

**Further Education Output Specification:**

**College-specific Brief**

**College-specific Annex CS5:   
ICT Legacy Equipment Template**

*[Insert full name of college]  
[DfE College URN: AAxxxx]  
[Project number]*

**November 2021**

## Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Status | Date | Author | Amendment |
| P01 | S2 | 2021-04-09 | JSI / JGA | First issue (DRAFT) |
| P02 | S2 | 2021-11-10 | JSI / AWI | For issue on DfE Website. Formatting and updates to align with FE-OS documentation release. |

Summary

This document is one of a number of Annexes to the College-specific Brief (CSB).

Review Date

Review dates for this document will be at 6-month intervals.

Who is this publication for?

This document is for technical professionals involved in the design and construction of school premises, as part of the Employer’s Requirements of the DfE Construction Frameworks. It may also be used as the basis of similar documentation for other procurement routes using the Output Specification.

The ICT Contractor may wish to undertake its own inspection and enquiries in relation to the information provided in this document. The DfE and its advisers accept no liability whatsoever for any expense, liability, loss, claim or proceedings arising from reliance placed upon this ICT Requirements document.

## Introduction

This document will be used to detail the ICT, along with the College’s approach and the equipment and services used, to inform the DfE’s work during project feasibility.

## Instructions

The DfE ICT Advisor will work with the College to document the requested information.

## Precedence of Documentation

This document is one of the College-specific Annexes that forms part of the College-specific Brief (CSB). [PM\_10\_20]

The definitions listed in the GDB shall apply to this College-specific Annex and all other parts of the Output Specification. [PM\_10\_20]

This document shall be read in conjunction with the CSB and all other College-specific Annexes as well as the GDB (including the Technical Annexes). [PM\_10\_20]

This document sets out the College-specific requirements for approach to ICT. [PM\_10\_20]

The information exchange required at each stage of the design, build and completion process is detailed in DfE’s Exchange Information Requirements. [PM\_10\_20\_28]

#### Section 1: College / Trust Details

|  |  |
| --- | --- |
| 1.1 College details |  |
| Name of College: |  |
| Name of Trust: |  |
| Number of students (total when full): |  |
| Current |  |
| Post project delivery |  |
| Type / phase (delete as appropriate): | FE college / IOT / other |
| Age Range: |  |
| College Specialism(s): |  |
| Link to Further details: (e.g., website) |  |

#### Section 2: ICT for learning, teaching, management and administration (information in this section can be at high level)

|  |  |
| --- | --- |
| 2.1 Learning and Teaching Approaches |  |
|  | Additional detail (e.g., group size, frequency, curriculum information etc.) |
| Whole Class |  |
| Small Group |  |
| Collaborative Activity |  |
| Independent Study |  |
| Lecture Theatre or other large space |  |
| Project-based Learning |  |
| Specialist Areas |  |
| Immersive Learning |  |
| Team Teaching |  |
| Remote Study |  |
| Outdoor Learning |  |
| Other as relevant to College |  |

|  |  |
| --- | --- |
| 2.2 User Device Strategy | What is the approach for user devices whether that be what you do with them or the reason why you do not use them. |
| Mobile Devices (e.g., tablet / laptop) |  |
| Computer / Media Suite |  |
| Learning Resource |  |
| Bring Your Own Device (BYOD) |  |
| Local vs Cloud Storage |  |

|  |
| --- |
| 2.3 Special Educational Needs and Disability (SEND) |
|  |

|  |  |
| --- | --- |
| 2.4 Management and Administration: intended solutions |  |
| Locally hosted services (e.g., MIS, Finance) |  |
| Cloud hosted services (e.g., MIS, Finance) |  |
| User ID strategy (e.g., Card / PIN / Biometric) |  |

|  |  |
| --- | --- |
| 2.5 Existing or intended college wide approaches |  |
| Shared services |  |
| Integration with existing college |  |
| Likely integration with future colleges |  |

#### Section 3: Technical Support and Contracts

|  |
| --- |
| 3.1 Technical support arrangements |
| How is technical support provided?   * In house; * Hybrid managed service; * Full managed service.   Please include details of when this support takes place and if consideration is being given to any changes in these arrangements. |
|  |
| Provide contact details below for the person to whom any technical queries should be addressed. This should be the person / company with the technical knowledge of the College’s infrastructure. |

