

BSF Glossary of Terms

Acronym	Full designation	Definition
4P's	Public Private Partnership Programme	The Public Private Partnerships Programme is the local government procurement agency. The fundamental objective of the agency is to increase investment in local authority services by improving their procurement capabilities and as such provide advice, guidelines, skills development and active support for procurement projects and work within partnerships.
ASD	Autistic Spectrum Disorders	Autistic Spectrum Disorder (ASD) is a relatively new term that includes the subgroups within autism. There are important differences between subgroups within the spectrum and further work is required on defining the criteria, but all children with an ASD share a triad of impairments in their ability to - <ul style="list-style-type: none"> • Understand and use non-verbal and verbal communication • Understand social behaviour which affects their ability to interact with children and adults • Think and behave flexibly — which may be shown in restricted, obsessive or repetitive activities
BECTA	British Educational Communications and Technology Agency	Becta is the Government's lead partner in the strategic development and delivery of its e-strategy for the schools and the learning and skills sectors. Becta provides strategic leadership in the innovative and effective use of ICT to enable the transformation of learning, teaching and educational organisations for the benefit of every learner.
BF	Bright Futures	Haringey's vision and strategy for secondary education.
BREEAM	Building Research Establishment Environmental Assessment Method	A mechanism for assessing and certifying the environmental performance of a building design. Schools must achieve a 'very good' rating.
BSF	Building Schools for the Future	BSF is the largest individual government investment in improving school buildings for over half a century. The central aim is to rebuild and renew every secondary school in England over a 10-15 year

		period. BSF represents a new approach to capital investment. It amalgamates significant investment in buildings and in ICT over the near future to support the Government's educational reform agenda.
BSL	British Sign Language	
CABE	Commission for Architecture and the Built Environment	CABE, the Commission for Architecture and the Built Environment, is the government's advisor on architecture, urban design and public space tasked with improving people's quality of life through good design.
CAMHS	Child and Adolescent Mental Health Service	CAMHS promote the mental health and psychological wellbeing of children and young people, and provide high quality, multidisciplinary mental health services to all children and young people with mental health problems and disorders to ensure effective assessment, treatment and support, for them and their families.
CD	Competitive Dialogue	One form of four tendering procedures recognised in the EU Directives. The competitive dialogue procedure is designed to provide flexibility in the procurement process for more complex contracts, for example public private partnerships (PPPs). Through repeated dialogue with a range of candidates, the Budget Holder may identify potential solutions, which meet their more generalized requirements. In order to reduce the field of competition, award criteria must be published in the "descriptive documentation" and or advertisement/contract notice (OJEU). As with other procurement procedures, potential suppliers' responses will be scored using the published award criteria. There must be equal treatment and respect for the intellectual property rights of all candidates. Once the Budget Holder has ascertained that their requirements have been fulfilled then a minimum of 3 candidates should be invited to submit tenders. Competitive dialogue can add considerable additional time for the tender/award process and should only be considered where the contract is of a significant value and time is not a constraining factor. Article 29, 2004/18/EC refers.
CLB	Cash Limit Budget	
CLC	City Learning Centres	One of the key elements of the Excellence in Cities (EiC) programme

		is the establishment of a network of school-based City Learning Centres (CLCs). There are over 100 CLCs operating in EiC areas across the country. These enhance learning across the whole curriculum by providing state-of-the art ICT-based learning opportunities for the pupils at the host school, for pupils at a network of surrounding schools and for the wider community.
	Contract	A contract is any legally-enforceable promise or set of promises made by one party to another and, as such, reflects the policies represented by freedom of contract.
CP	Contractor Partner	Construction firms appointed to Haringey's BSF framework
CPV	Common procurement vocabulary	EC regulations establish a single classification system: the Common Procurement Vocabulary (CPV). This classification endeavours to cover all requirements for supplies, works and services. By standardising the references used by contracting authorities to describe the subject matter of their contracts, the CPV improves the transparency of public procurement covered by Community directives. The CPV attaches to each numerical code a description of the subject of the contract, for which there is a version in each of the official languages of the EU.
	Curriculum	The subjects and areas taught to children. These include English, mathematics, science, IT (sometimes ICT - information and communication technology), history, geography, art, music, PE (physical education) and RE (religious education).
CYPS	Children & Young People's Service	Haringey Council's Children and Young People's Service
D&B	Design and Build	2 stage approach to the construction process where an architect firm is appointed to the design the school and a construction firm to build it.
	Decant	Where a school is accommodated in alternative premises whilst building work is carried out.
	Design Freeze	The design is signed off and no further alterations are made.
DQI	Design Quality Indicators	Essential elements which the BSF team and schools will require to

