# Directory entry request

Please complete the yellow boxes. There are seven sections to this form.

**1. NAME**

This would normally be your name (if you are a freelance individual) or a company name.

A company can only have one listing in the directory – not individual listings for each employee.

The name will become the title of your directory entry and this has two important implications. First, the URL for your directory entry will be based on whatever you put in this box (it will take the form [www.dtec.org.uk/*directory-entry*](http://www.dtec.org.uk/directory-entry)).

Second, all directory listings (search and browse) will be sorted by the entry title. This means that “Fred Smith” will be under F and “The Banana Company” will be under T. If you include an academic title at the start of this field (like *Dr Fred Smith*) that will also affect where your entry appears in the listings.

Please enter the name for your directory entry in the box below.

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**2. DESCRIPTION**

There is no limit to the amount of text you put in here but we suggest a maximum of about 200 words. You can break this text up into as many paragraphs as you like.

In order to keep the presentation of the directory clean and consistent we are only putting plain text into this entry; there are no colours, formatting or hyperlinks in this part of the entry. We are not including images in the directory.

*Hint* The search function on the site will search this text. You might want to think about any particular terms that you want to include in this text.

*Hint* You might like to have a look at some of the entries in the Directory to get a feel for what you think is a good (or bad!) description.

*Hint* We think descriptions read better if they are written in the third-person.

Please enter your description in the box below.

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**3. LEGAL STATUS**

Please enter the type of legal entity that you are trading as. This would normally be something like Sole trader or Limited Company. Some clients have particular policies about contracting with certain types of legal entity.

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**4. VAT REGISTERED**

Please indicate if the legal entity described above is VAT registered. Enter Yes or No.

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**5. FURTHER INFORMATION AND CONTACT**

Please enter at least one method by which potential clients can contact you. This information will be published on the site so complete as many or as few of these boxes as you wish….as long as there is at least one.

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| **Website URL** |  |
| **LinkedIn profile URL** |  |
| **Email address** |  |
| **Phone number** |  |
| **Something else (please state what it is)** |  |

**6. TAGS**

The Directory uses a system of tags to help users search for consultants with particular expertise and capabilities.

In some cases the tags have quite a broad scope; they are designed for simple filtering. Select a tag if you have any kind of offering in that area, even if you do not work across the entire scope of a tag.

We anticipate users will use both the tags and the free-text search to find what they are looking for.

Please put an X in the yellow box for all of the tags that you wish to be attached to your directory entry.