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Organisation |  |
| Phone |  |
| Email |  |
| Address |  |

|  |
| --- |
| 3.2 Lease agreement and contracts |
| Provide details of the College’s current lease agreements / support contracts, including supplier, contact details and date of expiry of lease / contract. |
| MFD: |
| Cashless catering: |
| CCTV: |
| Telephone system: |

|  |
| --- |
| 3.3 Technical Support and Contracts – ICT Advisor additional comments |
|  |

#### Section 4: ICT Asset Register

|  |  |
| --- | --- |
| 4.1 Asset register |  |
| Does the College have a maintained, current ICT Inventory / Asset Register that could be made available | Yes  No |
| IF YES: |  |
| Who manages it? |  |
| Date last updated? |  |
| File Format: | Word processed  Spread-sheet  Database  Specialist Application |

|  |
| --- |
| 4.2 Asset register – ICT Advisor additional comments |
|  |

#### Section 5. Server and Hub Spaces

|  |
| --- |
| 5.1 Servers, network switches and the physical accommodation |
| Provide details of the existing locations of servers, network switches and the physical accommodation for these across all the college premises. Please return a logical network diagram with this summary. |

|  |  |
| --- | --- |
| Do you have a server room? If Yes, where is the server room located? |  |
| What is the current floor area of the server room? |  |
| Where are core and edge switches located? |  |
| If there is no server room, where are the servers, core and edge switches located? Please identify all locations. |  |
| Is the server room secure? Is it lockable? Does it have an outside window? Does it have air conditioning? |  |
| Is anything else installed in the server room other than the server and network equipment? |  |
| Does the server room have its own dedicated power supply? |  |
| Are the servers and switches installed in racking? |  |
| If you have data / server cabinets, please specify the size of each cabinet and how many units are free |  |
| Are the servers and core switches protected by a UPS? |  |
| Is the server room temperature controlled e.g., by air conditioning? |  |
| What switches are located in the same room as the server(s)? |  |

|  |
| --- |
| 5.2 Cloud and Cloud Synchronisation |
| Provide details of the ways in which cloud-based provision works alongside your on-premises servers. If the early questions do not apply, please use the note area at the end of this section to set out your services. |

|  |  |
| --- | --- |
| Do you use a Cloud Service and if so which (e.g., G-Suite, Office 365)? |  |
| Which modules are used predominantly? |  |
| How are user accounts and groups provisioned and kept up to date? |  |
| Are there any additional services that rely on the presence of your main Cloud service to operate? |  |
| What proportion of your staff and students have active accounts (where active implies as a minimum weekly use during termtime)? |  |
| Do you host any servers or services with a Cloud provider? if so, please give details. |  |
| Do you use any kind of cloud-storage for off site backup? If so, please give details. |  |
| Please share any additional details about your use of Cloud Services you feel may be relevant. |  |

#### Section 6. Internet Connectivity

|  |
| --- |
| 6.1 Internet connectivity – Contract |
| Provide details of the College’s broadband and internet connection |

|  |  |
| --- | --- |
| ISP |  |
| Please provide a copy of your bill |  |
| Is the service purchased via a third party, trust, LA or RBC? |  |
| Infrastructure provider | BT  Virgin  Other |
| When is the contract due to expire? |  |
| Is the connection shared with any other college or service provider either locally or on site? | No  Yes  If YES, provide a description of the shared service indicating if the college receives the service via another site or acts as a node for other sites. |

|  |  |
| --- | --- |
| 6.2 Internet Connectivity - | Service |
| Number of connections | Single  Main and backup |
| Connection Type | Copper – ADSL/DSL/FTTC  Fibre – FTTP  Fibre – Leased Line  OTHER  If OTHER, please specify: |
| Connection Bandwidth |  |
| Line Bandwidth (bearer) | ☐ 100Mb/s ☐ 1Gb/s ☐ OTHER: |
| Contention | Contended  Uncontended |
| Availability of site mobile data | None  3G  4G |
| Backup Provision  (4G, ADSL etc.) |  |

