

| August | | | | | | |
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August 2015

11 to 16 – WorldSkills São Paulo 2015
13 - A Level Results
18 – Colleague Farewell event
20 - GCSE Results
25 - Full-time applications close
27 - Annual Equality Progress report submitted to Equality Commission
28 - Clearing Day
End of month: 2014 student success data released
31 – August Bank Holiday

To be confirmed:

- Confirmation & Clearance
- DEL's FE College Health Check report published
- Part-time information day

| September | | | | | | |
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September 2015

3 - CEO Video Blog
7 - Autumn Term starts
15 - Audit & Risk Committee
15 & 16 - Fresher's Fun Day (MF/CR)
17 - Performance Reviews
17 - Fresher's Fair (TQ)
18 – External audit of 2014/15 Draft Accounts & Annual Report commences
21 – HR Committee
23 - Good to Great & Resources Committee meetings
24 - CQE Committee meeting
25 - UU Annual Course Review submitted
28 – 2015/16 SER templates issued
29 – Part-time Jobs Fair
30 - Governing Body meeting & Conflict of Interest register issued

To be confirmed:

- Induction survey
- CDP projections for 2015/16 completed
- Additional Duties approved
- Academic staff holidays confirmed
- CBI Lunch

| October | | | | | | |
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October 2015

1 - Part-time Jobs Fair
5 – Staff newsletter published
6 – Volunteering Fair
8 – Student Council Elections
12 – Student Council Meeting
14 & 15 - CNI Conference
16 – NEETs CDR extract
19 - Tea with MT
19 to 23 - Learner Survey Week
20 - HE Fair & Strategic Quality Group meeting
23 - CEO Video Blog
26 to 30 – Half term
30 – Future Student of Business Award (FSB NI) closing deadline

To be confirmed:

- Curriculum planning starts for 2016/17
- 2015/16 Admissions Review published
- Mid-year assurance statement return to DEL

| November | | | | | | |
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November 2015

16 - CQE Committee meeting
5 & 6 - Performance Reviews
9 - HE Graduation
13 – WCQIP submitted, Good to Great meeting & 1st CDR extract
16 – HR Committee
17 to 19 - AoC Annual Conference
19 to 21 – National UK WorldSkills Final, Birmingham
19 - Q1 performance report published
20 - JCC meeting
23 - Resources Committee meeting
25 & 26 - Executive Team Planning Away Days
26 - Audit & Risk Committee meeting
27 – Staff newsletter published
28 - Annual Report and Financial Statements submitted to DEL
30 - Governing Body meeting
30 to 4 Dec – Learner survey week

To be confirmed:

- 2016/17 curriculum offer and entry criteria approved
- H&S Advisory Committee meeting
- Annual accountability meeting with DEL

| December | | | | | | |
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December 2015

30 Nov – 4 Dec – Learner Survey Week
7 - Good to Great meeting
9 - Future Student of Business Award Ceremony
10 - Governing Body meeting
15 & 16 - Performance Reviews
16 - CEO Video Blog
17 – Staff celebrations
18 - Autumn Term ends
24 -4 Jan - Christmas holidays

To be confirmed:

- HR needs analysis completed
- New course proposals drafted
- DEL's FE College Health Check report published
- College planning for 2016/17 and beyond begins
- H&S Committee meeting
- Christmas Fair

| January | | | | | | |
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January 2016

1 – Christmas holiday
4 - Spring Term starts
13 - Tea with MT
14 & 15 - Good to Great meeting
15 - UU mid –year return submitted
18 to 29 - SER interim panel meetings
20 - Team Brief published
27 - Staff newsletter published
28 - Student Consultation with Directorate
29 - 2nd CDR extract

To be confirmed:

- New Fees Policy agreed
- Part-time / Full-time enrolment campaign launched
- Part-time Information Day
- Parents' Open Day
- Official Opening of Girdwood Hub

| February | | | | | | |
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February 2016

3 - Summer Jobs Fair
3 to 5 - ETI WCQIP scrutiny inspection
4 & 5 - Performance Reviews
8 - CQE Committee meeting
8 & 9 - Course set up/revision panels
10 & 11 - Executive Team Planning Away Days
15 – HR Committee
15 & 16 - Staff Conference
15 to 20 - Half term
17 - Q2 performance report published
22 - Resources Committee meeting
23 - Good to Great meeting
24 - Audit & Risk Committee meeting
29 - Governing Body meeting

To be confirmed:

- Part-time Register advertised
- Full-time Open Day
- PEAGs run from February to June 2016
- IOD Dinner

| March | | | | | | |
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March 2016

7 to 11 – Learner Survey Week
8 – Higher Education Forum
9 - Team Brief published and CEO video blog
11 - JCC meeting
15 & 16 - Performance Reviews
17 - St Patricks Day
18 – Staff newsletter published
18 - Spring Term ends
28 & 29 - Easter Bank Holidays
31: Conflict of Interest register issued

To be confirmed:

- Bilateral with DEL
- DEL's FE College Health Check report published
- CBI Dinner
- Closing date for Belfast Telegraph Business Award applications

| April | | | | | | |
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April 2016

4 - Summer Term starts
5 - Good to Great meeting
12 - Tea with MT
14 - Student Consultation with Directorate
19 – Strategic Quality Group meeting
27 - Governing Body meeting

To be confirmed:

- Timetabling and operational guidelines issued
- 2016/19 Corporate Plan launched
- Closing date for Belfast Chamber Business Award applications
- Year-end assurance statement return to DEL

| May | | | | | | |
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May 2016

2 - May Bank Holiday
5 & 6 - Performance Reviews
9 - CQE Committee meeting
16 – HR Committee
17 - Good to Great meeting
18 - Team Brief published
19 - Q3 performance report published
25 - Resources Committee meeting
26 – New faces at the Met: Networking event for new staff
30 - Bank Holiday

To be confirmed:

- 2016/17 business planning clinics
- Funding letter received
- Interviews and appointments for new lecturers
- H&S Advisory Committee meeting
- Closing date for Better Education Awards through Skills & Training

| June | | | | | | |
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June 2016

1 – Staff newsletter published
1 & 2 - Executive Team Planning Away Days
8 - Employee Excellence Awards
13 to 24 - SER panel meetings
17 – 3rd CDR extract and staff celebrations
20 & 21 - Performance Reviews
22 - Audit & Risk Committee meeting and CEO video blog
23 – Tea with MT
24 - Summer Term ends
28 & 29 – Good to Great Away Days
29 - Governing Body meeting

To be confirmed:

- H&S Committee meeting

| July | | | | | | |
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July 2016

12 & 13 - Public Holidays

To be confirmed:

- Closing date for AoC Beacon Award applications

Key:

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|-------------------------|
| Events |
| Competitions/ Awards |
| Holidays |
| Meetings |
| Planning / Performance |
| Publications/Engagement |

Dates in the monthly calendars highlighted in bold (excluding the weekends) indicate that there is more than one event or activity scheduled on that date.

Dates are also provisional and may be subject to change.

NB: End Year 2015-16 CDR extract will take place on 14 October 2016.