

Freedom of Information

Guide to information available from South Gloucestershire and Stroud (SGS) College under the Model Publication Scheme (MPS)

There are seven main groups (and the classes within them) that form SGS College's MPS. They are in a logical order and no one single section has a higher status than another. Some classes are 'optional', that is an institution need not include these classes in their Publication Scheme (PS) but may still sign up to the MPS. All other classes are Core and are compulsory.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, **provided** in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples. The main groups of classes of information in the MPS are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. POLICIES & PROCEDURES; HUMAN RESOURCES
4. STUDENT ADMINISTRATION AND SUPPORT
5. INFORMATION SERVICES
6. TEACHING AND LEARNING
7. STRATEGIES, PLANS, PERFORMANCE INDICATORS, AUDITS, INSPECTIONS AND REVIEWS
8. DECISION MAKING AND RECORDS
9. LISTS AND REGISTERS
10. SERVICES WE OFFER

SCHEDULE OF CHARGES

Requests for information will be processed without charge unless the costs involved include archive or exceed £450.

Class 1 – Who we are and what we do

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the College and which individual members of staff or groups within the organisation are responsible for specific functions and where they fit in the overall structure of the College.

Please note that in some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Legal Framework	The legal and corporate status of the College.	<p>The corporate status of SGS College ‘corporation’ is conferred by the relevant statutes, in particular the Further and Higher Education Act 1992. The College is an exempt charity under the powers conferred by this act.</p> <p>The College has a legal basis, which forms its legal status. This legal status has been obtained by Instruments and Articles of the Government 2008 & Modification of Instrument and Articles of Government order 2010.</p> <p>Corporation standing orders.</p>	Paper copy or: www.legislation.hmso.gov.uk	n/a	The Clerk
How the institution is organised	Management structure, inc. description of statutory bodies, terms of reference, membership and description of all boards and committees.	Governors’ Committee Structure and Membership; Corporation Standing Orders; Committee Terms of Reference; Governor Role and Person Specification and the role of the Chair and Vice Chair of the Corporation; List of Governors (‘Who’s Who’) and also Who’s Who of Our Staff on the College Website; Register of Interests of Governors.	Paper copy / College website	n/a	The Clerk

	This class contains information relating to how the College is organised and where each department and curriculum team fits in the overall structure of the College.	This information is available in the form Organisation Structure Charts for Senior Leadership Team, Curriculum Delivery, Corporate Teams and Communication Structure Diagram.	Paper or electronic copy	n/a	Assistant Principal – Finance & Planning
Lists of and information relating to organisations the College works with in partnership with and any companies wholly owned by the College		Partner List; College Company Information	Paper or electronic copy	n/a	Principal's Office; Assistant Principal Finance & Planning
Information on the institutional context		This class should include information on The College Mission Statement and relevant sections of the College's 3 Strategy.	Paper or electronic copy	n/a	The Clerk
Student activities	Operation of activities of Student Union and other clubs, associations and non-academic activities organised for or by the Learners	General information in the Low Down and on e-campus; College Enrichment Programme (organised by Student Union); Students Union; Constitution; International student activities information.	Paper copy & student intranet	n/a	Vice Principal Learner Services & Quality

Class 2 – What we spend and how we spend it

This section covers information on the College's strategy and management of financial resources. The Finance and Resources Director oversees accounting, procurement and contracting services, helping to make best use of resources at the College whilst ensuring the College fulfils its satisfactory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible

Funding/income	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).	College Annual Report and Financial Statements	Paper copy	n/a	Assistant Principal – Finance & Planning
Budgetary and account information	Examples of the information available in this class includes documents which provide information relating to budgets and accounts, pensions, the basis of remuneration of senior staff as published in annual accounts and travel and subsistence policies. Annual statement of accounts, including revenue budgets and budgets for capital expenditure to be included.	College Annual Report and Financial Statements; Business procedures; Employer Liability Insurance Certificate; Travel and Subsistence Policy; Senior Postholders Salary Guidelines; Pensions leaflets.	Paper or electronic copy	n/a	Assistant Principal – Finance & Planning
Financial Audit Reports		College Annual Report and Financial Statements. Financial, Audit and Accounting arrangements for institutions of Further Education	Paper copy Paper copy or SFA website	n/a n/a	Assistant Principal – Finance & Planning
Capital Programme	Information on major plans for capital expenditure including any public, private, partnership contracts.		Paper or electronic copy	n/a	Principal
Financial regulations and procedures		Financial regulations; Financial procedures and resources policy – Finance	Paper copy	n/a	Assistant Principal – Finance & Planning
Staff pay and grading structures			Paper or electronic copy	n/a	Assistant Principal – Finance & Planning
Register of suppliers			Paper or electronic copy	n/a	Assistant Principal – Finance & Planning

Procurement and tender procedures and reports	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.	Financial procedures; IT Procurement procedures.	Paper or electronic copy	n/a	Assistant Principal – Finance & Planning
Contracts			Paper copy	n/a	Principal's office
Resource Planning	This class includes information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.	Documents available on request are Financial regulations; Business procedures; Procurement policy; Annual accounts; Annual budget (as appears in the final accounts); Planning and budgeting procedures.	Paper copy	n/a	Assistant Principal – Finance & Planning

Class 3 – Our Policies and Procedures

This section covers information on the College's strategy and management of Human Resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures and current terms and conditions of service.