|  |  |
| --- | --- |
| 6.3 Internet Connectivity – Routing and termination |  |
| Where does the connection enter the college site? |  |
| In which block does the connection enter the college buildings? |  |
| In which block is the connection terminated? |  |
| Which blocks does the connection pass through between entering the building and termination? |  |

|  |  |
| --- | --- |
| 6.4 Internet Connectivity – Future works and upgrades |  |
| Do the College have plans to upgrade or modify internet connectivity? | Yes  No |
| If Yes, please detail the scope of works and timeline. |  |

|  |
| --- |
| 6.5 Internet Connectivity – ICT Advisor additional comments |
|  |

#### Section 7: Passive Infrastructure

*Guidance: Provide details for the existing data cabling across the college premises.*

*• Use the block number from the scoping study / site plan.*

|  |
| --- |
| 7.1 Passive Infrastructure – Existing datapoint cabling per college block |

|  |  |  |  |
| --- | --- | --- | --- |
| DfE Block Reference | Cabling Type | Estimated number of datapoints in block | Is certification or warranty available? |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |
|  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a |  | Yes  No |

*• duplicate rows as required for additional blocks*

|  |
| --- |
| 7.2 Passive Infrastructure – Connections between College Blocks |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From Block | To Block | Cabling Type  Copper | Cabling Type  Fibre | How is are the block connected? | Is certification or warranty available? |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |
|  |  | ☐ Cat 5  ☐ Cat 5e  ☐ Cat 6  ☐ Cat 6a | OM1  OM2  OM3  OM4 | Trench  Overhead  OTHER  …………………… | Yes  No |

*• duplicate rows as required for additional blocks*

|  |  |
| --- | --- |
| 7.3 Passive Infrastructure – Future works and upgrades |  |
| Do the College have plans to upgrade or modify the passive infrastructure? | Yes  No |
| If Yes, please provide detail of the scope of works and timeline. |  |

|  |
| --- |
| 7.4 Passive Infrastructure – ICT Advisor additional comments |
|  |

#### Section 8: Active Infrastructure – Switching

|  |  |
| --- | --- |
| 8.1 Switching - Configuration |  |
| Single or split networks for admin and curriculum? | Single  Split |
| Is the network flat or configured? | Flat  VLANs |
| Is a central management solution used? | Yes  No |
| If Yes, please detail. |  |
| Have at least 50% of the network switches been replaced within the last 5 years? | Yes  No  Unknown |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8.2 Switching - | Equipment |  |  |  |  |
| Location (block, room / cabinet) | Type (Core or Edge) | Manufacturer | Model | Date warranty expires | Quantity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| 8.3 Switching – Future works and upgrades |  |
| Do the College have plans to upgrade or modify the switching? | Yes  No |
| If Yes, please detail the scope of works and timeline. |  |

|  |
| --- |
| 8.4 Switching – ICT Advisor additional comments |
|  |

#### Section 9: Active Infrastructure – Wi-Fi

|  |  |
| --- | --- |
| 9.1 Wi-Fi - Configuration |  |
| Is the solution managed? | Managed  Unmanaged |
| If managed, what type of management solution is used? | Onsite controller  Cloud management  AP GUI |
| How many access points is the solution licenced for? |  |
| Wi-Fi Standard | a/b/g  n  ac w1  ac w2  Wi-fi 6 |
| Have at least 50% of the Wi-Fi APs been replaced within the last 5 years? | Yes  No  Unknown |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9.2 Wi-Fi - products |  |  |  |  |  |
| Location  (block, room/ cabinet) | Type  (AP, Controller, Antenna) | Manufacturer | Model | Date warranty expires | Quantity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| 9.3 Wi-Fi – Future works and upgrades |  |
| Do the College have plans to upgrade or modify the Wi-Fi solution? | Yes  No |
| If Yes, please provide detail of the scope of works and timeline. |  |

