

Abbreviations & Acronyms

A&D	Art & Design
A2	Advanced Level Year 2
AC	Attendance Coordinator
ACAS	Advisory Conciliation & Arbitration Service
ACE	Adult Community Education
ACL	Adult & Community Learning
ADCS	Association of Directors of Children's Services
ADHD	Attention Deficit Hyperactivity Disorder
ALG	Adult Learning Grant
ALIS	Advanced Level Information System
ALPS	Advanced Level Points System
ALS	Additional Learning Support
AoC	Association of Colleges
AoN	Application of Number
AoSEC	Association of South East Colleges
AP	Assistant Principal
APL	Accreditation of prior learning
AQA	Assessment & Qualifications Alliance (an awarding body) or Any Questions Answered
AS	Advanced Subsidiary (<i>1st year of A level study</i>)
ASB	Adult Skills Budget
ASCL	Association of School and College Leaders
BAC	Business Advisory Council
BAME	Black, Asian and Minority Ethnic
BETT	British Education and Training Technology
BKSB	Basic and Key Skill Builder (<i>baseline testing for learners at enrolment</i>)
BIS	Department for Business, Innovation & Skills
BLI	Black Leadership Initiative
BM	Benchmark
BME	Black and Minority Ethnic
BNU	Bucks New University (<i>High Wycombe</i>)
BRM	Black and Racial Minority
BTEC HNC	Business & Technology Education Council Higher National Certificate
BTEC HND	Business & Technology Education Council Higher National Diploma
C&G	City and Guilds
CACHE	Council for Awards in Children's Care and Education
CAS	Confidential Advisory Service
CBI	Confederation of British Industry
CEO	Chief Executive Officer
CETT	Centre for Excellence in Teacher Training
CIF	Common Inspection Framework (<i>Ofsted</i>)
CITB	Construction Industry Training Board
CLA	Copyright Licensing Agency
CLT	College Leadership Team (<i>Middle Managers</i>)
COB	Close of Business
COSHH	Control of Substances Hazardous to Health
CPD	Continuing Professional Development
CRA	Centre Risk Assessment
CRB	Criminal Records Bureau

CSR	Comprehensive Spending Review or Corporate Social Responsibility
DBS	Data and Barring Service
DBIS	Department for Business, Innovation and Skills
DDA	Disability Discrimination Act
DEC	Display Energy Certificate
DfE	Department for Education
DPA	Data Protection Act
DTLLS	Diploma in Teaching in the Lifelong Learning Sector
DWP	Department for Work and Pensions
E2E	Entry to Employment
EBACC	English Baccalaureate
EBP	Education Business Partnership
EDIMs	Equality and Diversity Impact Measures
EFL	English as a Foreign Language
EO	Equal Opportunities
EFA	Education Funding Agency
ESA	Employment Support Allowance
ESF	European Social Fund
ESOL	English for Speakers of Other Languages
ET	Employment Tribunal
ETF	Education and Training Foundation
EV	External verification/ verifier
Ex-Officio	Person attending meetings in a non-voting capacity
EYHSC	Early Year and Health & Social Care
FAQ	Frequently asked questions
FCR	Full Cost Recovery
FD	Foundation Degree/ or Finance Director
FE	Further Education
FESCO	Further Education Sports Coordinator
FL2	Full Level 2
FL3	Full Level 3
FL	Foundation Learning
FMCE	Financial Management & Control Evaluation
FOI	Freedom of Information
FRS	Financial Reporting Standards
FS	Functional Skills
FSMQ	Free Standing Maths Qualification
FTE	Full-Time Education or Full-Time Equivalent (<i>student or staff</i>)
FS	Functional Skills - to replace Key Skills
GB	Governing Body
GBA	Governing Bodies Association
GCSE	General Certificate of Secondary Education
GFE	General Further Education
GGPG	Governance Good Practice Guide
GLH	Guided Learning Hours
H&S	Health and Safety
HE	Higher Education
HEFCE	Higher Education Funding Council for England
HEI	Higher Education Institution
HIA	Head of Internal Audit

