

CONFERENCE OF COLLEGES APPEAL TRIBUNAL (“CCAT”)

PRODUCING AN AGREED BUNDLE

An **agreed bundle** is the combined set of documents from both the appellant and the College which the Panel will read before the hearing and will refer to during the hearing. The bundle must be provided to the Conference of Colleges Secretariat (the “Secretariat”) **no later than 2 working days** before a hearing (**Regulation 15**).

The following documents must be included in an agreed bundle:

- The College Decision Letter
- The Application to the CCAT (including any accompanying documents)
- The College Response (including any accompanying documents)
- Relevant College statutes, by-laws, regulations and rules
- Witness statements (if any)

The Panel may ask for additional documents to be included in the bundle such as:

- Extracts of the minutes of relevant bodies
- Copies of significant letters or emails
- Documents relating to any disputed facts

If the Panel require additional documents to be provided then parties will be informed by the Secretariat after the initial Panel meeting.

Agreement between the parties may be helpful in determining how far back in the history of the case it is necessary to go. It will be helpful if both parties set out the agreed facts, or reach agreement as to which facts are in dispute. The parties must work together to produce the bundle.

The agreed bundle must be paginated and include a table of contents and cross references. Usually, the College will take the lead in completing the practical steps to put the bundle together. Below is a step-by-step guide to producing an agreed bundle.

1. CREATE A FOLDER AND GATHER RELEVANT DOCUMENTS

Create a folder on your computer or on OneDrive for the case.

Gather the documents relevant to your case. This may include scanning and saving any hard copies of documents you have been sent.

Place these documents in sub-folders within your main folder, organised by category, for example: emails; minutes; witness statements; etc.

2. DECIDE THE ORDER AND TAB STRUCTURE OF THE BUNDLE

Agree on the tabs or sections the bundle should be separated into. For example:

- A. Table of Contents
- B. Correspondence
- C. Relevant College rules/policies/regulations

- D. Statements
- E. Meeting Minutes
- F. Evidence

Create a Word file listing these documents. This will form your Table of Contents.

3. CREATE TAB PAGES

For each tab, create a one-page divider with the tab title large and centred. This splits your bundle into clearly divided tabs to make it easier for the Panel to go through each section.

4. FORMAT DOCUMENTS

Save each document as a PDF, ensuring the name of each document is logical according to the structure of your bundle.

5. MERGE FILES INTO A SINGLE PDF

Use a PDF editor to merge all of your files into a single PDF, in the correct order according to your Table of Contents.

6. ADD PAGINATION

Add page numbers in the footer/header function of your PDF editor. Make sure the numbering is continuous from the first content page.

Any queries from either party with regards to the bundle should be raised as soon as possible with [Lucy Lightowler](#).