatical/Executive Committee Elections

ECSA will hold elections of for its Executive Committee in October. These volunteer positions allow students to get involved in the day-to-day work of ECSA. Sabbatical Elections will be held in March. Once again ECSA will run Sabbatical Elections jointly with other local Students Associations.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
31	ECSA to hold Executive elections in first term	ECSA to run online elections for the executive officer positions. To be conducted in accordance with constitution.	27/10/2015	Governance
32	25 candidates to stand	34 students stood in the executive election	27/10/2015	Governance
33	Benchmark Executive results	New elections system requires us to measure results differently and future elections will give us comparable data	27/10/2015	Governance
34	ECSA to hold Sabbatical elections in second term	ECSA to run online & paper ballot elections for the roles of sabbatical officers. To be conducted in accordance with constitution.	31/03/2015	Governance
35	All sabbatical positions to be contested	ECSA elections promotion & student engagement to ensure this happens	31/03/2015	Governance
36	Increase in voter turnout for Sabbatical election	For 2014/15 voter turnout was 1300+ votes (5.8%)	31/03/2015	Governance
37	ECSA to take part in 'Big Student Elections'	ECSA to continue working with other local student unions for an Edinburgh wide drive on student elections.	31/03/2015	Governance

Student & College Joint Committees

As part of ECSA's commitment to supporting the student voice, and develop further partnership, ECSA have formed several joint committees inviting students to come along and discuss key issues. Relevant college staff will be invited to attend to work on key issues arising from these meetings.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
37	Food group to meet at least twice per semester	Group formed and first meeting has taken place	30/06/2016	Active
38	Moodle & IT group to meet at least once per semester	Group formed and first meeting scheduled before end of first semester	30/06/2016	Active

2.3 AWARE & ACTIVE STUDENTS

ECSA Active

ECSA will expand its provision for Sport, Physical Activity and Societies by increasing the activity and positive student experience in ECSA's core sports (Football, Basketball, Badminton, Volleyball, Rugby) as well as looking to defend the College's Scottish College's Championship title in May.

ECSA will look to help students in starting and developing as many student clubs as possible with an equally high positive student experience. The Healthy Body, Healthy Mind Award will make up a large part of ECSA's work this year as ECSA takes part in the NUS & SSS (Scottish Student Sport) award for the first time with the aim of Edinburgh College achieving Two Stars at the SSS Conference in June 2016.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
39	Formation of ECSA Active	ECSA Active to receive a brand & identity within ECSA with clear aims to achieve in both the short & long term.	31/01/2016	Active
40	ECSA to run sports clubs	5 key sports to have both Male & Female teams	30/06/2016	Active
41	ECSA to run Non-competitive sports clubs	Each sports club to offer non-competitive recreational activity in semester 2.	30/06/2016	Active
42	Formation and promotion of societies	ECSA To encourage and support student societies on all campuses - we will have at least 5 by end of year	30/06/2016	Active
43	ECSA Active to work towards achieving a national award for Healthy Body Healthy Mind with a minimum goal of one star by end of Academic year.	ECSA have completed the association submission required and working through an action plan to qualify for a HBHM award	30/06/2016	Active

Class Rep System

Following on from the development of our LEF, the Class Rep system needs to evolve to meet its new purpose of engaging students in their learning. The new structure will ensure focus is on learning and teaching based issues.

Campus based meetings will explore large broad themes that affect all students on campuses whilst a parallel series of curriculum meetings will focus on the macro experience facing students within individual courses or subject areas, allowing the feedback from these meetings to be quickly raised with appropriate staff.

