

APPLICANT BRIEFING DOCUMENT

**COLEG SIR GÂR
GRAIG CAMPUS
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COLEG SIR GÂR MISSION STATEMENT

The mission of Coleg Sir Gâr is to enable individuals and organisations to reach their potential, by providing excellent bi-lingual learning opportunities and services.

As a Corporation Coleg Sir Gâr will ensure sustainability and equality in developing its mission and will undertake to:

- Offer excellent learning opportunities.
- Promote and enable widespread participation in life long learning.
- Develop bilingual learning.
- Offer excellent inclusive learner support.
- Provide a Welsh, European and Global perspective.
- Maintain a safe, healthy and supportive learning and working environment.
- Optimise the contribution of all College employees through continuous improvement.
- Be a "best practice" employer.
- Ensure prudent financial and asset management.
- Establish and maintain value adding partnerships.
- Engage in entrepreneurial and income generation activities.

INFORMATION ON COLEG SIR GÂR

Background

Coleg Sir Gâr is one of the largest Further Education colleges in Wales with five campuses and 12,000 learners studying on 380 courses. It is by far the largest educational institution in Carmarthenshire with 3,000 students attending full time courses which means that the majority of students over the age of 16 in full time education in Carmarthenshire study at the College.

The College also offers a wide range of higher education courses, which are in the main franchised from the University of Glamorgan. We offer an extensive range of courses from A Levels, GCSEs, National Diplomas, NVQs and GNVQs up to HNCs, HNDs, Degree and Postgraduate qualifications in subjects that include Sciences, Health, Engineering, Sport, Agriculture, Catering, Art and Design, Hairdressing, Business and many more.

The majority of the current £29m per annum turnover is funded from DCELLS in the Welsh Assembly Government although the college has other significant income generation activities to supplement this. Since gaining Corporate Status in 1993 the college has invested over £25m on improving the Estate.

Academic Programme

The College is led by the Principal and Chief Executive (who reports to the Governing Body) with four Senior Managers leading Directorates that provide support functions across the college. The Curriculum is delivered through seven Faculties each of which is led by a Faculty Manager.

Campuses

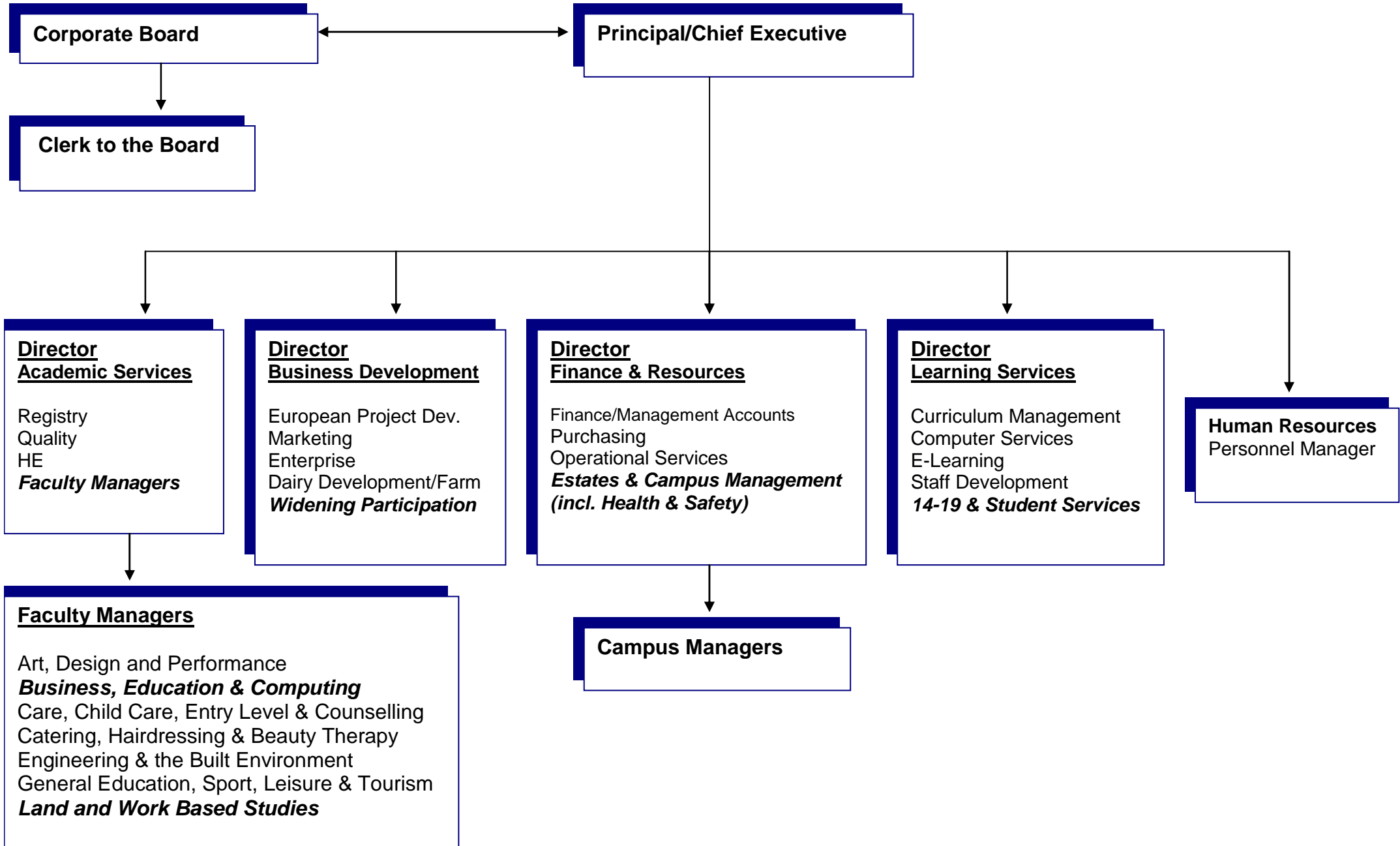
Graig Campus, Sandy Road, Pwll, Llanelli - the largest of the five campuses and is the administrative hub of the college. It houses an Engineering & Technology Centre and a Hair & Beauty Centre. It is also the main centre for AS and A level courses as well as Computing & Information Technology, Performing Arts, Media & Music Technology, Sport, Leisure and Tourism.

