CYNLLUN CYHOEDDI
RHYDDID GWYBODAETH

Dyddiad Cwblhau'r Asesiad o'r Effaith ar Gydraddoldeb:	
Cymeradwywyd gan:	Bwrdd
Dyddiad Cymeradwyo:	29 Medi 2020
Awdur:	Swyddog Llywodraethu
Dyddiad Adolygu:	Hydref 2022

Cyhoeddwyd ar:	**Gwefan** (✓)	**Mewnrwyd** (✓)	**Porth Dysgwyr** (✓)
	✓		

Ar gael mewn ffont mawr a fformatiau eraill ar gais

Efallai na fydd y copi hwn yn gyfredol os yw wedi ei argraffu

Canllaw i Gynllun Cyhoeddi Coleg Gwent
Diweddarwydd Medi 2020

Cyflwyniad

Mae'n ofynnol o dan Ddeddf Rhyddid Gwybodaeth 2000 (DRhG), bod Coleg Gwent yn mabwysiadu a chyhoeddi cynllun cyhoeddi sy'n amlinellu pa wybodaeth y byddwn yn ei chyhoeddi fel mater o drefn. Bwriad y Ddeddf Rhyddid Gwybodaeth, ynghyd â'r Rheoliadau Gwybodaeth Amgylcheddol, yw hyrwyddo mwy o ddidwylledd ac atebolrwydd ar draws y sector cyhoeddus drwy ei gwneud yn ofynnol i bob 'awdurdod cyhoeddus', gan gynnwys colegau Addysg Bellach, fynd ati'n rhagweithiol i sicrhau bod gwybodaeth ar gael i'r cyhoedd.

Mae Cynllun Cyhoeddi Coleg Gwent yn seiliedig ar gynllun cyhoeddi enghreifftiol a ddarperir i bob coleg gan Swyddfa'r Comisiynydd Gwybodaeth (SCG).

Gwybodaeth y mae gofyn i ni sicrhau ei bod ar gael

Mae SCG yn gofyn i ni sicrhau bod yr wybodaeth yn y categorïau canlynol ar gael:

- Pwy ydym ni a beth a wnân
- Yr hyn a wariwn a sut ydym yn ei wario
- Beth yw ein blaenoriaethau a sut ydym yn perfformio
- Sut y gwnawn benderfyniadau
- Ein polisïau a gweithdrefnau
- Rhestrau a chofrestri
- Y gwasanaethau a gynigiwn

Gwybodaeth nad oes rhaid i ni ei rhyddhau

- Gwybodaeth sydd wedi ei heithrio o dan eithriadau'r DRhG;
- Gwybodaeth bersonol o dan y Ddeddf Diogelu Data 2018/GDPR;
- Gwybodaeth sydd wedi ei harchifo, wedi dyddio neu sydd allan o gyrraedd am reswm arall;
- Gwybodaeth na fyddai'n ymarferol ei rhyddhau fel mater o drefn neu y byddai angen llawer iawn o adnoddau i'w pharatoi;
- Gwybodaeth ar ffurf drafft (cyn belled â bod dyddiad cyhoeddi rhesymol yn y dyfodol yn cael ei bennu).

Gallwch ddod o hyd i ragor o fanylion ynghylch pa wybodaeth a all fod wedi ei heithrio o dan DRhG neu RhGA yn ein Polisi Rheoliadau Gwybodaeth Amgylcheddol a Deddf Rhyddid Gwybodaeth (Polisi RhGA a DRhG), neu ar wefan SCG.

Gwneud cais am wybodaeth

Os nad ydych yn gallu dod o hyd i'r wybodaeth sydd ei hangen arnoch ar wefan Coleg Gwent, gallwch wneud cais amdani drwy'r Swyddog Llywodraethu sydd hefyd yn ymgymryd â rôl Swyddog Rhyddid Gwybodaeth y Coleg.

Rhowch eich enw, manylion cyswllt a disgrifiad clir o'r wybodaeth sydd ei hangen arnoch.

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- Dros y ffôn: 01495 333519

- Yn ysgrifenedig: Marie Carter
  Swyddog Llywodraethu/Swyddog Rhyddid Gwybodaeth
  Pencadlys Coleg Gwent
  Y Rhadyr
  Brynbuga
  NP15 1XJ

Talu am wybodaeth
Gall y Coleg godi tâl rhesymol am wybodaeth nad yw ar gael ar ei wefan neu yn ei gyhoeddiadau. Gallwch ddod o hyd i ragor o wybodaeth am dalu yn ein Polisi RhGA a DRhG.

