

## Useful Information

- ▶ Examination certificates will be produced in the name you provide to us (unless you update the college too late in the year to allow this change to be made).
- ▶ You may need to liaise with the awarding bodies to change certificates issued to you in your former identity.
- ▶ If you are in receipt of EMA you must notify the appropriate authority of your change in identity (NI Direct website).
- ▶ Your Unique Learner Number (ULN) already provided to some students, will also be affected. You must notify the appropriate authority about this change.
- ▶ The College treats all its students with respect and dignity however, should you have any concerns you can raise this with your class lecturer. We also have a Harassment and Bullying Policy and would encourage you to raise any issues of harassment through this policy.



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This document can be made available in a range of formats. Please contact us with your requirements.

**NORTHERN**  
Regional College

Supporting  
Students

## Transgender?



**The College provides a supportive and confidential disclosure process for anyone who is transgender and wants to apply or enrol in the College, or may already be enrolled in the college.**

[www.nrc.ac.uk](http://www.nrc.ac.uk)

# Transgender?

## College Commitment

The College is committed to:

- ▶ A policy of equal opportunity and seeks to ensure that the College will support staff and/or students that may be transsexual, transgender or undergoing gender reassignment.
- ▶ Creating a positive, safe and supportive working and learning environment where staff and students are comfortable about disclosing their identity at various stages throughout their time at the College.
- ▶ Providing a supportive environment for staff and students undergoing medical and surgical procedures.

## Here to support you

If you are transgender, or are considering changing your gender, please let us know so that we can ensure you get as much support as possible whilst in the College. Although you do not have to disclose this information to us, it is advisable that you do so that we can manage a variety of areas such as: the enrolment process, student ID, work placements, Access NI checks, time out for appointments or other support which you may require whilst in the College. Only those who need to know that you are transgender will be advised with your consent.

## Confidential Disclosure process

1. You should apply/enrol for a course in your new identity before you notify the College that you are transgender.
2. Email [safe@nrc.ac.uk](mailto:safe@nrc.ac.uk) using the transgender disclosure letter template found on our website at: [www.nrc.ac.uk](http://www.nrc.ac.uk).

3. You will be provided with a named contact person who will contact you within 5 working days of receipt of the letter to arrange an informal meeting; The purpose of the informal meeting is to ensure that the correct details are on the College database and to discuss support and changes required to other records to allow you access to college services.
4. For full time students - a class lecturer will be allocated who will meet with you and agree any further actions or support required. This will be your contact person whilst on this course.

5. For part time students - you will be provided with assurance that your details have been changed and you can opt to have additional support should that be required. The disclosure letter on our website should also be submitted to ensure that all college records are correct.
6. If you are concerned about the level of support you are receiving or have other concerns you should email [safe@nrc.ac.uk](mailto:safe@nrc.ac.uk).