<u>Class 3 – Our Policies and Procedures</u>					
Current written protocols, policies and procedures for delivering our services and responsibilities.					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Policies and procedures for conducting College business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Includes requests for information.	Instrument and Articles of Government, Standing Orders for the Corporation and its Committees, The College Foundation Code of Governance, Code of Conduct for Corporation Members, Assess to Corporation Information, Appointment, Reappointment, Induction and Training procedure, Terms of References, College Whistle Blowing Policy.	Paper copy / College website	n/a	The Clerk

Procedures and policies relating to academic and student services	Student applications, admission, enrolment, policies and procedures.	Enrolment instructions for full-time courses, part-time courses and for international students; Full-time application processes for mainstream, international and progressing internal students; Part-time enrolment procedures for mainstream courses requiring prior interview, staff, applications for adult basic education courses and for students with severe learning difficulties or disabilities; Admissions Service Level Statement; Admissions of under 16 year olds – procedures for both full-time and part-time courses; Annual fee policy and fee policy summary.	Paper copy from Enrolment Centre Paper copy Paper copy Paper copy Paper copy Paper copy	n/a n/a n/a n/a n/a n/a	Vice Principal Curriculum
	Policies and procedures relating to changing course; Regulations and policy on student assessment; Appeal procedures; Policy on breach of assessment regulations.	Student tutorial handbooks; A Level Academic Performance procedure; Examination regulations from Awarding Bodies; Appeal procedures from Awarding Bodies.	Paper copies Paper copies or from awarding body website	n/a n/a	Vice Principal Curriculum
	Management of the student records system; the assessment of external qualifications.	Internal and external verification procedures; Teaching and learning policy and associated appendices (includes policy on plagiarism)	Paper copy Paper or electronic copy	n/a n/a	Vice Principal Learner Services & Quality
	Learner Support Services	Learner Charter; Equality and Diversity Policy including Public Sector duties report and Plan; Learner Services Policy; Policy and procedure on additional support; Guidance and careers education procedure and careers leaflets; Counselling procedure; Student transfer procedure;	Paper or electronic copy + College website	n/a	Vice Principal Learner Services & Quality
			Paper copy, College website & Staff Intranet Paper copy / Staff Intranet Paper copy / Staff Intranet Paper copy / Staff Intranet Paper copy / Staff Intranet Paper copy	n/a n/a n/a n/a n/a n/a	

	Learner Welfare	Work experience placements procedure. Child Protection Policy and Procedure; Counselling procedure; Drugs/Alcohol procedure; Harassment and Bullying (students and staff) procedure; Learner enrichment programme; Accommodation procedure and information; Government Grant policies and procedures; Looked After Children Policy; Single Parent Policy; A Guide to Health & Safety for students; Health & Safety for learners on Work Placement procedure.	Paper copy Paper copy, College website & Staff Intranet	n/a n/a	
	Code of Student Discipline, internal student complaints and appeals.	Disciplinary and At Risk Codes; Bullying (including harassment); Drugs/Alcohol procedure.	Paper copy, College website & Staff Intranet	n/a	Vice Principal Learner Services & Quality
Procedures and Policies relating to Human Resources	Full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).	Human Resources policy; Staff Handbook; List of collective agreements with Trade Unions; Probationary policy and procedure; Recruitment policy, procedure & guidelines; Generic terms & conditions of employment; Staff Liaison Group Constitution; Appraisal policy and procedure; Staff training and development policy; Grievance policy and procedure; Disciplinary procedure; Harassment and Bullying policy; Absence procedure; Maternity pay and leave Policy; Paternity pay and leave policy; Adoption pay and leave policy; Family leave policy; Flexible working rights policy; Smoking policy; Alcohol and Drug policy; HIV & Aids policy; Capability policy; Redundancy procedure; Whistleblowing policy; Racial Equality policy.	Paper or electronic copy	n/a	Assistant Principal – HRM & Estates