Adborth
Mae'n bwysig bod y cynllun cyhoeddi yn bodloni eich anghenion. Os ydych yn gweld y cynllun yn anodd ei ddeall, rhowch wybod i ni. Rydym yn croesawu awgrymiadau ynghylch sut y gellid gwella ein cynllun. Dylid cyfeirio unrhyw sylwadau, ymholiadau neu gwynion mewn perthynas â'r cynllun cyhoeddi neu argaeledd gwybodaeth at y Swyddog Llywodraethu.

Os na allwn ddatrys cwyn, gallwch gwyno i'r Comisiynydd Gwybodaeth, corff annibynol sy'n goruchwylio cydymffurfiaeth â'r Ddeddf Rhyddid Gwybodaeth. Gallwch gael gwybodaeth berthnasol arall am y Ddeddf Rhyddid Gwybodaeth gan:

Swyddfa'r Comisiynydd Gwybodaeth - Cymru
2il Lawr, Tŷ Churchill
Ffordd Churchill
Caerdydd
CF10 2HH

E-bost: wales@ico.org.uk <mailto:wales@ico.org.uk>
Ffôn: 0330 414 6421

Gwefan: www.ico.org.uk

Cynllun Cyhoeddi Coleg Gwent

Mae’r cynllun cyhoeddi hwn yn ymrwymo Coleg Gwent i sicrhau bod gwybodaeth ar gael i’r cyhoedd fel rhan o’i weithgareddau busnes arferol. Mae’r wybodaeth y mae’r cynllun yn berthnasol iddi wedi ei nodi yn ôl y dosbarthiadau gwybodaeth a nodir isod (pan fo'r wybodaeth honno gan Goleg Gwent neu ei is-gwmnïau). Rhoddir manylion pellach am ddiffiniad y dosbarthiadau hyn yn y llawlyfrau canllaw sy’n benodol i’r sector a gyhoeddir gan Swyddfa'r Comisiynydd Gwybodaeth (SCG) ar gyfer sectorau penodol.

Mae’r cynllun yn ymrwymo Coleg Gwent i:

- gyhoeddi gwybodaeth a gedwir gan y Coleg, gan gynnwys gwybodaeth amgylcheddol, ac sydd yn perthyn i’r dosbarthiadau isod, neu sicrhau ei bod ar gael mewn modd arall fel rhan o’i waith arferol;
- enwi’r wybodaeth a gedwir gan Goleg Gwent ac sydd yn perthyn i’r dosbarthiadau isod;
- gyhoeddi gwybodaeth yn unol â’r datganiadau a gynhwysir yn y cynllun hwn, neu sicrhau ei bod ar gael mewn modd arall fel mater o drefn;
- baratoi a chyhoeddi’r dulliau a ddefnyddir i ofalu bod y wybodaeth benodol ar gael fel mater o drefn fel bod modd i’r cyhoedd ei hadnabod a chael gafael arni'n hawdd;
- adolygu a diweddaru’n rheolaidd y wybodaeth mae’r Coleg yn sicrhau ei bod ar gael dan y cynllun hwn;
- gynhyrchu rhestr o bob ffi a godir i gael mynediad i’r wybodaeth y trefnir ei bod ar gael;
- sicrhau bod y cynllun cyhoeddi hwn ar gael i’r cyhoedd.

Dosbarthiadau gwybodaeth

1. **Pwy ydym ni a beth a wnawn** - gwybodaeth am y sefydliad, lleoliadau a chysylltiadau, llywodraethu cyfreithiol a chyfansoddiadol.
2. **Yr hyn a wariwn a sut yr ydym yn ei wario -** gwybodaeth ariannol yn ymwneud ag incwm a gwariant wedi eu rhagamcanu ac incwm a gwariant real, tendro, caffael a chontractau.

