

# Acronyms and abbreviations

## A guide to help you unravel voluntary and community sector jargon

<b>A</b>		<b>BIG</b>	Big Lottery Fund
A4A	Awards for All	<b>BIS</b>	Department for Business, Innovation and Skills
ABG	Area Based Grant		
ABI	Area Based Initiative	<b>BME</b>	Black and Minority Ethnic
ACAS	Advisory, Conciliation and Arbitration Service	<b>BMER</b>	Black, Minority Ethnic and Refugee
ACE	Arts Council England	<b>BRE</b>	Better Regulation Exec
ACEVO	Association of Chief Executives of Voluntary Organisations	<b>BTEG</b>	Black Training and Enterprise Group
ACF	Association of Charitable Foundations	<b>C</b>	
ACH	Action for Children	<b>CAB</b>	Citizens Advice Bureau
ACIE	Association of Charity Independent Examiners	<b>CAF</b>	Charities Aid Foundation
ACL	Adult and Community Learning	<b>CAF</b>	Common Assessment Framework
ACRE	Action with Communities in Rural England	<b>CAFCASS</b>	Children and Family Court Advisory and Support Service
ACS	Association of Charity Shops	<b>CAMHS</b>	Children and Adolescent Mental Health Services
AiRS	Action In Rural Sussex	<b>CAN</b>	Community Action Network
ALI	Adult Learning Inspectorate	<b>CAS</b>	Community Accountancy Service
ALW	Adult Learners' Week	<b>CASC</b>	Community Amateur Sports Club
ARVAC	Association for Research in the Voluntary and Community Sector	<b>CBI</b>	Confederation of British Industry
AWP	Any Willing Provider	<b>CCG</b>	Community Care Grant
<b>B</b>		<b>CCLA</b>	Churches, Charities and Local Authorities
BAME	Black And Minority Ethnic	<b>CCT</b>	Compulsory Competitive Tendering
BAMER	Black, Asian, Minority Ethnic and Refugee	<b>CDF</b>	Community Development Foundation
bassac	British Association of Settlements and Social Action Centres	<b>CDFA</b>	Community Development Finance Association

CDX	Community Development Exchange	CLA	Community Legal Advice
CED	Community Economic Development	CLSP(s)	Community Legal Service Partnership(s)
CEDC	Community Education Development Centre	CO	Chief Officer
CEF	Community Empowerment Fund	COI	Central Office of Information
CEFET	Central England Forum for European Training	COIN	Chief Officers' Information Network
CEMVO	Council of Ethnic Minority Voluntary Organisations	CORE	Chief Officers' Residential Event
CEN	Community Empowerment Network	CPA	Comprehensive Performance Assessment
CEO	Chief Executive Officer	CPD	Continuing Professional Development
CES	Charities Evaluation Services	CPO	Compulsory Purchase Order
CEV	Centre for European Volunteering	CPPIH	Commission for Patient and Public Involvement in Health
CFC	Change for Children	CPRE	Campaign to Protect Rural England
CFN	Community Foundation Network	CRC	Carbon Reduction Commitment
CFO	Co-Financing Organisation	CRC	Commission for Rural Communities
CFV	The Commission on the Future of Volunteering	CSC	Community Sector Coalition
CHC	Community Health Council	CSF	Community Support Framework
CHIP	City Housing Improvement Plan	CSP	County Sports Partnership
CIC	Community Interest Company	CSP	Community Safety Partnership
CIO	Charitable Incorporated Organisation	CSR	Comprehensive Spending Review
CIO	Confederation of Indian Organisations	CSR	Corporate Social Responsibility
CIPD	Chartered Institute of Personnel Development	CSV	Community Service Volunteers
CIPFA	Chartered Institute of Public Finance and Accountancy	CT	Children's Trust
CLG	(Department of) Communities and Local Government	CTC	Crowborough Town Council