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|  | **Tag** | **Description** |
|  | Student recruitment | Student recruitment strategy, policy and operations |
|  | International | International business development and operation; recruitment; partnerships; visas and immigration |
|  | Admissions | Admissions processing, including UCAS and direct entrants |
|  | Student conduct and complaints | Policies and processes; case management; oversight and reporting; external adjudication bodies |
|  | Academic regulations | Student contract; academic regulations; |
|  | Student experience | Improving the student experience; including pre-arrival, induction and outduction; retention; student feedback; student unions |
|  | SLC processes | Data and processes associated with SLC, including course and attendance data, tuition fees and bursary management |
|  | Student support and wellbeing | Student support services, including mental health, disabilities, chaplaincy |
|  | Learning and teaching | Support for teaching and learning development; pedagogy; technologies; personal tutoring |
|  | Widening participation | Widening participation policy, practice, strategies and operations; including access and participation |
|  | Registry operations | Student lifecycle operations; assessment and qualifications; timetabling; examinations |
|  | Quality and standards | Academic quality and standards management; validating bodies; professional, statutory and regulatory bodies (PSRBs) |
|  | Assessment | Assessment processes and management; design and alignment; including inclusive assessment and feedback |
|  | Graduation | Awards ceremonies; certification; transcripts and supplements |
|  | Careers and employability | Careers services and destinations data, including labour market analysis; internships and other career opportunities, including for diverse student populations. |
|  | Alumni | Alumni relationship management; volunteering and fundraising. |
|  | Research  | Research support and management; strategy; grant management; REF |
|  | Knowledge transfer | Strategy; projects; internal and external reporting |
|  | Apprenticeships | Design, development and delivery of apprenticeships; accreditation; assessment; recording; employer liaison |
|  | Partnerships | Partnership development, support, legal; validation, franchising, collaborative provision; includes local, regional and transnational |
|  | Data analysis and insight | Business intelligence, reporting, learning analytics and other predictive analytics - tools and methods |
|  | Data governance and management | Data strategy, governance, management; data quality; data architecture and implementation of best practice operating models |
|  | Market and operating environment | Analysis and interpretation of external data - including horizon scanning, competitors and demographics |
|  | Data reporting | Generation and assurance of external - including statutory - data returns |
|  | Survey Research | Bespoke survey research, including research project design, survey development, hosting, execution, analysis and reporting |
|  | Value for money | Effectiveness reviews for services, processes, projects etc; measuring and promoting service efficiency; cost control; process reviews, Lean, six sigma etc |
|  | Portfolio and change management | Including business cases, prioritisation, major change programmes, restructuring and rationalisation; Enterprise Architecture; merger and de-merger; shared services |
|  | Project management | Planning, monitoring and reporting; benefits definition and management; project and programme governance. |
|  | Risk management | Identification and analysis of risks; classification and assessment; mitigation strategies; reporting and monitoring. |
|  | Continuity and incident management | Business continuity planning and testing; continuity risk assessment; crisis and incident management |
|  | Governance | Organisational governance; reviews; support; recruitment to governing bodies; ethics and due diligence; corporate responsibility; assurance; compliance and regulation; charity issues  |
|  | Funding and regulation | HE and FE funding and regulatory bodies; policy and engagement |
|  | Sustainability | Activities that promote positive change at economic, social and ecological levels. |
|  | Communication | Internal and external communication; press and public relations. |
|  | Leadership and management | Models, culture, processes and skills for leading teams, departments and organisations; mediation |
|  | Marketing | Marketing and outreach activities; branding; content strategy |
|  | Organisational Development | Optimising organisational effectiveness through managing the behaviours of people within that organisation |
|  | People management | HR processes, policies and procedures; staff wellbeing and mental health; case management and independent investigations; staff recruitment |
|  | Training | Planning, developing and delivering training; skills development |
|  | Coaching | One-to-one and group coaching |
|  | Facilitation | Small and large group facilitation |
|  | Policy and public affairs | Public policy development and review; education and broader public affairs. |
|  | Equality, Diversity and Inclusion | Ensuring a diverse perspective is brought to projects, policy, practice and procedure; includes external regulation and compliance |
|  | Strategy and planning | Strategic and academic planning; student number planning |
|  | Academic department management | Processes, structures and culture within academic departments, schools and faculties |
|  | Student accommodation | Halls of residence operation and development; partnerships with purpose built student accommodation companies (PBSAs) and other private providers |
|  | Estates | Management and development of physical estate; space utilisation; environmental management; capital projects; accessibility issues; security services; other general accommodation issues not covered under Student accommodation. |
|  | Finance and financial management | Including budgeting, resource allocation; management accounting; statutory and other external reporting. |
|  | Fundraising | Strategy, policy and operations; grant applications; campaigns |
|  | Library services | Libraries; learning and study resources and spaces |
|  | Business systems | Business analysis, specification, implementation and management of systems, applications and services |
|  | IT infrastructure | IT infrastructure including servers, networking and cloud infrastructure; cybersecurity |
|  | IT leadership and governance | Governance and oversight of systems; including strategy, architecture and technology scanning |
|  | Interim | Available for short- and longer-term roles; virtual and on-site |

**7. SUBMITTING YOUR REQUEST**

By submitting this request for an entry in the directory you are agreeing to the following conditions:

1. You are making this request in good faith and the information contained in this request is, to the best of your knowledge, fair and accurate.
2. You will not promote your entry in the directory as any kind of endorsement, accreditation or guarantee to any third party.
3. You consent to the administrators of the directory contacting you regarding matters relating to the administration of the directory. The directory administrators will not contact you for any reason outwith the purpose of the directory.
4. You will take reasonable steps to inform the directory administrators of any material change to your directory entry.

To submit this form, please email it to admin@dtec.org.uk

Please use this email address for any updates, deletion requests or any other queries relating to the directory.

Thank you.