3. **Ein blaenoriaethau a sut rydym yn perfformio** - gwybodaeth am strategaethau a pherfformiad, cynlluniau, asesiadau, arolygiadau ac adolygiadau.
4. **Sut y gwnawn benderfyniadau** - cynigion a phenderfyniadau polisi, prosesau penderfynu, meini prawf a gweithdrefnau mewnol, ymgynghoriadau.
5. **Ein polisïau a gweithdrefnau** - protocolau ysgrifenedig cyfredol yn ymwneud â chyflawni ein swyddogaethau a'n cyfrifoldebau.
6. **Rhestrau a Chofrestri** - gwybodaeth wedi ei chadw mewn cofrestri y mae gofyn cyfreithiol amdanynt a rhestrau a chofrestri eraill yn ymwneud â swyddogaethau'r Coleg.
7. **Y gwasanaethau a gynigiwn** - cyngor a chyfarwyddyd, llyfrynnau a thaflenni, trafodion a datganiadau i'r wasg, disgrifiad o'r gwasanaethau a gynigir.

Fel rheol, ni fydd y dosbarthiadau o wybodaeth yn cynnwys:

- Gwybodaeth y mae'r gyfraith yn gwahardd ei rhyddhau, neu sydd wedi ei heithrio o dan y Ddeddf Rhyddid Gwybodaeth, neu wybodaeth y mae'n briodol ystyried ei bod wedi ei diogelu rhag ei datgelu.
- Gwybodaeth ar ffurf ddrafft.
- Gwybodaeth nad yw bellach ar gael yn rhwydd gan ei bod mewn ffeiliau sydd wedi eu harchifo, neu sy'n anodd ei chyrraedd am resymau tebyg.

Y dull a ddefnyddir i sicrhau bod y wybodaeth a gyhoeddir o dan y cynllun hwn ar gael

Bydd Coleg Gwent yn dynodi yn glir i'r cyhoedd pa wybodaeth sy'n cael ei chynnwys dan y cynllun a sut y gellir cael gafael arni.

Pan fydd o fewn gallu Coleg Gwent, bydd gwybodaeth yn cael ei darparu ar wefan. Pan fydd yn anymarferol rhoi gwybodaeth ar wefan neu pan na fydd unigolyn yn dymuno cael y wybodaeth trwy'r wefan, bydd Coleg Gwent yn dynodi sut y gellir cael gwybodaeth trwy ddulliau eraill ac yn ei darparu trwy'r dulliau hynny.

Mewn amgylchiadau eithriadol gall peth gwybodaeth fod ar gael trwy ei gweld yn bersonol yn unig. Pan nodir y dull hwn, bydd manylion cyswllt yn cael eu rhoi. Bydd apwyntiad i weld y wybodaeth yn cael ei wneud o fewn amser rhesymol.

Bydd y wybodaeth yn cael ei darparu yn yr iaith y mae'n cael ei chadw ynddi neu mewn iaith arall sy'n ofynnol yn gyfreithiol. Pan fydd yn ofynnol yn gyfreithiol i goleg gyfieithu unrhyw wybodaeth, bydd yn gwneud hynny.

Cedwir at rwymedigaethau deddfwriaeth anabledd a chamwahaniaethu ac unrhyw ddeddfwriaeth arall i ddarparu gwybodaeth mewn ffurfiau neu fformatau eraill wrth ddarparu gwybodaeth o dan y cynllun hwn.

Ffioedd y gellir eu codi am wybodaeth wedi ei chyhoeddi o dan y cynllun hwn

Diben y cynllun hwn yw gwneud cymaint o wybodaeth ar gael yn hawdd yn y ffordd leiaf costus a mwyaf cyfleus i'r cyhoedd. Bydd y taliadau a godir gan Goleg Gwent am ddeunydd a gyhoeddir fel mater o drefn yn cael eu cyfiawnhau ac yn dryloyw ac yn cael eu cadw cyn lleied â phosibl.

Bydd deunydd sydd wedi ei gyhoeddi ar wefan ac a fydd yn cael ei gyrchu drwy wefan yn cael ei ddarparu'n ddi-dâl.

Gellir codi tâl am wybodaeth yn seiliedig ar drefn codi tâl a bennir gan Lywodraeth Cymru.

Mae'n bosibl y codir tâl am gostau gwirioneddol megis:

- llungopïo
- pecynnu a phostio
- y costau a ddaw yn uniongyrchol yn sgil edrych ar wybodaeth

Mae'n bosibl y codir tâl am wybodaeth a ddarperir dan y cynllun hwn hefyd pan fo hawl gyfreithiol i wneud hynny a phan fo'n cyd-fynd â rhestr ffioedd gyhoeddedig sydd ar gael yn hawdd i'r cyhoedd

Os codir tâl, cadarnheir y swm fydd yn ddyledus cyn i'r wybodaeth gael ei darparu. Efallai y gofynnir am y tâl cyn darparu'r wybodaeth.

