



Bath and North East Somerset

**Director of Public
Health Award**

**How to achieve the
Healthy Further
Education (FE)
Certificate**

Introduction

The Healthy FE Certificate is part of the Director of Public Health Award for Bath and North East Somerset. It has been designed in consultation with our local FE Colleges so that it meets the health priorities and needs of young people attending FE Colleges locally.

To gain the certificate, colleges will need to do three things:

1. Join the programme
2. Complete and submit a Biennial Audit Tool
3. Complete and submit a Student Review.

How long will it take?

The time taken to achieve the Healthy FE Certificate will vary. It may take a few months or up to a year, depending on what is already in place in the college. Once gained, the certificate is valid for two years. To ensure that a college continues to be a healthy place the certificate will need to be renewed after two years.

Once the Biennial Audit and Student Review are completed, they can be submitted to the Award Group for approval. The Award group meets twice a year - In September/October and February/March. Exact dates will be advertised in the news section of the website.

Joining the Programme

To access the tools you need to gain the Healthy FE Certificate you need to have joined the programme through the website. Go to either the **'home'** or **'Further Education'** page and click on **'Join'**. Follow the instructions to complete your registration.

Once you have done this you will receive an e-mail from the Director of Public Health Award Coordinator asking which Certificate you want to start working towards and for some dates for your first meeting with the Coordinator. This meeting will show you how to complete all the necessary requirements in order to achieve the Healthy FE Certificate.


The Biennial Audit Tool

The Biennial Audit tool is a series of 21 criteria covering a wide range of health and well-being indicators that will show how healthy your college is. It can only be accessed from the secure area of the website. You need to grade your college as follows:

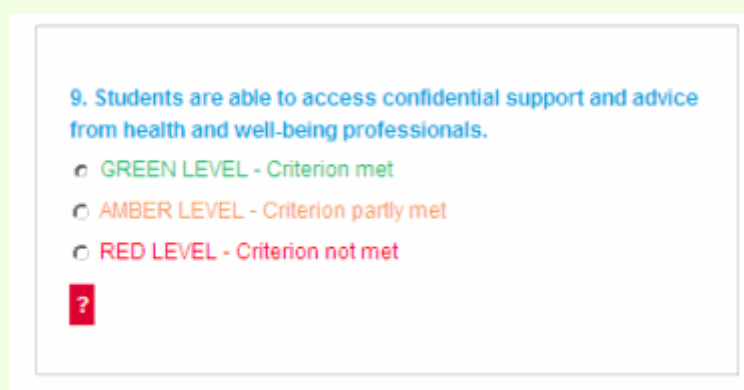
Green level – you meet all of the requirements for this criterion. Press the green button.

Amber level – you meet some of the requirements. You can put in place procedures to be able to meet the full requirements over the next two years. Press the Amber button.

Red level – you meet none of the requirements for this criterion. Press the Red button.

Further information about each criterion can be found by pressing the  button on the tool. In addition, the tool also links to various suggested Programme Guides. These are designed to illustrate what Green level would look like and also include some useful sources of reference and resources.

Example of one of the Biennial Audit criteria



Click on the **?** button to find out what is required for the Green Level:

20. Provides opportunities for students to actively participate in H&WB activities in the college.

- GREEN LEVEL - Criterion met
- AMBER LEVEL - Criterion partly met
- RED LEVEL - Criterion not met

Criterion Notes Hide/Close this

Green Level

To have met this criterion a college will provide a range of opportunities for students to

1. Contribute to the development of H&WB provision
2. Participate in promotions as part of the H&WB Communication Strategy such as through student councils or specific health awareness raising events or theme days/weeks

Once a button has been pressed, a text box will appear:

15. Promotes good emotional health and wellbeing.

- GREEN LEVEL - Criterion met
- AMBER LEVEL - Criterion partly met
- RED LEVEL - Criterion not met

?

What has been done to meet this criterion so far? What do you intend to do to meet this criterion within the next two years?

If you select Green level for any criterion, there is no requirement to add any text to the box. This is because by pressing Green you are declaring that you meet all of the requirements for that criterion.

If you select Red level you are declaring you meet none of the requirements. You may like to record in the text box what your next actions will be to get to Amber.

If you select the Amber level, it is necessary to record which elements of the criterion requirements you are meeting, and which you still need to put into place in order to get to Green level over the next two years.

Note. A college does not need to be at Green Level for every criterion to apply for the Healthy FE Certificate. Many colleges will meet some of the criteria fully and therefore be at Green Level for those criteria. They will also partially meet some of the criteria and be at Amber level for those criteria. **A college can apply for the Healthy FE Certificate if it has a mixture of Green and Amber level grades, providing it is clear from the Amber text box what procedures the college is putting in place over the next two years to move it from Amber level to Green level.**

If a college is at Red level for any of the criteria, it will not be able to achieve the certificate. If this is the case you should contact the Director of Public Health Award Coordinator to access support and guidance on how to get to Amber level.

Important: Whenever you add any information to the Biennial Audit Tool, you need to scroll down to the bottom of the page and press 'save progress' before leaving the secure site. **Do NOT press the 'submit' button at the top of the page unless you are ready to apply for the certificate.**

Once the Biennial Audit Tool is complete, you should date the form using the 'date completed' calendar and submit it to the Director of Public Health Award Coordinator by pressing the 'Submit' button at the top of the form.

You will then receive an e-mail back from the Director of Public Health Award Team prompting you to also submit the Student Review.

The Student Review

One of the aims of the Healthy FE Certificate is to involve the young people attending the college in a meaningful way. Part of the application involves them submitting a piece to the Award Group. This piece is entitled:

'Improving health and well-being at our college'

The submission can be in a variety of forms – whichever appeals to the young people in the college the most. It could be a piece of writing, photo story, video or audio. The work will end up on the website as a showcase for your college, so please make sure any permissions are in place for any photographs of the young people in the presentation.

Please contact the Director of Public Health Award Coordinator if you have any queries about what area to do the Review on.

The process

The young people at the college need to choose one criterion from the Biennial Audit to focus on. This should be something linked to how the college has moved from being at Red level to Amber level or from Amber level to Green.

Having decided on the criterion, it is then up to them to show how the college has become healthier over the time it has been working on the Healthy FE Certificate.

It would be helpful if the following elements were included in the Review:

1. Which criterion the Review is about
2. What the college was like before work on the Healthy FE Certificate began
3. How the college is healthier as a result of the work done

The piece should be no longer than 750 words (approximately two sides of A4) or two minutes if an alternative technique, such as a video, is used. Please make sure that the name of your college and a contact name is included.

Once complete, the Review should be submitted to the Director of Public Health Award Coordinator along with the Biennial Audit Tool. Both will then be taken to the next Award Group meeting, as advertised on the website.

The Award Group

The Award group meets twice a year, in September/October and February/March. The purpose of the group is to review the Biennial Audit Tool and Student Review and award the Healthy FE Certificate to your college. You will be presented with a certificate and there will also be an annual celebration event that you will be invited to attend.

.....and Finally

Once gained, the certificate is valid for two years. To ensure that the college continues to demonstrate how it is a healthy place to be, it will need to be renewed after two years.