**How to Use the ‘What is Regionaliation?’ Leaflet.**

This leaflet gives basic information about what regionalisation is and what it might mean for colleges. It’s aimed at students in colleges to give them information about the changes that are coming and what they might mean for them. The leaflet can be printed on either a normal or professional printer, and you can upload it on to your website.

**Before you use the leaflet you will need to edit the sections which talk about what regionalisation means for your region, and your college, in particular.**

If you feel you need to edit any other sections of the leaflet check with your Partnerships for Change consultant first. We will be issuing updated versions of this leaflet as more information is made available regarding regionalisation.

Try to agree a single version of the leaflet together for your region so that everyone gets the same leaflet no matter what college they are in. Otherwise it could get confusing!

Check the final leaflet with your regionalisation staff contact to make sure your information is correct and up to date.

**How to edit the leaflet**

The leaflet is locked against editing so you’ll first need to unlock it.

If you’re using Windows 7 click on the ‘file’ tab and click ‘permissions’ then enter the password.

If you’re using Windows XP go to the ‘Tools’ menu and choose unprotect and enter the password.

If you decide to put the leaflet online make sure to lock it again.

**Logos**

There is a blank section on the front page of the leaflet for you to add your logos. You will need to include your students’ association or college’s logo plus the logos of the other students’ associations or colleges in the region.

**How is our college changing?**

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This section will tell students how their college in particular is changing. This isn’t the place to go into lots of detail so it’s best to try and keep it basic and short. Partnerships for Change have three sections of suggested text you could use – if you are merging, federating, or if the final decision hasn’t been made yet. However, your college’s situation may be more complicated than that. For example, some Glasgow colleges are merging but the resulting merged college will be joining a regional partnership. Or the difference may be specific to your college. For example, James Watt is splitting between two college regions with one campus joining Ayrshire and one campus joining West. Your Partnerships for Change consultant will be able to help you write your section if you need it.

**Before you finalise your section check with your regionalisation staff contact that the information is correct and that it can be made public.**

**Contact details**

So far this leaflet has given the person reading it an awful lot of information. Chances are that, after skimming it, they will simply drop it in the bin and forget about it. Hopefully the information will had given them a lot of things to think about and they may have questions, worries, and ideas. So before they drop the leaflet in the bin we need to give them a way to do something with their questions.

This section should ideally do two things:

1. Give the person reading someone they can contact and/or a place they can go to find out more information.
	1. Make sure to include contact details for someone students can get in touch with if they have any urgent concerns or questions so they are not left to stress.
	2. If one has been set up include a link to a website or web page with more information on what is happening in your region.
	3. If you, as a students’ association, have set up something like a facebook page, mailing list etc to share information on regionalisation give them information on how to join.
2. Give the person reading a ‘call to action.’ Just being told stuff is rather boring. If you really want to engage students you need to give them something they can do.
	1. Let them know about your region’s formal consultation on merger/federation and how they can contribute.
	2. Give them a way to send non-urgent questions, queries, concerns, and ideas to the students’ association. This could simply be a dedicated email address.
	3. Tell them to let their Course Reps know if they are having any problems or have ideas for how the new college structures should be.
	4. Tell them about any consultation events you have planned, or any other ways they can share their opinions.

Make sure to emphasise how important it is that they make their views known so that they can help make sure that the new regionalised college(s) meet the needs of students.

It’s likely that, when you first publish this leaflet, you won’t have all your consultation strategies, websites, social media etc planned out. That’s fine, but try and tell students what you plan to do, and where they should check to find out when those things are happening. It’s good to have at least one concrete thing that students can do.

**Example text for the ‘How is our College Changing?’ section.**

**Merger**

We are now part of \_\_\_\_ region. It has been announced that our college is merging with \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_. This means that next year there will be one big regional college with a new name and the current colleges will be campuses of the new college. Support services will be the same everywhere you go but some courses may only be offered on some campuses.

**Federation**

We are now part of \_\_\_\_ region. It has been announced that our college is forming a federation with \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_. This means that our college will be keeping its name and separate identity but it will be working much more closely with the other colleges under the new regional Board. We will be sharing services and courses in order to improve what we offer and to save money, so some things will be changing.

**Not yet announced**

Our college is now part of \_\_\_\_ region which includes \_\_\_\_ and \_\_\_\_. From now on the colleges will be working much more closely together but it hasn’t been decided yet exactly what that will mean. We will most likely either be merging to form one new big college or forming a Federation, keeping our individual identities and sharing services.