Ceisiadau ysgrifenedig

Gellir gwneud cais ysgrifenedig am wybodaeth sydd gan Goleg Gwent nas cyhoeddwyd dan y cynllun hwn, ac ystyrir y cais yn unol â darpariaethau'r Ddeddf Rhyddid Gwybodaeth.

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
1. Who we are and what we do				
1.1	**Legal Framework**	Legal, Corporate & Charitable Status of the Corporation		√
		Further & Higher Education Act 1992 & subsequent legislation		√
		Instrument & Articles of Government	√	
1.2	**College Organisation**	Strategic Statements - Vision & Mission	√	
		Governance Structure	√	
		Chair/Vice Chair - ToR		√
		Audit Committee - Description, ToR, Organisation	√	
		Remuneration Committee - Description, ToR, Organisation		√
		Search Committee - Description, ToR, Organisation	√	
		Appeals Committee - Description, ToR, Organisation		√
		Governor listing, gallery and backgrounds	√	
		Corporation & Committees Meetings Schedule	√	
		College Structure Chart		√
		College Senior Management Team Structure Chart		√
		Management Teams/Groups Meetings Schedules		√
		Description of Teams/Groups Mode of Operation		√
		Description of Campus/Responsibilities of Campuses		√
		College Calendar - Term Dates	√	
		Standing Orders	√	
		Governor Induction & Development Information		√
		Governance Information and links	√	
		Campus Information	√	
		Employee Handbook		√
1.3	**Partner Information**	Welsh Government/DfE		√
		Torfaen County Borough Council		√
		Blaenau Gwent Country Borough Council		√
		Newport City Council		√
		Caerphilly County Borough Cou		√
		Monmouthshire County Borough Council		√
		University of South Wales (Higher Education)		√
		University of Worcester (Higher Education)		√
		Aberystwyth University (Higher Education)		√
		Local Schools		√
		Employers		√
		Trades unions:		
		UNISON		√

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		UCU		√
		AMIE		√
		Examining Boards		√
		Estyn		√
		~~Community Partnerships (now discontinued)~~		~~√~~
		Coleg Gwent Employers' Forum (now discontinued)		√
1.4	**Location and Contact Details**	Addresses & Maps of all main locations	√	
		Phone Numbers to connect to all main locations	√	
		Email Addresses of all main locations	√	
		Fax Numbers of all main locations	√	
		Contact Campus Direct Facility via website	√	
1.5	**Student Activities**	Student Union Constitution		√
		Student Union Code of Practice		√
		Student Union Activities - CGSU Website	√	
		List of Student Union Officers - CGSU Website	√	
		Other Association Activities - CGSU Website	√	
		Staff/Student Forum Minutes		√
		Terms of Reference for Staff/Student Forum		√
		Student Handbook		√
		Services for Students with Special Needs		√
2. What we spend and how we spend it				
2.1	**Funding & Income**	Funding Grants e.g. LSF, EMA, ALG, HES	√	
		Course Fees	√	
		Endowment & Investment Income		√
		Financial Strategy		√
		Remuneration of Senior Staff as published in Accounts		√
		Travel & Subsistence Rates		√
		Pension Schemes		√
2.2	**Budgetary & Account Information**	Monthly Financial Reports & forecasts		√
		Annual Statement of Accounts years ending 31.07.06 to 31.07.18		√
2.3	**Financial Audit**	Audit Reports		√
2.4	**Capital Programme**	Capital Programme Progress Report		√
		Capital Expenditure Programme years ending 31.07.06 to 31.07.19		√
2.5	**Financial Regulation**	Financial Regulations		√
		Financial Control Procedures		√
		Treasury Management Policy		√
		Anti Fraud, Bribery & Corruption Policy		√

