CCE – ORGANOGRAM

PRINCIPAL

HEAD OF ACADEMICS

- Programme Leaders
  - Business
  - Computing
  - Enterprise
  - Other Programmes
- Lecturers
- Assessors
- Internal Verifiers
- Learning Support
- Timetabling
- Academic Administration

HEAD OF QUALITY ASSURANCE

- Quality Officer
- Compliance
- Academic Standards
- Internal Monitoring & Review
- Programme Approval & Review
- External Examiner Management
- Data / Returns (OfS, HESA, etc.)
- Policies & Procedures

HEAD OF FINANCE

- Accounts
- Budgeting
- Management Accounts
- Cash Flow
- Student Finance
- Payroll (Finance)
- Procurement
- Financial Reporting

HEAD OF ADMISSIONS

- Admissions Officers
- Eligibility Checks
- Document Verification
- Student Records
- Enrolment
- Registration
- Communications with Applicants
- Offer Management

HEAD OF RECRUITMENT & MARKETING

- Recruitment Manager
- Recruitment Officers
- Marketing & Campaigns
- Digital Marketing
- Agents / Partners Management
- Applicant Enquiries & Support
- Market Intelligence & Reporting

HEAD OF HUMAN RESOURCES

- HR Officer
- Staff Recruitment
- Contracts & Onboarding
- Attendance & Leave Management
- Performance Management
- Staff Development & Training
- Employee Relations
- HR Policies

HEAD OF STUDENT SERVICES

- Student Support & Welfare
- Academic Advising
- Counselling
- Disability Support
- Careers Guidance & Employability
- Accommodation Support
- Student Engagement & Activities
- Complaints (Student)

HEAD OF REGISTRY, DATA & COMPLIANCE

- Registry & Academic Administration
- Data Management (MIS)
- Reporting (OfS, HESA, Internal)
- Governance Support
- Freedom of Information (FOI)
- Policies Repository
- Document Management
- Compliance (Legal & Regulatory)

GOVERNANCE & ACCOUNTABILITY

All Heads report to the Principal and are responsible for their respective areas of operation, risk management, compliance and performance in line with CCE policies and regulatory requirements.

KEY PRINCIPLES

- Student Centred
- Quality Focused
- Data Informed
- Ethical & Accountable
- Continuous Improvement