Jobs Well Campus, Jobs Well Road, Carmarthen - the main campus for the Faculty of Art, Design and Performance.

Pibwrlwyd Campus, Pibwrlwyd, Carmarthen - home to the Faculty of Business Management and Education which incorporates the West Wales School of Business. Other key activities include Automotive Engineering, Catering & Hospitality, Equine Studies & Small Animal Care.

Ammanford Campus, Ammanford - Learning activity on the Ammanford campus is focused on Health, Social & Child Care and Construction Industry Crafts.

Gelli Aur Campus, Llandeilo - The campus is a brand new purpose built complex focused on a range of Land Based Countryside Studies and Agricultural Engineering occupations. It is also home to the 211 hectare [College Farm](#).



Policy on The Recruitment Of Ex-Offenders

Background

All individuals or organisations using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the CRB Code of Practice. Amongst other things, this requires them to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

Policy Statement

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Coleg Sir Gâr complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Coleg Sir Gâr is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders, is available to all Disclosure applicants at the outset of the recruitment process.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

As an organisation involved in the learning/education of individuals aged under 18 and of vulnerable adults, and all staff could have access to these individuals a Disclosure will form part of the recruitment process. Therefore all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

As part of the recruitment process applicants are asked to provide details of any convictions or formal cautions on the Application Form. Coleg Sir Gâr guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Successful applicants for all positions will be subject to a Disclosure from the Criminal Records Bureau. This will be either be at a "Standard" or "Enhanced" Level. A request for "Enhanced" will only be made after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

We ensure that all those in Coleg Sir Gâr who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- *At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.*
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

EQUAL OPPORTUNITIES POLICY STATEMENT

General Principles

- Coleg Sir Gâr is committed to the elimination of unfair discrimination and to the provision of equality of opportunity for all, in education, training and employment.
- Coleg Sir Gâr aims to ensure that no applicant for employment or a course receives less favourable treatment on the grounds of sex, marital status, age, responsibility for dependants, socio-economic status, race, colour, ethnic or national origin, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- Coleg Sir Gâr seeks to create an accessible Institution and extend opportunities in education, training and employment to those groups identified as under-represented in Further and Higher Education.
- Coleg Sir Gâr recognises that working towards equality of opportunity is not additional or marginal to its activities, but central to the efficiency and development of the Institution as an employer and as a provider education and training.
- Coleg Sir Gâr will take positive action, including seeking and delivering adequate resources to implement this policy and monitor and evaluate its development.

Policy Objectives

- To identify practices, procedures and customs in all areas of the Institution's life which unfairly discriminate, directly or indirectly, and replace them with practices and procedures which ensure equality of opportunity.
- To establish agreed grievance and disciplinary procedures to protect staff and students from discriminatory behaviour based on racist, sexist and other prejudiced attitudes.
- To ensure appropriate representative participation in advisory, consultative and managerial processes.
- To adopt and monitor policies and procedures to provide equality of opportunity in the recruitment, selection and promotion of the staff.
- To provide a suitable environment for working and studying for people with disabilities.
- To develop a marketing strategy which addresses the needs of specific client groups, including ethnic minorities, women and people with special needs.
- To adopt and monitor a Coleg Sir Gâr Admissions Policy which aims to widen access to Further and Higher Education.
- To both take account of the needs, experiences and interests of students, and to take positive steps to counter stereotyping and prejudice through curriculum development.
- To provide adequate and effective support services for students and staff.
- To develop and establish a comprehensive system of monitoring to provide sufficient accurate, recent and specific data to inform planning to enhance the process of effective evaluation and review.

Implementation Strategies

- This policy statement will be included in the staff handbook and issued to all staff and students. It will also be sent to applicants for Coleg Sir Gâr posts.
- Staff development activity which is appropriate to the needs of staff at all levels in implementing an equal opportunities policy will be established.
- The furtherance of equal opportunities practices will be facilitated through the generation, dissemination and monitoring of specific guidelines, action plans and codes of practice including:

Gender Policy Document
Race Policy Document and Implementation Plan
Disabilities and Special Needs Policy Statement and Implementation Plan
Code of Practice: Racial and Sexual Harassment
Code of Practice: AIDS/HIV
Policy and Procedure on the Recruitment, Selection and Appointment of Staff

- Equal opportunities will be an integral aspect of all institution and Faculty Development Plans and of all Faculty, Divisions/Selections and Course Review, evaluation and validation processes.
- The Equal Opportunities Task Group, Advisory to the Principal and Academic Board, and through the Principal to the Governing Body, will oversee the development and implementation of this policy and advise on changes and amendments as appropriate.
- All staff and students are responsible for implementing Coleg Sir Gâr Equal Opportunities policies as they relate to their activities as members of the College.
- For further information contact: The College Secretary

Brian Robinson
Principal/Chief Executive

Campus Locations

