



**FAIRTRADE
FOUNDATION**

3rd Floor, Ibex House
42 - 47 Minories
London EC3N 1DY
T: +44 (0)20 7405 5942
F: +44 (0)20 7977 0101
www.fairtrade.org.uk

FAIRTRADE UNIVERSITY / COLLEGE STATUS APPLICATION FORM

Complete and return when you have met your goals!

A copy of this form should be completed and signed by three members of the University's Fairtrade Steering Group, including a student, catering/shop and university/college representative when the Fairtrade University/College goals have been met. **Please email it with your supporting evidence to volunteer.university@fairtrade.org.uk. You can also post hard copy supporting evidence to: Fairtrade Universities and Colleges, Fairtrade Foundation, 3rd Floor, Ibex House, 42-47 Minories, London EC3N 1DY.** A signed and dated certificate will be awarded when Fairtrade status has been granted.

NB: Please check the Fairtrade Foundation website to ensure you have the most up to date version of this form, goal information and supporting document expectations.

Name of University/College:	SALFORD CITY COLLEGE
Contact name:	MICHAELA BOOTH
Position of contact:	CATERING & RETAIL MANAGER
Address:	PENDLETON CENTRE DRONFIELD ROAD SALFORD
Telephone	01617365074EX411
E-mail address:	Michaela.booth@salfordcc.ac.uk
Total number of students enrolled:	6000
Date of submission:	March 2010

Status applied for (tick one box only): Fairtrade College

Goal 1: Instate formal Fairtrade* policy. The Student Union (or equivalent) and the University/ College authorities both create a Fairtrade policy incorporating these five goals. (this should be reviewed annually)

Date achieved: 08

Details: (please include a signed copy of the Student Union and University Fairtrade Policy or joint policy as appropriate) This has been sent already signed.

We have updated the form to include all governors from all centres.

Any other progress or achievements:

We have now merged with 3 other colleges and have support from all centres to support Fairtrade products across all catering and others part of the colleges

Any other progress or achievements:

The group meet up once a term officially but we see each other daily to talk about things that we are planning etc.

Result: Goal Achieved

Comments and Further appropriate action

It is wonderful to see that the website offers a page on Salford City's commitment to Fairtrade. Now that you have achieved Fairtrade Status you might as well show it off and have the FAIRTRADE Mark on your homepage, stating "We are a Fairtrade College" or "Choose products with the FAIRTRADE Mark". You could also make the Mark a hyperlink to the official College Policy and maybe even related events page. Should you choose to do this, you may want to send in final web designs to our art work team (artwork@fairtrade.org.uk) for approval. The commitment form, which all the centre representatives have signed as part of the merger, is also a very important document. For next year's renewal please make sure you send in the full updated Policy together with all the signatures and Student Council representation.

In terms of development areas for the next review of the policy, the first would be to make it a goal to regularly review the policy and maintain the well strategised action planning for year long events. With next year's renewal please send in a copy of the policy with any dated addendums or details of meetings where it was reviewed as evidence of this. Secondly, something that we very much encourage is to integrate the policy into curriculum projects (and thus add a section for this in the policy). This could be an area for your team to capitalise on over the coming year in partnership with the College's academic staff in the same fantastic way you have done with catering students. Courses on offer such as Beauty Therapy, Art and Design, Business studies, Geography and Sports Studies hold a lot of potential for inclusion in their curriculum both on an academic level (i.e. education on the issues) and practical level (i.e. use of materials like Fairtrade cotton, natural beauty therapy products etc) – as you have already displayed with the Football team. Do get in touch with us if you need support to carry out the ideas you have.

Goal 2: Fairtrade products including food and cotton are made available for sale in all campus shops.

Date achieved: 08 ongoing

Please list all outlets on campus and indicate how they are catered/supplied (if you have several suppliers of Fairtrade products, please list a few as examples):

Example

Outlet	Catered by (name)	Suppliers (name ones that supply the Fairtrade products)
DLS Centre	In house	3663 main line 1 st foods brakes foods
City centre	In house	3663 main line 1 st foods brakes foods
City shop	In house	3663 main line 1 st foods brakes foods
Eccles centre	Contract cater	3663 cakes of the conisors
Eccles shop	Contract cater	3663 cakes of the conisors
Pendleton Centre	In house	3663 main line 1 st foods brakes foods wish4Fairtrade
I BAR Pendleton	In house	3663 main line 1 st foods brakes foods
Shop Pendleton	In house	3663 main line 1 st foods brakes foods wish4Fairtrade

Walkden Centre	In house	3663 main line 1 st foods brakes foods
Walkden shop	In house	3663 main line 1 st foods brakes foods

Details: (Please include shop/establishments name/contacts, Fairtrade products on offer and where possible sales figures.)

