

Board of Management Development Committee

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| Date of Meeting | Wednesday 24 January 2018 |
| Paper No. | DC2-G |
| Agenda Item | 10 |
| Subject of Paper | Travel Cost v Benefits Update |
| FOISA Status | Disclosable |
| Primary Contact | Roy Gardner |
| Date of production | 24 January 2018 |
| Action | For Noting |

Linked to Strategic Priorities 1,3,4,5 & 7

1. Recommendations

- To note the International travel undertaken by staff during the period and the benefits associated with this type of activity.

2. Purpose of report

The purpose of this report is to provide the Board of Management with an update on ALL International Travel undertaken by college staff between August 2017 and January 2018.

3. Context

The City of Glasgow College is one of the largest colleges in the UK engaged in International activity. Our unique curriculum within the areas of Nautical and Marine Engineering has helped the college position itself as one of the leading institutions engaged in training for the Merchant Navy. Every year there are over 1000 enrolments onto various programmes and short courses, typically generating in excess of £2,000,000 per annum.

In addition to the student led activity the college also has a range of commercial projects across the UK, Europe and beyond. Securing these projects require reciprocal travel to partner institutions and companies which in the main are costed in the initial proposals.

The college also has in place over 100 partnerships which provide many wide ranging benefits and additional revenue. The overall positioning and enhanced reputational benefits to the college are demonstrable. Through our European Erasmus activities staff benefit in experiencing new pedagogical delivery models, teaching methods and sharing best practice across both academic & support areas.

Furthermore, the experiences of these staff can ensure we provide and promote a high quality, global learning experience, one which focuses on achieving excellence through innovation.

For students, experiences of international mobility can contribute greatly to their experience at college and these experiences also support our aim of creating 21st century graduates ready for the labour market, to live in and contribute responsibly to a global society.

The table below details the trips & visits over the period 28/08/17 to 11/12/17

| <u>Dates from - to</u> | <u>Country of Visit</u> | <u>Staff Name(s)</u> | <u>Purpose of Visit</u> | <u>Date Risk Assessment Completed</u> | <u>Date BIDD Approved</u> | <u>Cost of Travel/Visit</u> | <u>Conversion Rate</u> | <u>Overseas Report Received</u> |
|------------------------|-------------------------|---|--|---------------------------------------|---------------------------|-----------------------------|--|---------------------------------|
| 28/08/17 to 30/08/17 | France | Margaret Darroch | Strategy Committee Meeting - European Inclusive Skills Project | 25/08/2017 | 25/08/2017 | £856.07 | N/A | N/A |
| 16/09/17 to 22/09/17 | China | Roy Gardner Carla Gethin | Visit to ZJTIE for the 2017/18 programme launch. Meeting with British Council (Beijing) to discuss educational contract. Visit SDI/UKTI office in Beijing. | 14/09/2017 | 14/09/2017 | £3,634.00 | *Delivery of Supply change and logistics (actual income invoiced: £3,890.) Discussion around 2nd delivery model - £7,780 | Yes |
| 12/10/17 to 19/10/17 | Abu Dhabi | Margaret Darroch | Accompanying two WorldSkills students to WorldSkills International Competition | | 09/10/2017 | £4,887.00 | N/A | Yes |
| 14/10/17 to 19/10/17 | India | Matthew Stewart | Partner Visit- Graded Unit Exams - Overseas | 02/10/2017 | 02/10/2017 | £928.01 | 15 BPMA Students for Feb Batch - £75,255 | |
| 22/10/17 to 27/10/17 | China | George McVerry | Conference - China, Innovation and the Future - To meet with Key Leads on Vocational Projects | 04/10/2017 | 22/10/2017 | £1,250.00 | N/A | Yes |
| 24/10/17 to 27/10/17 | Spain - Madrid | Paul Little | EFQM Board Meeting and EFQM Annual Forum | 05/04/2017 | 05/04/2017 | £79.72 | N/A | N/A |
| 05/11/17 to 10/11/17 | Singapore | Carla Gethin Kay Sheridan Andrea Hiller | Pre-verification visit for the delivery of Health Care programmes. Meetings to discuss healthcare and mapping to NC Health & Social Care qualifications. Meetings with Elder Ang, tour of Health care homes, tour of MDIS Facilities | 13/10/17 | 13/10/17 | £4,028.70 | N/A | Yes |
| 12/11/17 to 18/11/17 | Singapore | Jayne Wentworth | Competing in International Barista Competition taking place at MDIS | 03/11/2017 | 07/11/2017 | £228.00 | N/A | N/A |

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| 11/11/17 to 18/11/17 | China | Ranjith Sankara Sankaranarayanan Rachel Pooley | Delivery of the Certificate in Supply Chain Logistics as agreed under our Joint Programme agreement with ZJTIE | 08/09/2017 | 08/09/2017 | £3,211.77 | N/A | N/A |
| 24/11/17 to 30/11/17 | Dubai & Abu Dhabi | Stuart McDowall | Participating in a Trade Mission to the Middle East with Scottish Development International (SDI) | 21/11/2017 | 21/11/2017 | £779.69 | £500 from SDI for Support | Yes |
| 27/11/17 to 28/11/17 | Brussels | Paul Little | EFQM Board Meeting | 22/11/2017 | 22/11/2017 | £610.00 | N/A | N/A |
| 11/12/17 to 14/12/17 | India | Dhruva Kumar | Conducting IAMI - Control Paper Exam at the AMET, Chennai on the 13th Dec 2017 | 11/12/2017 | 13/12/2017 | £919.01 | N/A | N/A |
| TOTAL | | | | | | £16,681.27 | <i>*Costs covered by ZJTIE partners</i> | |

Future trips planned:

February 2018

- DAWN Expo and Partner visit – MTI Karachi, Pakistan (R. Gardner, G. Abbas)
- Compliance Partner visit – BP Marine & VELS - Mumbai & Chennai, India. (M. Adams & S. Nicolson)

March 2018 (TBC)

- Malaysia & Singapore (R. Gardner)

April 2018

- USA – Tartan Day activities/partnership visit to AACCC (P. Little & R. Gardner)

4. Impact and implications

4.1 The effective management and control of risks is essential to the on-going stability and future growth of the Colleges international activity.

4.2 The Colleges stated strategic priority to “Maintain our long-term financial stability” can be greatly enhanced by further developments on the international stage and should be considered at each stage.

4.3 Engaging students and staff in international activities including inbound & outbound exchanges and mobility’s can also support our strategic priorities to “Engage and inspire all our students with world-class learning and teaching” and “With a high performance focus, be the best we can be in the way we operate and work together.”

4.4 Geographical regional and national considerations are included in the process of risk management, and are reflected in the risk and travel documentation.