|  |
| --- |
| 9.4 Wi-Fi – ICT Advisor additional comments |
|  |

#### Section 10: Servers

|  |  |  |  |
| --- | --- | --- | --- |
| 10.1 Servers - | Configuration |  |  |
| Is the solution stand-alone virtualised? | Stand-alone | Virtualized |  |
| What back-up solution is in place? | Disk to tape | Disk to disk | Cloud |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 10.2 Servers - | Equipment |  |  |  |  |  |  |
| Location (block, room / cabinet) | Function (DC, App, SAN) | Manufacturer | Model | Rack or pedestal | RAID 5 | Date warranty expires | Quantity |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 10.3 Servers - Future works and upgrades |  |
| Do the College have plans to upgrade or modify the servers? | Yes  No |
| If Yes, please provide detail the scope of works and timeline. |  |

|  |
| --- |
| 10.4 Servers – ICT Advisor additional comments |
|  |

#### Section 11: User Devices

|  |
| --- |
| 11.1 User devices - equipment |
| Please provide quantities of user devices |

|  |  |  |
| --- | --- | --- |
|  | Total in successful blocks | Total for whole college |
| Desktop devices e.g., PCs |  |  |
| Mobile devices e.g., laptops, iPads |  |  |

|  |  |
| --- | --- |
| 11.2 User devices - Future works and upgrades |  |
| Do the College have plans to upgrade or purchase additional user devices? | Yes  No |
| If Yes, please provide detail of number, type and timeline. |  |

|  |
| --- |
| 11.3 User devices – ICT Advisor additional comments |
|  |

#### Section 12: Audio Visual Equipment

|  |  |
| --- | --- |
| 12.1 Classroom and meeting room AV - | Configuration |
| Are any projectors, interactive screens or IWBs networked for central management? | Yes  No |
| If Yes, what is the total number in the successful blocks? |  |

|  |
| --- |
| 12.2 Classroom and meeting room AV Equipment |
| Please provide quantities of classroom and meeting room AV equipment |

|  |  |  |
| --- | --- | --- |
|  | Total in successful blocks | Total for whole college |
| Projector - ceiling mounted |  |  |
| Projector - wall mounted |  |  |
| Projector - hall |  |  |
| Interactive white board |  |  |
| Interactive screen |  |  |
| Speakers (Powered) |  |  |
| Speakers (Separate Amp) |  |  |

|  |
| --- |
| 12.3 Large Space AV |
| Please provide quantities of large space AV in the successful block(s) |

|  |  |
| --- | --- |
|  | Total in successful block(s) |
| Projector |  |
| Speakers (Powered) |  |
| Speakers (Separate Amp) |  |
| Sound desk |  |
| Stage lights (Mobile) |  |
| Stage lights (Rigged) |  |

|  |  |  |
| --- | --- | --- |
| 12.4 Digital signage - Configuration |  |  |
| Do the College have a digital signage solution? | Yes | No |
| If Yes, how are they connected? | Data | Other |
| How is content managed? | Dedicated appliance | Shared server  User device e.g. PC |

|  |  |
| --- | --- |
| 12.5 Digital signage - | Equipment |
|  | Total in successful block(s) |
| Projector |  |
| Digital display |  |

|  |  |
| --- | --- |
| 12.6 AV - Future works and upgrades |  |
| Do the College have plans to modify existing or purchase new AV? | Yes  No |
| If Yes, please detail the scope of works and timeline. |  |

|  |
| --- |
| 12.7 Audio Visual Equipment – ICT Advisor additional comments |
|  |

#### Section 13: Peripherals

|  |
| --- |
| 13.1 Printing |
| Please provide quantities of printers in the successful block(s) |

|  |  |
| --- | --- |
|  | Total in successful block(s) |
| Desktop printer |  |
| Networked printer |  |
| Multi-Functional Device |  |

|  |
| --- |
| 13.2 Peripherals - other |
| Please provide quantities of other peripherals in the successful block(s) |

|  |  |
| --- | --- |
|  | Total in successful block(s) |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 13.3 Peripherals - Future works and upgrades |  |
| Do the College have plans to modify existing or purchase new peripherals? | Yes  No |
| If Yes, please detail the scope of works and timeline. |  |