		see in all design proposals
DfES	Department for Educations and Skills	Department for Education and Skills (DfES) is a government department which was created in 2001.
DTP	Design Team Partners	Architect firms appointed to Haringey's BSF Framework.
EAL	English as an additional language	Term for learner's for whom English is not their first language.
ECM	Every Child Matters	<p>ECM sets out the national framework for local change programmes to build services around the needs of children and young people so that we maximise opportunity and minimise risk.</p> <p>Every Child Matters sets out five outcomes that matter most to children and young people:</p> <ul style="list-style-type: none"> • Being healthy: enjoying good physical and mental health and living a healthy lifestyle; • Staying safe: being protected from harm and neglect; • Enjoying and Achieving: getting the most out of life and developing the skills for adulthood; • Making a Positive Contribution: being involved with the community and not engaging in anti-social or offending behaviour; • Economic wellbeing: not being prevented by economic disadvantage from achieving their full potential in life.
EOI	Expression of interest	It is a process by which a number of prospective respondents are provided with a high level description of the buyer's needs which also requests them to "register their interest" in tendering for the contract. It is commonly a part of the staged procurement process.
ESOL	English for Speakers of Other Languages	
	Exemplar Design / Exemplar School	<p>Designs for schools that represent the best of their kind and could be viewed as 'Schools for the Future'.</p> <p>Exemplar designs demonstrate the best educational understanding, design quality, cost effectiveness, ability to deliver and approach and teamwork.</p>
FAM	Funding Allocation Model	

FBC	Final Business Case	The aim of the Final Business Case FBC is to provide reassurance that the project in question supports the aims and outputs which were originally approved in the Outline Business Case (OBC) and that it continues to provide value for money.
FDF	Funding Distribution Formula	A 'fairness' formula for allocating BSF funds
FM	Facilities Management	The generic term "Facilities management" applies to all the day-to-day aspects of managing buildings, their systems, equipment and contents:- Hard FM refers to the costs and responsibilities of maintaining the buildings themselves. Soft FM relates to the costs of related building services such as cleaning and grounds maintenance.
	Framework Panel	
	Gateway Reviews	The PFI established 6 Gateway reviews scheduled at critical points in the programme lifecycle to provide assurance that it can progress to the next stage.
GNVQ	General National Vocational Qualifications	Can be taken at a variety of levels from Part One GNVQs at Foundation level, which are equivalent to two GCSEs, to GNVQ level 5 which is post-graduate level. GNVQs are usually studied for on a full or part-time basis in school or college
HSSL	Haringey School Services Ltd	Facilities management provider.
IEP	Individual Education Plans	
ICT	Information communication technology	ICT applies to any communications unit or applications including the services and applications associated with them. , range of technologies for gathering, storing, retrieving, processing, analysing and transmitting information.
ISV	Individual School Vision	The ISV sets out the context of the school within its local community, its vision and objectives, its strategies for improving teaching and learning, and points towards the learning environments required to deliver the vision.
ITCD	Invitation to continue dialogue	
ITPD / ITPD SM	Invitation to participate in dialogue /	The ITPD is the precursor to the first stage of the competitive

	scoring matrix	<p>dialogue process. ITPD enables contracting authorities will assess bidders' high level ideas, approach and suitability for this project in order to identify those respondents who will be short listed to progress to the subsequent stages of the competitive dialogue process.</p> <p>The Scoring matrix is the mechanism for assessment of bidders.</p>
ITN	Invitation to Negotiate	A formal invitation, from a procuring public body to prospective contractors, to present bids (including pricing) for a contract
JPMT	Joint Project Management Team	Now referred to as Programme Review & Planning Group.
KPI	Key Performance Indicator	KPI's are indicators which are used to measure the defined main objective and central success factors of a project or system.
KM	Knowledge Management	KM refers to the process of actively and systematically managing and leveraging the stores of knowledge. It transforms information and intellectual assets into assets of enduring value.
LA	Local Authority	Regional government body.
LEA	Local Education Authority	The agency responsible for schools and for assessing and making provision for special educational needs.
LEP	Local Education Partnership	A local joint venture which is a strategic partnership focused around the delivery of a Local Authority's phased, long-term local investment programme. Haringey is using a non-LEP model for its BSF programme.
LSC	Learning and Skills Council	
MFL	Modern Foreign Languages	Languages contemporaneously native to nations which are outside of UK national borders.
MIS	Management Information System	MIS is a generic term for the IT systems/software in an organisation that supply information about its business operations. It is may also be used to refer to the people who operate or interact with these systems. Typically, in a large corporation, "MIS" or the "MIS department" refers to a central or centrally-coordinated system of IT expertise and management, often including mainframe systems but also including by extension the corporation's entire network of