ECSA will give talks to many LDT classes regarding the importance of electing Class reps. A video will be recorded to be shown for the Classes that ECSA cannot attend. Class Rep elections will take place in September with the first meeting in October.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
44	Minimum of 30% of all FT classes receive an 'ECSCA Talks' in first 3 weeks of term.	ECSCA attended 263 class rep talks 52% of all FT classes (total 505 at time of talks) approximately 5000 students	18/09/2015	Education
45	ECSCA produce class rep video for college & ECSCA staff to use as recruitment resource tool	Video created, link sent to all teaching staff & LDT's - Video incorporated this into our class talks. https://vimeo.com/138980363	11/09/2015	Education
46	An increase in class rep recruitment on last academic year.	Reps Elected last year = 614	01/02/2016	Education
47	An increase in class rep training on last academic year.	Reps Trained last year = 255	28/02/2016	Education
48	Run at least one dedicated training session for DPG 18 Students	Session to be held before end of 1 st semester	23/12/2015	Education
49	Run at least one dedicated training session for International & ESOL	Session to be held before end of 1 st semester	23/12/2015	Education
50	Recruit class reps for the January starts	Recruitment to start no later than 3 weeks into 2 nd semester	31/03/2016	Education

51	Provide Training for class reps recruited in January	Session to be held mid-February	31/03/2016	Education
52	VP Education to develop a feedback survey for class reps	A minimum number of 100 class reps to take part in the evaluation	30/06/2015	Education
53	Create report on class rep feedback & action plan	An action plan and report on class rep feedback used to further refine the class rep system.	30/06/2015	Education

Campus conferences

Through the creation of the new class rep system VP Education will be holding campus based conferences throughout the year. Each conference will follow a theme from the sparqs Student Learning Experience project. These conferences will encourage students to engage with ECSA on broad themes such as learning resources and assessment and feedback. ECSA will use this feedback to shape its Student Experience Report.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
54	VP Education to hold 4 campus conferences	An introduction conference was held in October, one more is planned for this academic term with two scheduled for 2 nd semester	31/05/2016	Education
55	VP Education to write a report on student feedback on themes	A draft report will be available at the end of semester one	15/01/2016	Education
56	VP Education to evaluate the conferences	Evaluation forms used to be gather feedback and further develop conferences for next academic year.	31/01/2016	Education

Fresher's Fair/Refreshers

ECSA will hold its Fresher's fair in early September. It will hold one event at each of the four main campuses inviting charities, companies and public bodies to talk to students as well as entertain them. ECSA will also hold a similar but slightly smaller scale version in February as a Refreshers event for January starts.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
57	ECSA hosts a Fresher's fair on all four main campuses	VP Welfare organised Fresher's Fair on each campus in 1 st academic term	25/09/2015	Support
58	VP Welfare to produce report on Fresher's fair	This was noted in VP Welfares report for the September Engagement meeting the	01/10/2015	Support
59	ECSA hosts a refreshers week in 2 nd term	VP Welfare to organise a Refreshers Fair on each campus 2 nd Academic term - provisional dates are 2 nd to 5 th of February	19/02/2016	Support

New Executive Structure

As ECSA continues to grow, it is constantly reevaluating its structures to better serve and engage the membership. One area that ECSA have looked to develop this year is the Executive committee structure.

The new Executive structure that has been developed will empower officers to be more engaged, encourage them to hold sabbaticals to account and have their work tie into clearer lines of responsibilities. By linking sabbatical remits to roles, and the creation of a campus-based convenor, ECSA will create more ownership within the part time elected officers and give them more guidance and structure for their work.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
60	Create a new Executive Structure	New Executive Structure created for 2015/16 Academic year.	01/09/2015	Governance
61	Run Executive training day	Work with NUS to run a training day for newly elected executive officers before the 1 st set of executive meetings.	13/11/2015	Governance
62	ECSA to hold 5 Executive meetings a year	5 Meetings per year.	30/06/2015	Governance
63	Annual General Meeting held.	The entire executive invited to AGM before end of the academic year.	01/06/2016	Governance

