



Timetabling Procedure

Academic Year 2022/23

Document title:	Student class timetabling policy
Audience:	All staff, students
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Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1.1	Revision	18/10/2021	Additional requirements linked to Policy

Monitoring and review

This procedure will be reviewed by SLT every year in line with the Timetabling Policy.

1. Timetabling Policy

The purpose of the policy is to have a clear procedure for the creation, verification and implementation of timetables that is understood by all staff and supports student's attendance, attainment and enrichment. This policy applies when timetabling FE, HE and Apprenticeship provision.

The College will:

- Ensure that timetables are created in line with the Timetabling Policy
- Take management, academic staff and learners views into consideration in the creation of the policy
- Align allocation of room process to timetabling procedure
- Ensure that the Maths & English strategy is reflected in timetables
- Ensure that induction, enrichment and work experience are planned

2. Procedures

The **Vice Principal Curriculum** is responsible for:

- Monitoring and annual review of the Timetable policy, ensuring that procedures are being implemented in the planning and delivery of timetables

The **Director of Quality** is responsible for:

- Ensuring independent assessment of timetables against the policy prior to the start of the academic year

The **Curriculum Heads of Department** are responsible for:

- Creation of timetables in line with the policy
- That timetables are created in a line with the agreed timeline to ensure all students have an annual timetable when enrolling
- That induction, enrichment and work experience are planned on students' timetables
- That Maths & English taught sessions are planned in line with the intention of meeting the Maths & English strategy
- That agreement has been negotiated with Heads of Department for Maths & English and Work Experience prior to the start of the academic year where resources are required
- That the timetable is linked to the approved business plan
- That the timetable is created on SHAPE
- That changes to timetables in year have the minimal disruption to students and are communicated to all students prior to the change
- Ensuring that learning environments are fit for purpose and meet the needs

The **Head of Department for Apprenticeships & Business Development** is responsible for:

- Working with Curriculum Heads of Department to ensure Apprenticeship delivery is planned and timetabled prior to key recruitment periods
- Ensuring that timetables are reviewed and updated in line with Apprentice and Employer feedback

The **Head of Department for Maths & English** is responsible for:

- Working with Curriculum Heads of Department to ensure the Maths & English strategy is embedded within all timetables (where required)
- Ensuring that a timetable is available for all students requiring additional Maths & English support and is completed in line with the timeline

The **Head of Department for Work Experience** is responsible for:

- Working with Curriculum Heads of Department to ensure the Work Experience strategy is embedded within all timetables (where required)
- Working with employers to identify agreed periods for placement that are agreed as part of the timetabling process

The **Head of Facilities Management** is responsible for:

- Supporting the Heads of Department to create inspiring learning environments
- Keeping the learning environment fit for purpose

The **Head of Health and Safety** is responsible for:

- Ensuring that the college estate is safe for student, staff and visitors to be on site and Informs the Vice Principal Curriculum and/or vice principal Quality when there is a condition that may/will affect students being able to attend classes

The **Head of Data, Funding & Exams** is responsible for:

- Ensuring that staff have the appropriate and available access to the college timetabling system
- Providing training and updates to users to be able to effectively use the timetabling systems

The **Head of Learning, Teaching & Assessment** is responsible for:

- Ensuring that the timetable policy and procedures are being adhered to as part of the observation process

3. Timeline

Number	Activity	Date
1.	Room Allocation Agreement	Week commencing 27 th January
2.	Timetable Validation Panels	Week commencing 9 th May
3.	FE Timetable Validation Panels – Final	Week commencing 13 th June
4.	HE Timetable Validation Panels – Final	Week commencing 27 th June