HMI	Her Majesty's Inspectorate/ Inspector (<i>Ofsted</i>)
HNC	Higher National Certificate
HND	Higher National Diploma
HoD	Head of Department
HR	Human Resources
HRA	Human Rights Act
HSE	Health & Safety Executive
HTML	Hypertext Mark-up Language
HTTP	Hypertext Transfer Protocol
I&As	Instruments and Articles of Government
I&E	Income & Expenditure
IA	Internal Assessment
IAG	Information Advice & Guidance
IAS	Internal Audit Service
IB	International Baccalaureate
IBO	International Baccalaureate Organisation
ICSA	Institute of Chartered Secretaries and Administrators
IFL	Institute for Learning
IIP	Investors In People
ILA	Individual Learning Account
ILEX	Institute of Legal Executives
ILM	Institute of Leadership & Management
ILP	Individual Learning Plan (<i>negotiated with learner</i>)
ILR	Individual Learning Record (<i>for funding bodies</i>)
ILT	Information Learning Technology
IoD	Institute of Directors
IQER	Integrated Quality and Enhancement Review (<i>A review method specially devised for higher education in further education colleges – HE in FECs</i>)
IRS	Inland Revenue Service
ISA	Independent Safeguarding Authority
ISBN	International System of Book Numbers
ISC	Independent Specialist College
ISR	Individualised Student Record
IT	Information Technology
ITT	Initial Teacher Training or Invitation to Tender
IV	Internal Verification/ Verifier
JACOP	Joint Audit Code of Practice
JANET	Joint Academic NETwork
JCQ	Joint Council for Qualifications
JC+	Job Centre Plus
JISC	Joint Information Systems Committee
JSA	Jobseekers Allowance
KPA	Key Performance Area
KPI	Key Performance Indicator
KQ	Key Question (<i>Ofsted</i>)
KS (1,2,3,4)	Key Stages of the National Curriculum; KS1 (5-7 year olds), KS2 (7-11 year olds), KS3 (11-14 year olds), KS4 (14-16 year olds)
LA	Learning Advocate
LA	Local Authority
LAC	Looked After Children
LDD	Learning Difficulty or Disability

LEA	Local Education Authority
LEP	Local Enterprise Partnership
LGPS	Local Government Pension Scheme
LLDD	Learner with Learning Difficulty or Disability
LRC	Learning Resource Centre
LSA	Learning Support Assistant
LSB	Local Safeguarding Board
LSC	Learning and Skills Council (<i>replaced by SFA/ YPLA in April 2010</i>)
LSG	Leadership Skills for Governance
LSIS	Learning and Skills Improvement Service (<i>replaced by ETF</i>)
MEG	Minimum Expected Grade
MFL	Modern Foreign Language
MIS	Management Information Systems (IT)
MLP	Minimum Level of Performance
Moodle	Refers to the virtual learning environment used by the College and many other education providers
MSG	Marketing Strategy Group
MTL	Master in Teaching and Learning
MYP	Middle Years Programme (of IB)
NAGTY	National Association of Gifted & Talented Youth
NA	National Average
NAO	National Audit Office
NAS	National Apprenticeship Service
NBM	National Bench Mark
NBP	Network for Black Professionals
NCETM	National Centre for Excellence in the Teaching of Mathematics
NCSL	National College for School Leadership
NCVO	National Council for Voluntary Organisations
NDPB	Non-Departmental Public Body
NEET	Not in Education, Employment or Training
NIACE	National Institute of Adult Continuing Education
NLG	National Leaders of Governance
NLP	National Learner Panel or Neuro-linguistic Programming
NOC	Notice of Concern (Financial or Academic)
NQF	National Qualifications Framework (<i>replaced by QCF</i>)
NQT	Non Qualified Teacher
NRDF	National Research & Development Foundation
NSS	National Subject Specialists
NTI	Notice to Improve
NUS	National Union of Students
NVQ	National Vocational Qualification
OCC	Office of the Children's Commissioner, or On-line Curriculum Centre of IB
OCR	Oxford & Cambridge & RSA Examinations or Optical Character Recognition
OFFA	Office for Fair Access
Ofqual	Office of Qualifications and Examination Regulation
OfSTED	Office for Standards in Education
OJEU	Official Journal of the European Union
OPEN	Online Procurement for Education Needs
OPR	Overall Performance Rating
OU	Open University
PCA	Protection of Children Act