Class Rep Trainers

ECSA will also recruit students to be IAT trainers. These students will deliver student led training to class reps alongside VP Education and with support from ECSA.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
64	ECSA to recruit & train more IAT trainers than last academic year (3)	This year ECSA has brought its total number of trained IAT staff to 5.	15/08/2015	Education
65	An increase in participants satisfaction with the training provided compared to last year	IAT's training this year has included a focus on importance of student feedback.	01/04/2016	Education

National Union of Students

It is vital that ECSA continues to help shape the national agenda and be a key part of national campaigns. By encouraging students to engage in the democratic process of NUS, ECSA students will have exposure to a national platform and impact positively on our reputation.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
66	ECSA to send a full delegation to NUS Scotland Zone conference	All 4 sabbatical officers to attend zone conference	20/11/2015	Governance
67	ECSA to attend NUS UK Zone conferences	President attended the FE zone conference	01/11/2015	Governance
68	ECSA to send full delegation to NUS UK Conference	ECSA to encourage and promote students to engage with NUS by attending national conference	21/04/2015	Governance
69	ECSA to send a full delegation to NUS Scotland Conference	ECSA to encourage and promote students to engage with NUS Scotland by attending Scotland conference	20/03/2015	Governance

70	To have at least 1 delegate to each liberation conference	Work with ECSA Executive to ensure liberation groups represented at these conferences	31/05/2015	Equality
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2.4 SUSTAINABLE RESOURCES

NUS Quality Mark

As ECSA continues to evolve, it is essential that we have the tools to analyse the work we are doing, identify our strengths and weaknesses, and evaluate the impact we are having. The NUS Quality Mark is a key component in this process. The initial stage is a self-evaluation set against fixed criteria, followed by an audit by NUS. After working toward this process in the past year, ECSA is ready to enter the evaluation process.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
71	ECSA to achieve NUS Quality mark by end of the year	Achieve NUS Quality mark by end of academic year.	30/06/2015	Governance

Framework for College Students Associations

The recent guidance published in partnership with NUS Scotland, sparqs & the Scottish Government not only has founding principles & themes in which ECSA have based its operational plan on. It also contains a comprehensive framework for evaluating where a student association is in its development and provides a toolset on how to develop and look forward to future development. This is a key part of ECSA's plans and as such, the evaluation tools, which will give ECSA a clear picture where it currently sits.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
72	Evaluate ECSA on the current framework evaluation documentation provided by sparqs	Completed before the end of 1st semester and presented to strategy group.	30/06/2015	ECSA

Welcome Events

ECSA will take a significant role in the College's new "Welcome Events." ECSA will deliver the final presentation to all FT students (nearly 5000) explaining what ECSA is and how students can engage with it.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
73	ECSA to attend all welcome events	ECSA attended all College welcome events and spoke to over 5,000 students about what ECSA does, and how they can be involved.	24/08/2015	Support
74	Survey new students about what they want to see from ECSA	ECSA received valuable feedback on the kind of activities and work ECSA should be doing. This has helped shape are operational plan and priorities for the year	01/09/2015	Support
75	ECSA to evaluate the welcome event	ECSA conducted a review of the welcome events process and has discussed what improvements should be made for next year	15/09/2015	Support

Residential training

ECSA developed residential training program for the entire ECSA Team. The three days will cover several topics including a year in review of ECSA, planning for the coming year, skills based workshops to ensure staff, and officers are able to continue to grow and develop.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
76	Create in house training program for incoming sabbatical officers	Training program created which includes several workshops.	07/07/2015	Governance
77	Run Residential training	All sabbaticals & staff attended residential training	14/07/2015	Governance
78	Evaluate residential training to develop a comprehensive training scheme for future use.	All participants completed an evaluation and a report written on the residential training using the feedback provided.	21/07/2015	Governance