CTN	Charities Trustees Network	DFG	Disabled Facilities Grant
CTLLS	Certificate to Teach in the Lifelong Learning Sector	DH/DOH	Department of Health
CVS	Council(s) for Voluntary Service (now referred to as Local Support and Development Organisations)	DIAL UK	Disability Information and Advice Line services UK
		DIG	Disablement Income Group
		DNGNet	Disability Network Group
		D(s)PH	Director(s) of Public Health
		DSCI	Directory of Social Change
CWDC	Children's Workforce Development Council	DSO	Departmental Strategic Objectives
CWG	Compact Working Group	DTA	Development Trusts Association
CYP	Children and Young People	DTLLS	Diploma to Teach in the Lifelong Learning Sector
CYPNet	Children and Young People Network	DWNet	Development Workers' Network
CYPP	Children and Young People's Plan	DWP	Department for Work and Pensions
CYPSPB	Children and Young People's Strategic Partnership Board		
		<b>E</b>	
		E2E	Entry to Employment
<b>D</b>		EAPN	European Anti Poverty Network
DAAT	Drug and Alcohol Team		
DAT	Drug Action Team	EBC	Eastbourne Borough Council
DBS	Disclosure and Barring Service	EC	European Commission
		ECM	Every Child Matters
DCLG	Department for Communities and Local Government	EDE	Economic Development & Enterprise
		EEDA	East of England Development Agency
DCMS	Department of Culture, Media and Sport	EHRC	Equality and Human Rights Commission
DDA	Disability Discrimination Act	EIA	European Information Association
DECC	Department of Energy and Climate Change	EIF	European Investment Fund
Defra	Department for Environment, Food and Rural Affairs	EMDA	East Midlands Development Agency
DEL	Departmental Expenditure Limit	EMU	Economic and Monetary Union
DfE	Department for Education		

EOY	End of Year returns	<b>G</b>	
EqIA	Equality Impact Assessment	GAYE	Give As You Earn
ERDF	European Regional Development Fund	GNVQ	General National Vocational Qualification
ERN	English Regions Network (umbrella organisation for Regional Assemblies)	GSCC	General Social Care Council
ESCC	East Sussex County Council	<b>H</b>	
ESF	European Social Fund	HA	Housing Association
ESOL	English for Speakers of Other Languages	HACT	Housing Associations Charitable Trust
ESV	Employer Supported Volunteering	HC	Healthcare Commission
EU	European Union	HCA	Homes and Communities Agency
EVDC	England Volunteering Development Council	HCOP	Healthier Communities & Older People
EVM	Excellence in Volunteer Management programme	HE	Higher Education
EVS	Empowering the Voluntary Sector (joint NAVCA/PLP project)	HealthNet	Health and Social Care Workers' Network
<b>F</b>		HIMP	Health Improvement and Modernisation Plan
FAQs	Frequently Asked Questions	HLF	Heritage Lottery Fund
FAWN	Funding Advice Workers' Network	HMRC	Her Majesty's Revenue and Customs
FbRN	Faith-based Regeneration Network	HMT	Her Majesty's Treasury
FCAS	Federation of Charity Advice Services	HO	Home Office
FCDL	Federation for Community Development Learning	HR	Human Resources
FCR	Full Cost Recovery	HRD Resource	Human Resource Development
FE	Further Education	HSE	Health and Safety Exec
FPS	Free Professional Services	HTC	Hailsham Town Council
FSB	Fundraising Standards Board	HVA	Hastings Voluntary Action
FSO	Forum Support Organisation	<b>I</b>	
		IAG	Information Advice and Guidance
		ICAS	Independent Complaints Advocacy Service
		ICT	Information & Communication Technologies

IEG	Implementing Electronic Government statement	JR	Judicial Review
IfL	Institute for Learning	JRCT	Joseph Rowntree Charitable Trust
IFNUK	Inter Faith Network for the UK	JRF	Joseph Rowntree Foundation
iiP	Investors in People	JSA	Job Seekers' Allowance
iiV	Investing in Volunteers quality standard	JSNA	Joint Strategic Needs Assessment
iiVE	Investing in Volunteers for Employers quality standard	<b>L</b>	
ILP	Improving Local Partnerships	LA	Local Authority
IMCA	Independent Mental Capacity Advocate	LAA	Local Area Agreement
INP	Infrastructure National Partnership	LAP	Local Action Plan
IPCC	Independent Police Complaints Commission	LASA	London Advice Services Alliance
IPPR	Institute for Public Policy Research	LCPU	Local Commissioning and Procurement Unit
IRT	Identification, Referral and Tracking	LCSB	Local Safeguarding Children Board
IS	Improving Support	LDA	Local Development Agency
ISA	Independent Safeguarding Authority	LDC	Lewes District Council
ISBN	International Standard Book Number	LEA	Local Education Authority
ISO	Infrastructure Support Organisation	LEGI	Local Enterprise Growth Initiative
ISP	Internet Service Provider	LEI	Local Employment Initiative
IVR	Institute for Volunteering Research	LEP	Local Economic Partnership
<b>J</b>		LEP	Local Enterprise Partnership
JAR	Joint Area Review	LETS	Local Exchange Trading System
JCB	Joint Commissioning Board	LGA	Local Government Association
JIP	Joint Investment Programme (Health & Social Services)	LGB	Lesbian, Gay and Bisexual
		LGBT	Lesbian, Gay, Bisexual and Transgender
		LGBTQ	Lesbian, Gay, Bisexual, Transgendered or Questioning
		LG	Local Government

