Derby College meets the challenge to go electronic for improved document access, assured compliance and space saving

Derby College is a further education centre with four campuses. The College was established as a single institution in 2002 by merging three further education colleges. The Roundhouse is the College's flagship site with a focus on vocational qualifications. A merger between South East Derbyshire College and Derby College was approved on 2 February 2010. The College is a member of the Collab Group of high-performing further-education institutions. Because of Derby College's central location and transport links it draws students from across the region. More than 30,000 students enrol annually for a vast range of courses.

From warehoused paper to web-based records

Derby College has to keep some of its records for more ten years. A city centre warehouse contains many years of its paper records. Departments were full of manila folders.

In the last few years, the College took the initiative to install a digital document management system that would work across all departments. The first departments to take advantage of digitisation were HR and Finance. Today the records of new students are digital, while plans are underway to scan legacy documents that need to be retained, and to shred documents that have exceeded their mandated retention period.

Company: Derby College

Country: United Kingdom

Industry: Further Education

Profile: More than 30,000 students enrol annually.

Key Drivers: The College has to keep some records for more than ten years. Looking for easy access and reduce physical space of legacy documents.

Selecting an education sector digital specialist

Alex Holmes, IT Infrastructure Support, has been with the College for twenty years. He explained that integration with the College's systems was a one of the College's selection criteria.

"We had software demos from several potential suppliers. However, only Document Logistix had in-depth experience working in the education sector and was able to answer our integration questions."

First up, integration with the College HR systems

In HR, Document Logistix' flagship products Document Manager integrates with iTrent, an MHR product. The HR team processes everything from contracts to pensions and payroll. Because HR information is often sensitive and confidential, the system is permissions-based so that only authorised personnel can view and process certain information.

Finance next, a standard College-wide system

The Finance department had a legacy document management system but it was not capable of scaling College-wide. The College now enjoys the benefits of system standardisation and the Finance department uses Document Manager to manage Accounts Payable and Receivable, banking and expenses.

Thousands of student records, compliance and automated retention

There is a vast amount of documentation surrounding student records, from enrolment forms to examination certificates. Electronic student records enable the College to store, retrieve and maintain indexed information instantly.

Innovative document management applied to courses

The College works with a number of local businesses and industries. The College's Gas Training and Assessment Centre helps students with ACS qualifications and keeps them up to date with the latest legislation and technology.

In partnership with E.ON, the College's students participate in the smart meter roll-out. The College has taken the innovative approach to use Document Manager to manage aspects of the coursework digitally.

"The feedback on Document Manager is very positive. All the documents of new starters are in the system and back scanning is underway."

Alex Holmes

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CASE STUDY: Document Manager™ – Derby College

Secure access from any location

The 'before' and 'after' of digital document management means that no one has walk to a location to find a physical folder. Staff working off site with partners or third parties have secure web access via their College log-in. Single access provides speed, security and a uniform user experience that builds familiarity.

Confidently compliant

Alex Holmes says the College is confident now that it can meet its compliance obligations, with the advent of the EU's General Data Protection Regulation (GDPR). He says that with a single click on a record the whole of a document's access history is clearly visible.

Document retention will no longer be a painstaking, hard-to-verify manual process, as the retention and deletion of documents is automated from the moment they enter the system.

Simple records look-up

Alex Holmes says that the digital system is very forgiving. People searching for information in the College's student records system (Tribal ebs), or users in the Finance department, easily find the documents they need. Users are not held up by the miss-spelling of names or data input issues, as records are associated with a direct match.

The College has become self-sufficient

Having developed a blueprint with Document Logistix covering system set-up step-by-step for departments, functions and processes, the College is now entirely self-sufficient in managing the system and extending it to new areas.

The simplicity and standardisation of Document Manager eliminates the need for day-to-day assistance and support.

Document Logistix' Account Manager, Training team and Support desk have provided the College with all it needs to push on with the job of going electronic.

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![Document Logistix - Making Work Flow]

Positive user feedback

Alex Holmes says, "The feedback on Document Manager is very positive. All the documents of new starters are in the system and back scanning is underway.

The success highlights of the project are: really easy access to documents whenever and wherever you want it; more productive use of time; and savings in physical space."

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