2.5 VALUE AND IMPACT

Scottish Election Campaigning

ECSA will run a voter registration drive prior to the 2016 Scottish Elections encouraging as many students as possible to register to vote. ECSA will also campaign alongside NUS for Colleges and FE student support to be improved as a key part of the political parties' manifestos.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
79	ECSA to lobby NUS Scotland to set FE entitlement as the priority campaign ask in the upcoming elections	ECSA have submitted a motion to NUS Scotland Zone conference to amend the plan of work to include a priority ask that all political parties commit to creating FE entitlement	20/11/2015	Governance
80	ECSA to work in partnership with Colleges Scotland on the lack of institutional funding	ECSA to organise a meeting with Colleges Scotland to discuss working together on the lack of resources through institutional funding	01/02/2016	Governance
81	ECSA to hold an voter registration drive ahead of the Scottish elections	ECSA to hold a voter registration drive during 2 nd semester ahead of the elections.	31/05/2016	Governance
82	ECSA to host an election hustings ahead of the Scottish elections	Invite candidates from each party and encourage students to take part.	31/05/2016	Governance
83	ECSA to work to create a student manifesto to put to candidates to sign up to.	Work with students and other associations in Edinburgh to look at a student manifesto that informs candidates about student's issues.	31/05/2016	Governance

Articulation Activity

ECSA will work with Napier Students Association to improve the retention rates of articulating students. ECSA will help NSA run its new articulation induction day and run a workshop at the event. Working with NSA, ECSA will also gather information from articulating students about their experience so that it can be used to improve the process for later years.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
84	Work with Napier university to hold an articulation event	Joint event held with Napier for articulating students who went from Edinburgh College on to university	01/10/2015	Support
85	ECSA to work with ELRAH to look at ways to improve articulating students transition	ECSA to actively engage with ELRAH in the coming year.	30/06/2015	Support

Partnership with CAB

ECSA will enter into a Partnership with the Citizens Advice Bureau. CAB will use ECSA premises to run drop in sessions so students can be given expert advice on housing, debt and legal issues.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
86	ECSA to meet with CAB & college to discuss a partnership project	ECSA met with CAB representatives and John McCran to discuss the project and the benefit it could bring to students.	27/10/2015	Support
87	Trial project at Midlothian campus	CAB staff will run a drop in session on campus once a week until end of 1 st term	23/12/2015	Support
88	ECSA to evaluate this project in partnership with the college after the trial period	VP Welfare to work with college to evaluate the success of the project by end of 1 st semester	29/01/2016	Support

Project WEAR

Project WEAR (Wider Educational Achievement Record) has been developed to allow students to gain confidence in articulating their non-academic achievement and was first outlined in the ECSA Funding Bid 15/16. It is an integral part of ECSA's work over the coming year. The project has moved forward quickly and ECSA has collaborated with the Quality and Catering Department for our first pilot, which will run until the end of first academic term. A report will be created on ECSA's findings at the end of this term.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
89	Produce WEAR Framework & project timeline	Framework & timeline developed through sparqs & Quality department.	24/08/2015	Support
90	Partner with college to run Action Pilot	ECSA working with Hospitality department on running an action pilot.	19/01/2016	Support
91	Evaluate Pilot with a report	Evaluation report to involve students & staff feedback	15/02/2016	Support
92	End of year report for the future of Project WEAR	An end of year report that outlines the future of project WEAR.	01/05/2016	Support

Events

Events falls into different areas of ECSA. This specific section covers charity & Liberation events. ECSA place a great deal of importance on Liberation and it is at the heart of everything we do. As such, ECSA has committed to running specific key measures on both charity and Liberation.

Key Measure	Descriptor	Context/KPI	Expected Completion date	Responsibility of ECSA Strand
93	ECSA to hold 3 Liberation events throughout yeah as well as any women events that ECSA run	Hold 3 events	30/06/2015	Equality
94	ECSA to run 12 charity events throughout the year	Run 12 charity events.	30/06/2015	Equality
95	End of year report	A report highlighting events of the year and impact they have had.	30/06/2015	Equality