COMMENDATION PROCEDURE

Commendation forms are obtainable from the Reception, Library or Student Services and via college website:

Commendations can be made via student or staff surveys, forums, via email to quality team, Website or Commendation Form

Commendations forwarded to quality team for recording

Commendation recorded centrally by quality team

Individual/team receives written acknowledgment from quality team

Certificate issued to line manager for presentation to individual/team

Selected commendations sent to marketing for Case Study

Selected commendations posted on StaffNet

College reporting on commendations as follows:

Quarterly Performance Monitoring

Development Success & Student Success

End of Year: Board of Governors