LGE	Local Government Employers	MV	Millennium Volunteers
LIF	Local Initiatives Fund	<b>N</b>	
LIFT	Local Improvement Finance Trust (NHS LIFT)	NACRO	National Association for Care and Resettlement of Offenders
LINKs	Local Involvement Networks (for health and social care)	NASD	National Association for Sports Development
LINX	Local Infrastructure News eXtra (NAVCA's email bulletin)	NAVCA	National Association for Voluntary and Community Action
LIO	Local infrastructure Organisation (now referred to as Local Support and Development Organisation)	NAWO	National Alliance of Women's Organisations
LIT	Local Implementation Team	NCC	National Consumer Council
LRD	Labour Research Department	NCVO	National Council for Voluntary Organisations
LSC	Learning and Skills Council	NCVYS	National Council for Voluntary Youth Services
LSC	Legal Services Commission	NDC	New Deal for Communities
LSCB	Local Safeguarding Children's Bureau	NDC	National Disability Council
LSDO	Local Support and Development Organisation	NDPB	Non Departmental Public Body (Quango)
LSP	Local Strategic Partnership	NEET	Not in Education, Employment or Training
LVDA	Local Volunteering Development Agency	NEF	New Economics Foundation
<b>M</b>		NEP	National Equalities Partnership
MAA	Multi Area Agreement	NESTA	National Endowment for Science, Technology and the Arts
MCA	Mental Capacity Act	NFP	Not for profit
MEP	Member of European Parliament	NGO	Non Governmental Organisation
MHF	Mental Health Foundation	NHS	National Health Service
MIS	Management Information Systems	NHSE	National Health Service Executive
MOA	Memorandum of Agreement	NI	National Insurance
		NIACE	National Institute of Adult and Continuing Education

NICE	National Institute for Health and Clinical Excellence	<b>O</b>	
NICEC	National Institute for Carers and Educational Counselling	OCN	Open College Network
NICVA	Northern Ireland Council for Voluntary Action	OCS	Office for Civil Society (Cabinet Office)
NIMHE	National Institute for Mental Health in England	OFSTED	Office for Standards in Education
NIP	National Infrastructure Partnership	OGC	Office of Government Commerce
NJC	National Joint Council (for Local Government Services)	OHS	Occupational Health Service
NLC	National Lottery Commission	OISC	Office of the Immigration Services Commissioner
NNDR	National Non Domestic Rate	OJEU	Official Journal of the European Union
NOCN	National Open College Network	ONS	Office for National Statistics
NOMS	National Offender Management Service	OU	Open University
NPS	National Procurement Strategy	OWW	One World Week
NRF	Neighbourhood Renewal Fund	<b>P</b>	
NSF	National Service Framework	PAF	Performance Assessment Framework
NSNR	National Strategy for Neighbourhood Renewal	PAT	Policy Action Team
NSS	National Support Services	PAYE	Pay As You Earn
NTO	National Training Organisation	PC	Patients' Council
NVMF	National Volunteer Managers Forum	PCC	Police and Crime Commissioner
NVQ	National Vocational Qualifications	PCO	Primary Care Organisations
NWDA	North West Development Agency	PCSO	Police Community Support Officer
NYA	National Youth Agency	PCT	Primary Care Trust
		PDF	Portable Document Format
		PF	Patients' Forum
		PFI	Private Finance Initiative
		PIC	Public Interest Company
		PLA	Participatory Learning and Action
		PLA	Pre School Learning Alliance
		PLP	Public Law Project

