



## Bradford College

# College Case study

*Liz Milne, Senior Personnel Officer at Bradford College, explains how implementing Select HR has improved HR services for Bradford College*

### Welcome to Bradford College

Bradford College lies in the heart of this very cosmopolitan city, surrounded by a diverse mix of both architecture and culture.

Having celebrated their 175 year anniversary in 2007, their plans for the future include a new state-of-the-art £140 million campus and their ambition is to become one of the most innovative learning providers in the UK.

Good teaching, learning and good student support is just some of the strengths of Bradford College highlighted in a recent Government Ofsted Inspection. The inspection report judged the College to be "Good" with many "Outstanding" features!

Liz Milne, Senior Personnel Officer, has been using Select HR since its implementation back in January 2008. "We began with the Personnel system, having transferred two years of historical records," she explains. "We concentrated initially on setting up appropriate mail merges, checklists and notifications to streamline our administrative tasks as much as possible. Since then we have built in our holiday rules so that Select HR can record holidays, finally dispensing with the outdated holiday cards system. We are rolling out Select HR to our teaching staff for booking their own leave over the web and will continue to roll this out to all groups of staff in the New Year."

"We quickly noticed our paper trays had less paper for filing – we scan many documents and letters now instead of

keeping hard copies. Staff have taken well to Select HR and we look forward to developing this further."

Bradford College's plans continue apace into 2009 and include on-line appraisals, on-line recruitment and a dynamic payroll link.

"Our next project will be working on on-line appraisals in time for our next appraisal window in early 2009," says Liz. "Following that, we will be exploring on-line recruitment and linking Select HR to our payroll system."

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"I have recently submitted our SIR and although I had a lot of data to sort out this time with Select HR being new, I found correcting errors to be much simpler and less time-consuming than in my previous system, which was a great relief!"

After sales service is also very important when implementing any new system and Liz's experience with Select Software to date has been very positive.

"Helpdesk have proved to be very helpful and prompt in helping us with queries," she adds. "Consultancy and training has been very good. We have a great relationship with our Consultant and Account Manager, both of whom have given us plenty of help and support. We also recently hosted a Regional User Group here at the College which was very successful, with lots of participation from other Select HR clients including other colleges," she concludes.

"We are looking forward to 2009 and continuing to develop Select HR and streamline our processes!"



BRADFORD COLLEGE  
1832  
2007  
PIONEERS IN EDUCATION

175  
YEARS

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Liz Milne  
Senior Personnel Officer  
Bradford College



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