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Anti Bribery & Corruption Framework		√
2.6	**Staff Pay**	Staff Pay & Grading Structure		√
2.7	**Procurement**	Register of Suppliers		√
		Procurement Strategy/Policy		√
		Procurement & Tender Procedures		√
2.8	**Contracts**	Contracts gone through Formal Tender		√
		Reports of Successful Tender		√
3. What our priorities are and how we are doing				
3.1	**Annual Report**	Annual Report year ending 31/07/18		√
		Annual Report previous years		√
3.2	**Strategic Plans**	Corporate (Strategic) Plan 2016-19	√	√
		Previous Corporate (Strategic) Plans		√
		Strategic Equality Plan 2018-2023	√	
		Technology Strategy 2017-2021		
		Estates Strategy 2017-2024		
		HE Strategy		√
		Curriculum Strategy		√
				√
3.3	**Academic Quality & Standards**	Teaching & Learning Strategy 2017-2019		
		Programme Specifications/Course Approvals/Documents		√
		Annual Monitoring & Review Process		√
		Accreditation & Monitoring Reports by Professional, Statutory or Registers Bodies		√
		Annual Academic Assurance Statement 2019		√
		Assessment Strategies, Processes and Procedures		√
		The range and nature of student work		√
		Self Assessment Procedures and Outcomes		√
		Arrangements for Academic & Tutorial Guidance, Support and Supervision		√
		Library Service and Learner Support		√
		Perceptions of the quality of teaching & range of teaching & learning methods		√
		Assessment Arrangements		√
		Quality of Pastoral Support		√
		The effectiveness of Teaching and Learning		√
		The range of Teaching Methods used		√
		The availability and use of special equipment and other resources and materials		√
		Self access to professional development to improve teaching performance, including peer observation and mentoring programmes		√

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
3.4	**External Review**	The use of external bench marking and other comparators		√
3.5	**Corporate Relations**	Links with Employers		√
3.6	**Government and Regulatory Reports**	Reports to/from Welsh Government		√
		Inspectorates/Teaching Quality Assessment Reports		√
		Standards Bodies Reports		√
		Research Council Reports		√
		Professional Bodies		√
		Estyn Reports		√
3.7	**Environmental Reports**	Annual Environmental & Sustainability Report	√	√
4. How we make decisions				
4.1	**Corporation Board**			
	Agendas	Current & previous year	√	
	Minutes	From origin to present		√
	Current Board sub-committees			
	Agendas	2019 to present		√
	Minutes	From origin to present		√
	Former Board sub-committees			
	Agendas	From origin to close		√
	Minutes	From origin to close		√
4.2	**Teaching & Learning Minutes, Agendas**	Curriculum & Learners Minutes		√
		Heads of School Meeting Minutes		√
		Learner Services Group Meeting Minutes		√
		College Counsellors Group Minutes		√
		ALN Group Minutes		√
4.3	**Staff/Student Consultation**	College Learner Panel Minutes & Agendas		√
		School Forum Minutes & Agendas		√
		Focus Group Minutes & Agendas		√
4.4	**Appointment Committee**	Appointment Committee Minutes (as and when Senior Post Holder is appointed)		√
5. Our policies and procedures				
5.1	**For conducting college business**	Corporation Standing Orders	√	
		Corporation Code of Conduct, Values & Behaviours	√	
		Appointment Procedures & Search Committee TOR		√
		Bilingual Strategy		√

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Freedom of Information & EIR Policy	√	
		Guide to the Publication Scheme	√	
		Publication Scheme	√	
		Information Published	√	
		Treasury Management Policy		√
		Financial Regulations		√
		Risk Management Policy		√
		Anti Bribery & Corruption Framework		√
		Employee Handbook		√
5.2	**Relating to academic services**	Changing Course		√
		Learner Appeal Procedures		√
		HE Strategy		
5.3	**Relating to learner services**	Student Admission, Enrolment & Registration		√
		Accommodation		√
		Attendance & Punctuality Policy		
		Management of the Student Record system		√
		Assessment of External Qualifications		√
		Internal Student Complaints and Appeals		√
		Travel Policy		√
		Travel Pass Scheme	√	
		Educational Visits Procedures		√
		Student Guide to Financial Contingency Fund		√
		Admissions Policy	√	
		Learner Guidance on Pregnancy & Maternity		
		Learner Involvement Strategy		
		Learning & Development Strategy		√
		Learner Appeals		√
		Student Code of Conduct		√
		Anti-Bullying (Student)		√
		Child & Vulnerable Adult Policy		√
		DBS Checks		√
		Disability Statement		√
		Freedom of Speech Code of Practice		√
		Disclosure of unspent convictions policy (learners)		√
		Staff Professional Code of Conduct		√
		Exams & Contingency Policy		√
5.4	**Relating to human resources**	Terms and Conditions of Employment/ Common Contract (Generic)		√
		Collective Bargaining and Consultation with T.Us		√
		Disciplinary		√
		Disciplinary - Senior Postholders		√