PPI	Patient and Public Involvement	RNID	Royal National Institute for Deaf People
PPP	Public Private Partnership (similar to PFI above)	ROTA	Race on the Agenda
PQASSO	Practical Quality Assurance System for Small Organisations	ROW	Rights of Women
		RPI	Retail Price Index
		RSA	Royal Society of Arts
PQQ	Pre-Qualification Questionnaire	RSI	Repetitive Strain Injury
		RSIN	Rural Stress Information Network
PROD	Public Request to Order Disposal	RSL	Registered Social Landlord
		RSS	Really Simple Syndication or Rich Site Summary (webfeeds)
PTLLS	Preparing to Teach in the Lifelong Learning Sector		
PSA	Public Service Agreement	RSVP	Retired and Senior
PVE	Preventing Violent Extremism (Prevent)		Volunteers Programme
PVI	Private, Voluntary and Independent sector	RVA	Rother Voluntary Action
		RVSN	Regional Voluntary Sector Network
<b>Q</b>		<b>S</b>	
QSTG	Quality Standards Task Group	SACRE	Standing Advisory Councils on Religious Education
QTLS	Qualified Teacher Learning and Skills	SBS	Small Business Service
		SCIE	Social Care Institute for Excellence
<b>R</b>		SCS	Sustainable Community Strategy
RAISE	Regional Action and Involvement South East	SCVO	Scottish Council for Voluntary Organisations
RCC(s)	Rural Community Council(s)	SDA	Sex Discrimination Act
RCE	Regional Centre of Excellence	SEAN	Social Enterprise Advisors' Network
RCO	Refugee Community Organisations	SHA	Strategic Health Authority
RDA	Regional Development Agency	SING	Sexuality Issues Network Group
RDA	Rural Development Area	SIR	Strong Independent Roots (NAVCA publication)
REACH	Retired Executives Action Clearing House	SKiLD	Skills and Knowledge for Local Development
RIN	Rural Issues Network		
RNIB	Royal National Institute for the Blind	SLA	Service Level Agreement



SMART	Specific, Measurable, Achievable, Realistic, Time-related	TSO	The Stationery Office
		TSO	Third Sector Organisation
SME	Small or Medium Sized Enterprise	TSNLA	Third Sector National Learning Alliance
SMP	Statutory Maternity Pay	TUC	Trades Union Congress
SOFA	Standard of Financial Activity	TUPE	Transfer of Undertakings (Provision of Employment) Regulations 1981
SORP	Statement of Recommended Practice (charity accounts)		
		<b>U</b>	
SQS	Sector Qualification Strategy	UCE	Unsolicited Commercial Email (spam)
SR	Spending Review	UDC	Urban Development Corporation
SRB	Single Regeneration Budget	Ufi	University for Industry
SRI	Socially Responsible Investment	UKVF	UK Volunteering Forum
SSC	Sector Skills Council	URC	Urban Regeneration Company
SSCF	Safer & Stronger Communities Fund	URL	Uniform Resource Locator (for access to the internet)
SSD	Social Services Department	UTC	Uckfield Town Council
		<b>V</b>	
SSE	School for Social Entrepreneurs	VA	Voluntary Action
SSP	Statutory Sick Pay	VAT	Value Added Tax
SSP	Sub-regional Strategic Partnership	VBS	Volunteer Brokerage Scheme
SSRG	Social Services Research Group	VC	Volunteer Centre
STC	Seaford Town Council	VCANet	Voluntary and Community Action Network
SWF	South West Forum	VCFS	Voluntary, Community and Faith Sector
SWOT	Strengths, Weaknesses, Opportunities and Threats	VCO(s)	Voluntary and Community Organisation(s)
		VCS	Voluntary and Community Sector
<b>T</b>		VDA	Volunteer Development Agency
TCD	Trainers and Consultants Direct	VE	Volunteering England
TNA	Training Needs Analysis	VFI	Voluntary Finance Initiative
TPAS	Tenants Participation Advisory Service	VFM	Value for Money
TSF	Third Sector Forum		

VIO	Volunteer Involving Organisation	WEEE	Waste Electrical and Electronic Equipment (EU Directive)
VOCOSE	Voluntary, Community and Social Economy	WEETU	Women's Employment Enterprise and Training Unit
VSNT0	Voluntary Sector National Training Organisation	WEN	Women's Environment Network
VSO	Voluntary Service Overseas	WF	Work Foundation
VSSN	Voluntary Sector Studies Network	WNF	Working Neighbourhood Fund
VW	Volunteers' Week	WRC	Women's Resource Centre
<b>W</b>		WRVS	Women's Royal Voluntary Service
WAI	Web Accessibility Initiative	<b>Y</b>	
WCVA	Wales Council for Voluntary Action	YOT	Youth Offending Team
WDC	Wealden District Council		
WEA	Workers' Education Association		

## Use of acronyms and abbreviations

Just a reminder to use acronyms and abbreviations carefully: over-use can make your text inaccessible and confusing. For more information see the Plain English Campaign website, [www.plainenglish.co.uk](http://www.plainenglish.co.uk)

Information for this Essential Guide is taken from NAVCA with thanks.