|  |
| --- |
| 13.4 Peripherals – ICT Advisor additional comments |
|  |

#### Section 14: Building systems

|  |
| --- |
| 14.1 Building Systems - CCTV |
| Please provide quantities of CCTV equipment |

|  |  |  |
| --- | --- | --- |
|  | Total in successful block(s) | Total in retained block(s) |
| CCTV Control / recording unit |  |  |
| Internal CCTV Camera - Digital |  |  |
| Internal CCTV Camera - Analogue |  |  |
| External CCTV - Digital (terminated in block) |  |  |
| External CCTV - Analogue (terminated in block) |  |  |

|  |
| --- |
| 14.2 Building systems – Cashless catering |
| Please provide quantities of cashless catering equipment. |

|  |  |  |
| --- | --- | --- |
|  | Total in successful block(s) | Total in retained block(s) |
| Cash loader point |  |  |
| Till unit |  |  |

|  |
| --- |
| 14.3 Building systems – Library systems |
| Please provide quantities of library system equipment |

|  |  |  |
| --- | --- | --- |
|  | Total in successful block(s) | Total in retained block(s) |
| Gates |  |  |
| PC |  |  |

|  |
| --- |
| 14.4 Building systems – Access control |
| Please provide quantities of access control equipment |

|  |  |  |
| --- | --- | --- |
|  | Total in successful block(s) | Total in retained block(s) |
| Control unit/PC |  |  |
| Door entry unit/lock |  |  |

|  |  |
| --- | --- |
| 14.5 Building systems - Future works and upgrades |  |
| Do the College have plans to modify existing or purchase new building systems? | Yes  No |
| If Yes, please detail the scope of works and timeline |  |

|  |
| --- |
| 14.6 Building systems – ICT Advisor additional comments |
|  |

#### Section 15: Telephony

|  |  |
| --- | --- |
| 15.1 Telephony - Services |  |
| Provide details of the College’s current telephony services |  |
| Supplier(s) |  |
| Please provide a copy of all bills relating to telephony |  |
| Type | Analogue  Feature Net  ISDN2  ISDN30  SIPS |
| Number of lines and type | Voice: |
|  | CCTV: |
|  | Security: |
|  | Building management: |
|  | Lift: |
|  | Fax: |
|  | Franking machine: |
|  | Other: |
| Number of DDIs |  |
| Total number of extensions |  |
| When is the contract due to expire? |  |

|  |  |
| --- | --- |
| 15.2 Telephony - Routing and termination |  |
| Where do the connections enter the college site? |  |
| In which block do the connections enter the college buildings? |  |
| In which block are the connections terminated? |  |
| In which blocks do the connections pass through between entering the building and termination? |  |

|  |  |
| --- | --- |
| 15.3 Telephony - Equipment |  |
| Telephone system make and model |  |
| Number of handsets |  |
| Date purchased |  |
| Date warranty expires |  |
| Do you have a support / maintenance agreement in place? If yes, provide details. |  |
| If the telephone system is leased, provide details of lease provider and date lease is completed. |  |
| Provide details of the strategy for the distribution of handsets in your current college, providing details of where they are located currently. |  |

|  |  |
| --- | --- |
| 15.4 Telephony - Future works and upgrades |  |
| Do the College have plans to modify existing or purchase new telephony services or equipment? | Yes  No |
| If Yes, please detail the scope of works and timeline. |  |

|  |
| --- |
| 15.5 Telephony – ICT Advisor additional comments |
|  |



© Crown copyright 2021

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this license:  
 visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/3](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3)  
 email [psi@nationalarchives.gsi.gov.uk](https://psi@nationalarchives.gsi.gov.uk)  
 write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:  
 enquiries [www.education.gov.uk/contactus](https://www.education.gov.uk/contactus)  
 download [www.gov.uk/government/publications](https://www.gov.uk/government/publications)

Reference: DfE-00084-2020

|  |  |  |  |
| --- | --- | --- | --- |
| Twitter Logo | Follow us on Twitter:  [@educationgovuk](https://twitter.com/educationgovuk) | Facebook Logo | Like us on Facebook:  [facebook.com/educationgovuk](https://www.facebook.com/educationgovuk) |