# Transgender students – roles and responsibilities

1. The applicant/student submits their completed Letter A to the College.
2. The Pastoral Care Manager acknowledges the applicant’s/student’s Letter A and asks the relevant Business Support Unit (BSU) Manager or nominated member of staff to meet with the student to discuss a support package.
3. At that meeting, the BSU Manager or the nominated member of staff verifies the student’s identity via existing photographic identification before making any changes to the student’s record.
4. The BSU Manager explains the support available in the College, completes Part A of the transgender student support plan and nominates a personal tutor to complete Part B of the transgender student support plan.
5. Part A is signed off by both parties at the meeting, and a copy is given to the student. The BSU Manager keeps a copy of the support plan for reference and passes the original to the Pastoral Care Manager for confidential filing. No other related documents (whether hard copy or electronic) should be held by the BSU Manager.
6. The BSU Manager asks the nominated personal tutor to complete Part B of the transgender student support plan.
7. The personal tutor meets with the student, discusses any support required and completes Part B of the transgender student support plan. The plan will include confirmation of those who need to know about the name/identity change (e.g., lecturers, classmates, Student Funding, Campus Admin and the examinations team, etc., if the student transitions mid- year), any support required, any planned absences from the College due to transitioning, the use of toilet/changing facilities on campus, placements and AccessNI checks, etc.
8. Part B is signed off by both parties at the meeting, and a copy is given to the student. The personal tutor keeps a copy of the support plan for reference and passes the original to the Pastoral Care Manager for confidential filing. No other related documents (whether hard copy or electronic) should be held by the personal tutor.
9. Links may be maintained to the student’s former records, but these are highlighted as secure and only available to the Pastoral Care Manager.
10. The personal tutor organises further support meetings with the student, to check that adequate support is in place and to make any required changes to the support plan. If Part B of the support plan is updated, it must be signed off by both parties and handled in line with paragraph 8 above.
11. If a student obtains a Gender Recognition Certificate (GRC) recognising them as a member of their new gender (sex) for all legal purposes, they may ask that their former name be removed from College records. In almost all cases, this request is lawful. It is unlawful for staff to ask to see the student’s GRC, but they can ask instead to see a copy of their birth certificate.