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Disclosure of Malpractice/Whistleblowing & Anonymous Allegations		√
		Performance Excellence		√
		Disclosure of Unspent Convictions Policy	√	
		Adverse Weather Policy	√	
		Anti Fraud, Bribery & Corruption Policy		√
		Benefits/Support during Pregnancy, Maternity & Adoption Leave		√
		Capability		√
		Criminal Offences Policy		√
		DBS Retention & Disposal Policy		√
		Dignity in the Workplace Policy		√
		Flexible working		√
		Sickness Absence Policy		√
		Occupational Sick Pay Scheme		√
		Managing Change Policy		√
		Meeting family commitments & Public Duties		√
		Overseas Business Travel Policy		√
		Staff Retention & Support Policy		√
		Adoption/Maternity Leave Policy		√
		Transgender Policy		√
		Alcohol & Drug Misuse Policy		√
		Dealing with Allegations of Abuse		√
		Domestic Abuse		√
		Policy & Procedure to request annual leave		√
		Staff Professional Code of Conduct		√
		Retirement Policy		√
		Stress Management		√
		Managing Disruptive Behaviour		√
5.5	**Relating to recruitment**	Recruitment and Selection		√
		Recruitment of Ex-Offenders Policy		√
		Job Vacancies	√	√
5.6	**Equality & Diversity**	Strategic Equality Plan 2012-16		√
5.7	**Health & Safety**	Health, Safety & Wellbeing Policy		√
		No Smoking		√
5.8	**Estate Management**	Estates Strategy		√
		Environmental & Sustainability Policy	√	
5.9	**Complaints**	Complaints Procedure	√	
		Student Complaints Procedure		√
		Complaints against the Board, Governors or Governance Officer	√	
		Grievance Procedure - Staff & Students		√
		Grievance Procedure - Senior Postholders		√
5.10.	**Records Management & Personal Data**	Information Security Framework		√

Coleg Gwent Information Held (as at September 2020)

(Guide Only - additional information may be available)

Class	Class Description	Information	Website	Other
		Archiving & Retention of Records	√	
		Data Protection Policy	√	
5.11	**Charging regimes & policies**	Fee Policy	√	
6. Lists and registers				
6.1	**Information held in registers**	Register of Corporation Members		√
		Register of Members of Committees		√
		Register of Interests - Corporation/Committee Members		√
		Register of Interests - Senior Post Holders & Directors		√
		Register of Interests - Staff		√
		Register of Gifts & Hospitality		√
		Register of Use of Corporation Seal		√
		Register of Access to Information		√
6.2	**Asset Registers**	College Asset Register		√
6.3	**Disclosure Logs**	Freedom of Information / EIR Register		√
6.4	**Environmental Registers**	Health and Saftey Executive Legal Register		√
		Coleg Gwent Environmental Impacts & Aspects Register		√
7. The services we offer				
7.1	**Prospectus & Course Content**	Full Time Course Guide	√	√
		Part Time Course Guide	√	√
		Higher Education Guide	√	√
7.2	**Health Advice**	Student Handbook		√
		Employee Handbook		
7.3	**Careers/Work Experience Advice**	Student Handbook		√
7.4	**Chaplaincy & Counselling Services**	Student Handbook		√
7.5	**Learner Financial & Transport Advice**	Student Handbook		√
7.6	**Sports & Recreational Facilities**	Student Handbook		√
7.7	**Learning Resource Centres**	Student Handbook		√
7.8	**Learner Support**	Learners with Disabilities	√	
		Personal Tutors & Enrichment	√	
		Literacy & Numeracy Support	√	
7.9	**Enrolment & Induction Support**	How to Apply	√	
		How to Enrol	√	
7.10.	**Conference Facilities**	Conference Facilities		√
7.11	**Advice & Information**			
		Latest News	√	
		Media Contacts	√	
		Latest Events	√	

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		Video Wall	√	
7.12	**Local Campaigns**	Local Campaigns		√
7.13	**Media Releases**	Press Releases	√	
		Media Contacts	√	
7.14	**Employment at Coleg Gwent**	Work for Us Information		√
7.15	**International**	The International Office	√	
		International Experience	√	
		Living Accommodation	√	
		Courses	√	
		Support	√	
		Fees	√	
7.16	**Employer engagement**	Courses	√	
		Apprenticeships	√	
		Business training	√	
		Funding, partnerships etc	√	

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