		computer resources.
MLD	Moderate Learning Difficulties	
MLE	Managed Learning Environment	<p>MLE is a software system designed to enable tutors in the management of online educational resources. MLE generally includes access control, provision of e-learning materials, communication tools, and administrative functions.</p> <p>A range of software tools that enables the integration of the learning platform, the virtual learning environment and appropriate administration and management information data and processes.</p>
MOI	Memorandum of Information	The MOI provides bidders with appropriate information about the local authority and the project at hand (it should be read in conjunction with the PQQ and SBC).
MSP	Managed Service Provider	
NPV	Net Present Value	
OBC	Outline Business Case	<p>A document that includes both an economic appraisal and further information on the relevant details concerning management, financing, marketing, procurement and the arrangements for monitoring and evaluation of the project.</p> <p>The aim of an outline business case (OBC) is to set expound the scope, cost, affordability, risks, procurement process and timetable of the project, to enable approval by P4S and the project review group (PRG) with success resulting in the approval to procure. The OBC draws from the strategic business case (SBC). The SBC reveals the rationale behind the strategy and the purpose of the capital investment. Projects are then elaborate upon and costed in the OBC, which will apply a particular group of schools at a specific point in time.</p>
OJEU	Official Journal of the European Union	EU legislation stipulates that all public sector contracts of a value above a certain limit must be published in the Official Journal of the European Union (OJEU, formerly the OJEC).
	OJEU Notice/Advertisement	The full advertisement/notice publicising the opportunity to participate in a Local Education Partnership or as a vendor for a BFS project

		which is published in the OJEU.
OS	Output Specification	A detailed high level description which focuses upon the deliverable service and outputs rather than prescriptive input.
PFI	Private Finance Initiative	Where a group of companies (usually large building firms and their sub-contractors) are engaged by a local authority to design, build and in some cases manage new projects.
P4S/ PfS	Partnership for Schools	The PfS is a Non-Departmental Public Body (NDPB), which is wholly owned by the DfES but jointly funded by DfES and Partnerships UK. Partnerships for Schools (PfS) is responsible for undertaking the government's renewal of secondary schools (BSF).
PID	Project Initiation Document	The PID project board to ensure the project has a sound basis before making a major commitment to the project. It will act as a base document against which the project board and project manager can assess progress, change management and on-going viability. The PID is intended to be a 'live' document that will be updated and reviewed regularly. Approval of the PID is sought internally from the project board, together with authorisation to proceed with the next stage of the project.
PLP	Personalised Learning Plan(s)	Outline of development needs and learning objectives for each individual learner.
PMLD	Profound Multiple Learning Difficulties	
PQQ	Pre-qualification questionnaire	Sets out the information which bidders are required to provide to the LA and PFS. The aim of the pre qualification selection process is to enable the contracting authorities to draw up a list of pre qualifies bidders. It involves consideration of the economic and financial standing and the ability and technical capacity of bidders.(should be read in conjunction with the MOI)
PQQ IIB	Pre-qualification questionnaire: information and instructions to bidders	These are guidance notes for the completion of the PQQ.
	Procurement	How local authorities research and decide on which firms to appoint to work on building contracts, contracts to supply goods or contracts to supply services.

