
7 November 1997

CIRCULAR

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

**GUIDANCE ON FLOORSPACE
MANAGEMENT**

Cheylesmore House
Quinton Road
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To
_____ Principals of colleges

Circular type
_____ Information

Summary
_____ Introduces new methods of
assessing space utilisation using
ISR data

Supersedes
_____ Circular 93/17

Reference number: 97/37

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97/37

GUIDANCE ON FLOORSPACE MANAGEMENT

INTRODUCTION

1 This circular introduces new guidance to help colleges use the data from their individual student record (ISR) returns to assess the utilisation of their premises more effectively. It supersedes the previous guidance on space management contained in the supplement to Circular 93/17, *Guidance on Estate Management*.

BACKGROUND

2 Guidance to the sector on the utilisation of premises and floorspace (space) management was provided in the supplement to Circular 93/17, *Guidance on Estate Management*. Further advice was given in the supplement to Circular 97/19, *Guidance on Accommodation Strategies*. Much of this advice was based on that issued by the Department for Education and Employment (DfEE) in design notes 33, 37 and 50.

3 Earlier guidance recommended that space utilisation be assessed using space full-time equivalent students (SFTEs), based on the original three FEFC programme areas. There are now 10 programme areas, and information on guided learning hours (GLH) has been collected through the ISR since 1994-95.

4 The accompanying guidance was produced with the help of a group of senior college managers with considerable experience in assessing college floorspace requirements.

PURPOSE

5 The guidance suggests approaches to floorspace utilisation and management issues and, in particular, is intended to help colleges preparing new or adapted accommodation strategies in response to the request contained in Circular 97/19.

6 The techniques outlined in the supplement to this circular, and those contained in Circular 97/19, will help college managers to:

- assess how effectively existing workplaces are being used, and understand how student absence and drop-out can create a discrepancy between scheduled and measured workplace utilisation

- examine whether the college is providing as many workplaces as it can, given the available floorspace
- compare the area used for learning resource and teaching purposes with that recommended in the DfEE design notes
- form an overall view of the effective use of floorspace in the college
- identify the actions that may need to be taken to improve this use
- provide a basis for comparison with other colleges in due course.

SECTOR WORKING GROUP ON FLOORSPACE MANAGEMENT AND UTILISATION

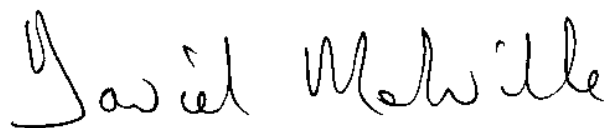
7 The Council intends to consult representative sector bodies with a view to establishing a new sector working group on floorspace management and utilisation issues. Such a group might:

- consider what further use might be made of ISR data to help colleges address space management and utilisation issues
- consider defining and establishing good practice benchmarks for space utilisation for particular types of college
- review the possible publication of comparable college space utilisation measures
- review earlier DfEE, FEFC and other guidance and identify where such guidance may need to be adapted and developed to reflect modern educational practice and trends.

8 Future guidance based on the work of such a group could be published in 1998.

CIRCULATION

9 Three copies of the supplement are being sent with this circular to each sector college. One of those three copies will be sent direct to the college library.



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