Example examples are with original form

Outlet	Product	Brand	Supplier	Retail Price	Sales 08/09	Sales 09/10
College outlet	Hoodies	Epona	Epona	£18	200	350
Coffee shop	muffins		Wish 4 fair trade	£0.95	0	500

Any other progress or achievements:

[From Original hardcopy sent in: *The bistro DLS, The coffee Shop Pendleton, The I Bar Pendleton, City College Worsely Graffiti Cafe, Eccles Dining Room*
Tea, coffee, hot chocolate, geo bars, flabjacks, biscuits, banana's, sugar, rice, fruit juice, chocolate bars, nuts, raisins, muffins, cakes.]

We have now got all the above products offered around all outlets across the colleges so everybody now can buy Fairtrade. This has been very challenging but now we have great success.

All vending machines now across all sites only use Fairtrade products which meant changing the views and re-educating our suppliers or replacing machines with others who also support Fairtrade. Eccles catering have now changed all the hot drinks machines to FT.

Result: Goal Achieved

Comments and Further appropriate action

What a great range of products! The availability throughout your outlets is very good. More importantly the work that has gone into the Fairtrade conversions is wonderful, especially all the vending machines containing only Fairtrade products. It is so encouraging to see how motivated and passionate the College have been to see through fulfilment of this goal throughout the whole consortium. You should feel very proud. Have a look on our [website](#) for updated product list and recipe inspiration. As a buyer, the College is in a privileged position now because Fairtrade is more in demand and available than ever and thus competitively priced. The link below lists by region, companies that are registered with the Fairtrade Foundation to supply Fairtrade certified products for the foodservice market http://www.fairtrade.org.uk/suppliers_caterers.htm.

For the next year we would recommend branching out even more to include products like Ubuntu Cola, and definitely continue including ingredients in your menu dishes (e.g. rice) developing this area as much as possible with menu specials (please see comments for goal 4 on Student participation on catering). The Catering team's creativity and educational approach to their Fairtrade cooking is a major strength to be capitalised on. Well done for applying the policy to include Fairtrade Cotton procurement with the Epona hoodies! It is so important that non-food products are pursued as this shows students the extent of Fairtrade range available and makes them conscience of how the related issues on ethical sourcing effect all aspects of their consumer habits. You may also want to look into having Fairtrade organic cotton shopping bags with your college logo and the FAIRTRADE Mark on it? South East Essex College, who achieved status in 2008, was very successful in promptly designing and ordering their own organic bags from [Bishopston Trading](#). Bishopston also sell

Fairtrade Cotton fabric by the metre which may be of use for any future Fashion show projects or workshops for the Fashion Societies or Art and Design courses.

Lastly, for next year's application make sure to prepare a comprehensive list of all the products together with their stockists and brand details. Also if there have been any menu specials where Fairtrade ingredients are used then keep a copy of the menu/promotional material and submit that as part of your supporting evidence.

Goal 3: Fairtrade products are served at all meetings and events hosted by the University /College and the Student Union (or equivalent), including internal management meetings. Tea, coffee and sugar to be served as standard with other Fairtrade products being introduced (e.g. biscuits and juice) where possible.

Date achieved: 08-ongoing

Details: (Please list products available, with product details as for Goal 2 evidence)

Example

Outlet	Product	Brand	Meetings
Catering for meetings	Fairtrade sugar sticks		All college catered meetings
Catering for meetings	Fairtrade everyday teabags	Jacksons	All college catered meetings
Catering for meetings	Fairtrade de cafe coffee sachet	clipper	All college catered meetings
Catering for meetings	Instant coffee	perso	All college catered meetings

Any other progress or achievements:

All our internal hospitality now only uses Fairtrade tea & coffee Juice and fruit.

Result: Goal Achieved

Comments and Further appropriate action

Fantastic! Not only do you use the essential tea and coffee but you have extended your range to include juice and fresh fruit which we often suggest as a next step, so well done! In next year's form please make sure to include details (brand etc) of all of the products your serve, i.e. the fruit and juices.

Over this coming year perhaps you could consider adding to your hospitality range snacks and maybe even wine for special occasions. Extending the procurement policy to include cotton for all hospitality is something we are very much driving to become a norm (i.e. cotton dish cloths, linen etc.), so definitely make some enquiries. Our [website page](#) for suppliers is a good resource for enquiries. The second area to work on would be to make your internal/hospitality commitment to Fairtrade more high profile by having more promotional material in areas where Fairtrade is served. This could either be more of the products available from our website (e.g. table talkers) or you can design your own and send them into our art work team (artwork@fairtrade.org.uk) for approval. Why not take a page out of University of Kent's book? They were very successful with designing their own coaster with the FAIRTRADE Mark and their logo too, raising their Fairtrade profile both internally and with guests at a major conference they hosted. It is important to make your guests/staff as aware as possible of the products they are consuming.