PRU	Pupil Referral Unit	Known in Haringey as a Pupil Support Centre (PSC)
PRYSM	Partners Reaching Youth in Science and Maths	Initiative to encourage learners to take an active interest in the fields of Science and Mathematics.
PRPG	Programme Review & Planning Group	The PRPG has been established in order that all relevant parties have a voice and representation. The ambit of the PRPG centres around the activities of receiving, endorsing or making comments on strategic reports.
PSC	Pupil Support Centre	Known elsewhere as a Pupil Referral Unit (PRU)
PSO	Programme Services Office	The activities of the PSO include - <ul style="list-style-type: none"> • Integrating Planning • Progress tracking • Tracking dependencies • Cost & Financial Management • Quality Assurance & Benefits Realisation • Risk & Issue Management • Project Control & Reporting • Stakeholder Management
	Refurbish	Minor alterations and improvements to the existing school buildings
	Remodel	Alterations to school site that may include additions, removal of walls, reshaping and refurbishment
RIBA	Royal Institute of British Architects	One of the most influential architectural institutions in the world, RIBA has been promoting architecture and architects since being awarded its Royal Charter in 1837. Then the RIBA's remit was 'the general advancement of architecture'. Today the RIBA exists to advance architecture and promote excellence in the profession.
	Risk Register	
SBC	Strategic Business Case	The aim of a SBC is to combine the individual vision for education with strategic asset planning. This will help ensure that successive projects put forward by local authorities at outline business case (OBC) (see below) are implemented in a phased manner, with projects that are properly scoped and affordable and that meet the objectives of BSF. This strategic planning is an important contributor

		<p>to value for money. As such, the SBC will help to co-ordinate the plans and aspirations of all users and providers of secondary education in the locality, with regards to BSF.</p> <p>In the SBC, you will present a vision for secondary school education in your area, a vision that is maintained and developed in partnership with schools, dioceses and other relevant stakeholders. The vision will clarify purpose and direction across the whole area, (See also OBC)</p>
SEBD	Social & Emotional Behavioural needs	
SEN	Special Educational Needs	<p>The 1996 Education Act defines SEN as needs which are additional to or different from those provided for in an ordinary/mainstream school.</p> <p>Any child can have special educational needs at some point in his or her schooling. Some pupils have a statement of SEN which sets out their needs formally. These may be a result of an identified learning difficulty, or a disability or sensory impairment. There is a Code of Practice formulated by the DfES relating to SEN.</p>
SLD	Severe Learning Difficulties	
SLICT	Strategic Leadership of ICT (SLICT)	<p>A unique programme designed for head teachers by head teachers. SLICT focuses on the strategic role of head teachers in leading and developing ICT. Developed in partnership by NCSL, Becta and SSAT, the programme seeks to engage school leaders in developing and implementing their vision for learning in their school.</p> <p>SLICT is not a skills-based ICT course, but an opportunity for school leaders to build their knowledge and understanding of key issues in ICT and to use technology to enhance and extend learning in and out of schools.</p>
SMIF (PFI)	Secondary Market Infrastructure Fund	<p>SMIF is one of the largest European infrastructure investment and management groups. It is a leading provider of liquidity to infrastructure project investors and developers in the UK and European PFI/PPP market.</p>
TUPE	Transfer of Undertaking of Protection of	The Transfer of Undertakings (Protection of Employment)

	Employment	Regulations 2006 (SI 2006/246)1 (referred to below as TUPE 2006) is now the main piece of legislation governing the transfer of an undertaking, or part of one, to another. The regulations are designed to protect the rights of employees in a transfer situation enabling them to enjoy the same terms and conditions, with continuity of employment, as formerly. TUPE 2006 entirely replaces the Transfer of Undertakings (Protection of Employment) Regulations 1981 (SI 1981/1794) which have often been referred to as the TUPE regulations.
VA	Voluntary Aided	A voluntary aided school (many of which are church schools) the governing body (, as opposed to the Local Education Authority, employs the staff, and decide admission arrangements but the school is nevertheless funded by the state and does not charge fees. The school's land and buildings are sometimes owned by a charitable foundation. The governing body may contribute towards the capital costs of running the school but, even so, the bulk of the funding comes from the state.
VAT	Value Added Tax	
VfM	Value for Money	The aim of the Final Business Case (FBC) is to provide reassurance that the project continues to support the aims and outputs approved at Outline Business Case (OBC) and that it continues to provide value for money.
VLE	Virtual Learning Environment	A VLE is a learning environment where teacher and student are separated by time or space, or both, and the teacher provides course content through course management applications, multimedia resources, the Internet, videoconferencing, and so forth. Students receive the content and communicate with the teachers through the same technologies A collection of integrated software tools which helps to share, deliver and search learning resources.
	Year 9 Year 10	Learners aged 13-14 years Learners aged 14-15 years

	Year 11	Learners aged 15-16 years
YOS	Youth Offending Service	A multi-agency service responsible for implementing the Government's youth justice reforms.