PCDL	Personal & Community Development Learning
PFM	Provider Financial Management
PGCE	Post Graduate Certificate of Education
PI	Performance Indicators
PIF	Public Information Framework
PIAP	Post Inspection Action Plan
PIDA	Public Interest Disclosure Act
PLD	Profound Learning Difficulties
PMLD	Profound and Multiple Learning Difficulties
PNC	Police National Computer
PQP	Professional Qualification Programme
PQQ	Pre-Qualification Questionnaire
Pro Achieve	Software system that generates data on retention and achievement
Pro Monitor	An e-tool for monitoring student and course performance in-year
PRP	Performance Related Pay
PSA	Public Service Agreement
PSHE	Personal Social & Health Education
PTLLS	Preparing to Teach in the Lifelong Learning Sector
PYP	Primary Years Programme (of IB)
QA	Quality Assurance
QAA	Quality Assurance Agency (for Higher Education)
QAA	Qualifications Assurance Agency (<i>inspectorate for HE</i>)
QCA	Qualifications & Curriculum Authority
QCF	Qualifications Credit Framework
QIA	Quality Improvement Agency
QIP	Quality Improvement Plan
QLS	Qualified Lecturer Status
QTLS	Qualified Teacher Learning & Skills
QTS	Qualified Teacher Status (<i>Enables individuals to teach in state maintained or special schools in England & Wales</i>)
QVA	Quality Value Added
RAP	Regulated Activity Provider
RBWM	Royal Borough of Windsor and Maidenhead
RP	Regional Priority
RSA	Royal Society of Arts
SAR	Self Assessment Report
SCP	Short Course Programme
SCR	Serious Case Reviews
SEAL	Social and Emotional Aspects of Learning
SEND	Special Educational Needs and Disability
SENCO	Special Educational Needs Coordinator
SES	Single Equality Scheme
SFA	Skills Funding Agency
SFBac	Sixth Form College Baccalaureate
SFC	Sixth Form College
SFCF	Sixth Form Colleges Forum
SfL	Skills for Life
SFT	Schools Food Trust
SLC	Student Loans Company
SLDD	Student with Learning Difficulties and/or Disabilities
SLN	Standard Learning Number

SLT	Senior Leadership Team
SME	Small or medium size enterprise (<i>less than 250 employees</i>)
SMT	Senior Management Team
SOP	Standard Operating Procedure
SORP	Statement of Recommended Practice
SoW	Scheme of Work
SPH	Senior Post-holder (<i>as designated under Instrument & Articles</i>)
SPLD	Specific Learning Difficulties
SRB	Single Regeneration Budget
SRGS	Sub-Regional Groups (<i>of local authorities</i>)
SSA	Sector Subject Area (<i>Ofsted</i>)
SSC	Sector Skills Council
SSDA	Sector Skills Development Agency
SSP	Student Support Plan
STEM	Science, Technology, Engineering and Mathematics
SU	Student Union
SVG	Safeguarding Vulnerable Groups
SVGA	Safeguarding Vulnerable Groups Act
SWOT	Strengths, Weaknesses, Opportunities, Threats
T&D	Training & Development
TDA	Training & Development Agency for Schools
TEFL	Teaching English as a Foreign Language
TES	Times Educational Supplement
TLA	Three Letter Acronyms
TMG	Target Minimum Grade
TOIL	Time Off in Lieu
TOK	Theory of Knowledge
TPA	Teachers' Pension Agency
TPS	Teachers' Pension Scheme
TT	Teacher Training
TUPE	Transfer of Undertakings (<i>Protection of Employment</i>)
UCAS	University Central Admissions Service
UCU	University and Colleges Union
UNISON	Union of Public Employees (<i>Britain's biggest public sector union</i>)
UTC	University Technical Colleges (<i>Schools based initiative</i>)
VA	Value Added
VBS	Vetting and Barring Scheme
VFM	Value for Money
VLE	Virtual Learning Environment
VP S&S	Vice Principal Students and Safeguarding
WBL	Work Based Learning
WPP	Widening Participation Project
YAP	Young Apprenticeship Programme