Goal 4: Campaigns are run on campus to increase the understanding of Fairtrade and consumption of Fairtrade products. This should include student events, actions and trade justice awareness raising as well as integrating Fairtrade in to subject teaching where appropriate.

Date achieved:

Calendar of events

Example all evidence sent through already we hold events throughout the year.

Date	Event	Students/staff attended	Description/aims
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All our sport events only use Fairtrade.

Salford City sports academy have swapped to Ft products and footballs. We arranged a football match between all the centres with over 60 students in attendance. We hold events throughout the year with ELSO groups with clothing exchanges offering talks and beverages at all the event using only Fairtrade products.

[From original hardcopy form sent in:

I presented to all HOD's at a conference from all centres and raised awareness about what and why it is important for the college to support the Fairtrade Foundation. I showed a power point presentation and different DVD's on Fairtrade cocoa and cotton and also have been to many tutor groups over the year. Chaplaincy now plan this in their talks when seeing new students and it also forms part of the awareness on the TV screens we have across all the centres.

We have worked very hard over the past year with external agencies to make sure the price of Fairtrade has stayed competitive for us to use in all centres. The group have met with al the centres and now this is part of everyday life across all the colleges. I would like us to achieve our goal under the Heading Salford City College as we have all worked very hard. We have gone into over 50 tutor groups throughout the year (this is about 3000 students to-date and is ongoing) and now it has been put onto the academic calendar for teachers to make sure they are passing on the awareness of how important Fairtrade is to our college. We have strong support from students and will continue to raise the profile of Fairtrade.]

Further details (Please give details of special events or promotions and attach copies of any relevant articles and images):

All sent with original.

Any other progress or achievements (e.g. Fairtrade teaching in courses, collaboration with other Fairtrade campaign groups, other creative campaigning):

I am also on the Fairtrade steering group for Salford City Council which we renewed recently & Todmorden, West Yorkshire which is where I live. We recently achieved Fairtrade town Status for the 1st time

Result: Goal Achieved

Comments and Further appropriate action

What comprehensive, colourful and creative Fortnights! There clearly was a lot of activity and hard work behind both Fortnight 2009 and 2010. Congratulations and thank you for supporting the Go Bananas event in 2009. It would be good to have the menu specials, mentioned in the supporting evidence, year long. For 2010 you supported our campaign very well, clearly communicating the idea behind the "Big Swap" and taking every opportunity to educate your students with the movies on moodle and tutor group presentations. What was even better was how the raffle and muffin sale were used as an opportunity to highlight the issue of Child Labour and educate your College community while raising a substantial amount of money! Also the great advertisement and flagging up of the Big Swap really seemed to build up momentum behind the event and clearly with registering 70,000 swaps your hard work paid off with being our 1,000,001 swap! Congratulations! Credit is particularly

due for keeping the focus not only on food promotional events but on raising awareness and understanding of Fair Trade and related issues. The latter is a major element of this goal, and campaigning as a whole, so keep up the good work on that. Your effort behind this has clearly paid off with motivating the Citizenship students.

Swapping for a Fairtrade Football kit is fantastic! This should be included in your policy at the next review to make it really official. The football match is also a great event to have held and very well reported and publicised. By offering the chance to get professional exposure as an extra incentive you were able to get even more interest I'm sure, while also setting an example to the Oldham team as to what they could do with their kit. You should definitely look to making this a regular event and perhaps change the rules to reflect the "unfair" trading standards there are in the international market. If you are interested get in touch and we can send you a format a school used which was very clever and educational.

The clothing exchange was a great way of triggering the students' consciousness on fashion consumer habits, but for me the highlight was the catering on offer courtesy of the Catering students because this integrated Fairtrade into the course, as we encourage in Goal 1. If it hasn't been done so already, it would be even better to see that along with teaching them to use Fairtrade products to teach them what is behind the Fairtrade products, the stories behind the mark and our producers so they realise the very human link between them and those growing what they cook with.

A major strength of Salford City's events and campaigning is the great communication making use of the bulletin, flyers and newsletters. A perfect example of the positive use of the college press is the advertisements to recruit volunteers to join the Fairtrade Focus group and to announce the launch of Fairtrade across all the centres to get students' input making them feel part of the scheme and engaging them. The emphasis on communication to the whole college community will be key to building on your successes and making the student participation bigger and better every year. I would recommend you ensure that you take up the opportunity to increase understanding about Fairtrade (e.g. what it means, how it works) and related issues (e.g. trade justice, sustainable development, where it stands on the climate change debate) as often as you can whenever Fairtrade products are being served, used or promoted.

The main area to work on for next year would be to keep up the good work organising events throughout the year to maintain the momentum behind the scheme and remind your community that "Fairtrade is not only for fortnight but for life". It is important that events are held throughout the year, not only the fortnight, but also that events are divided equally between the centres that make up Salford City College so there is not a concentration of participation at Pendleton (as it is the whole consortium that has gained status and thus must maintained it). A useful way of doing this would be to get student groups involved to each hold small events. Perhaps you could have theme nights/events. For example cultural evenings promoting products from certain regions, Film nights dedicating some evenings to viewing relevant documentaries/films, debates using our online reports as preparation material, quiz nights, a Ready Steady Cook or Masterchef style cook-off, with more time maybe plan a Fashion show with fabrics from the provider mentioned in goal 2. Also you could look to have Fairtrade market stalls at key seasonal points of the year e.g. during Fresher's (with student essentials) or Valentines (with Roses, chocolates etc) or Easter.

Make sure that whenever you hold any events, like the clothing exchange and any talks, to keep a record of it (please make sure the next renewal indicates which campus the event was held at to ensure all campuses are covered) and take photos where possible so you can gradually build up your portfolio and not have to rush to collate evidence when the application is due. Clearly the colleges were very organised and were able to do this in this application.

Goal 5: A Fairtrade Steering Group is established, with representatives from the student body, College staff and catering or procurement department. (Where this is part of a wider ethical procurement committee there should be a Fairtrade working group who either meet each term or who cover Fairtrade comprehensively in the wider meeting.) Student representation in the steering group is essential.

Date achieved: 08 ongoing

Name of Steering Group: SCC Fairtrade focus group

Details: (how often the group meets, include a copy of the minutes from three steering group meetings, list of members with contact details, roles and any organisations they may represent. Tick the final column to be added to the Fairtrade Universities/colleges mailing list. Example:

All contacts have been sent on original form.

Name	University position	Steering group role	Contact details	Key contact? (detail)	E-news

Any other progress or achievements:

[From the original hardcopy:

The group meet up once a term officially but we see each other daily to talk about things that we are planning etc.

Michaela Booth Catering and Retail Manager (Commercial Catering Division Pendleton & DLS)

Sylvia Dunbar (Enrichment Co-ordinator)

David Leith (Mentor)

Barbara Weilding (Worsley)

Nessa Stopford (City Catering)

Michelle Orelhead (Worsley Catering)

Sarah Haynes (Eccles Catering) plus student services

Sandra Dustan Associate Chaplin

Marjorie Walters Chaplaincy

Bernard Shaw (Eccles catering)

We have an active student council who support any work we do throughout the year.]

We have worked very hard over the past year with external agencies to make sure the price of Fairtrade has stayed competitive for us to use in all centres. The group have met with all the centres and now this is part of everyday life across all the colleges. I would like us to achieve our goal under the heading Salford City College as we have all worked very hard. We have gone into over 50 tutor groups throughout the year (this is about 3000 students to-date and is ongoing) and now it has been put onto the academic calendar for teachers to make sure they are passing on the awareness of how important Fairtrade is to our college. We have strong support from students and will continue to raise the profile of Fairtrade.

Future plans (Please identify any future plans and areas that you would like to focus on for the next year):

To ensure the continued support of Fairtrade across all the sites and encourage students to understand the importance of what we do and why we support Fairtrade throughout.



Result: Goal Achieved

Comments and Further appropriate action

It is wonderful to see such an active Steering Group. The fact that the group forward plan so well for the fortnight and ensure regular meetings are held is also very important to making a success of the status for year long events. I would advise that you keep a record of all the smaller planning group meetings that you hold because they would help to make your portfolio for next year a truer reflection of your hard work and effort. Now that the centres are all joined together to form one large college there is scope for a comprehensive Fairtrade Steering Group and thus for a termly meeting dedicated to Salford City's participation in the scheme co-ordinated throughout all the four centres so this would be an area to develop over the coming year. As often as possible I would recommend you invite members of the Student Council to key meetings so they are part of the strategy planning.

Finally, just a small reminder to handover to anyone taking over any positions (this particularly applies to students) on the work being done as part of the Fairtrade Scheme. We would very much appreciate it if near the end of academic year we be sent an updated list of the Steering Group. For the renewal please continue to send a full list of members with contact details as well as the departments/groups they represent.

CONGRATULATIONS: We congratulate Salford City College for all their hard work. We are delighted to award you with official Fairtrade College Status. We wish you every success in upholding these standards and encouraging future development to your campaign, and look forward to reading your first renewal application form in 12 months time. Well done.

Signed			
Name	Sarah Jewell	Adam Gardner	Amaya Gallego
Position	Campaigns Manager	Campaigns Intern	Universities Volunteer
Date	24^h May 2010		