Procedures and Policies relating to recruitment	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.	Recruitment and section procedure; Recruitment pack – terms and conditions by contract type; Pay scale sheets. Details of current vacancies.	Paper or electronic copy College website	n/a	Assistant Principal – HRM & Estates
Code of Conduct for members of governing bodies	Policies, statements and procedures and guidelines relating to equal opportunities.	Code of Conduct for Corporation Members.	Paper copy & College website	n/a	The Clerk
Equality & Diversity		Equality and Diversity policy including Public Sector Duty Report and Plan	Paper or electronic copy & College website	n/a	Vice Principal Learner Services & Quality
Health & Safety		Health & Safety policy; Health & Safety committee constitution procedure; Guide to Health & Safety for Staff; Risk Assessment procedure; Fire procedures; First Aid procedure; Health & Safety legal frameworks.	Paper or electronic copy www.hse.gov.uk	n/a	Principal
Estate management	Includes disposals policy, estates strategy and plan, facilities management policies, grounds, and building maintenance.	Property strategy: Development plan; Estates policy; Financial regulations and procedures for tendering; Environment and disposal policies: Environmental management plan; Minibus procedure; Planned maintenance programme: College Annual Report; Campus development (WISE) – WISE consultation document for residents; General information on the buildings, layout and construction progress; Main Site map	Paper copies Paper copy available from Reception	n/a	Principal

Complaints – policies and procedures	Complaints procedures will include those covering requests for information and operating the publication scheme.	Complaints policies and procedures; Complaints against the Corporation (in Corporation standing orders)	Paper or electronic copy College website	n/a	Vice Principal
Information systems, records management and personal data policies	Includes information security policies, records retention and archive policies and data protection (including data sharing) policies.	Data Protection policy; Data management policy; Information Technology (security and use) policy; Code of practice for users covering data protection procedures; Procedure for investigating allegations of child pornography on computers; Computer equipment disposal procedure; RIP procedure.	Paper or electronic copy	n/a	Assistant Principal HRM & Estates Director of MIS
Human Resources Strategy		A copy of the Human Resources Strategy for the College is available on request.	Electronic copy	n/a	Assistant Principal HRM & Estates Director of MIS
Staff Development	This class provides information on staff development and training opportunities, including induction programmes, probation procedure and the appraisal process.	Documents available in this class are: Induction procedure; Probation procedure; Personal Contribution Review procedure; Staff Development policy; Staff Development Annual Training Plan.	Paper or electronic copy	n/a	Assistant Principal HRM & Estates Director of MIS

Class 4 – Student Administration and Support

This section contains information on how the College manages the administration and progression of students from admission to course completion. Information available within this section does not include specific student personal details, by virtue of being personal information.

<u>Class 4 – Student Administration and Support</u>					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible

Information on student admission, progression and completion	Includes information available upon request for the previous and current year as at the last census date	Student qualifications on entry; The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to SFA; Student progression, retention and completion data; Data on qualifications awarded to students	Paper or electronic copy	n/a	Vice Principal Curriculum
Student accommodation				n/a	Vice Principal Learner Services & Quality
Student administration	Includes information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system.	Admissions Policy; Enrolment procedures as they apply to the current academic year; Data Protection Policy.	Paper copy	n/a	Vice Principal Curriculum
Student admission and enrolment	Includes information relating to the admission/enrolment of new students and division of responsibilities between the Enquiries and Admissions Officers and Curriculum Area Administrators.	Admissions and Enrolment Procedure; Admissions and Enquiries Officer Job Description; Curriculum Area Administrators Job Description.	Electronic copy	n/a	Vice Principal Curriculum
Student Discipline	Includes information relating to the conduct of disciplinary proceedings against students.	The Student Discipline Procedure; Student Complaints Procedure; Academic Appeals Procedure.	Paper copy	n/a	Vice Principal Curriculum
Student Learning Support Services	Includes where information on student support services from an academic and learning perspective, can be obtained. Information relating to student support including services available for students with special needs can be obtained via the students handbook or in the list provided.	Financial Support for Students; Tutorials; Disability Statement; Parents Handbook	Paper copy	n/a	Vice Principal Learner and Staff Services

Student liaison	Includes information relating to the structure and functioning of staff / student consultative committees.	Terms of reference of Student Services Sub-committee of the Academic Board; Minutes of previous Student Services Sub-committee of the Academic Board	Paper copy	n/a	Vice Principal Learner and Staff Services
Student policies		College Charter; Disability Statement; Curriculum Policy; Health & Safety Statement; Fees and Charges Policy	Paper copy	n/a	Assistant Principal – Finance & Planning Assistant Principal HRM & Estates
Student welfare	All information can be obtained in the Student Handbook	Welfare/advice services; Health services; Careers services; Sports and recreational facilities; Finance	Paper copy	n/a	Vice Principal Learner Services & Quality
Student Associations & Activities	Includes information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic activities that are organised for or by the students	Students' Union Constitution, Code of Practice, List of Officers and any other related documents	Paper copy	n/a	Vice Principal Learner Services & Quality

Class 5 – Information Services

This section covers those departments within the College that provides access to information to the student body and both academic and administrative staff. These include Learning Centre, IT Services and Management Information Services (MIS).

Class 5 – Information Services					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible

	Availability and conditions of use of facilities. Details about who can access systems and services and the facilities that they can use.	Current opening hours of learning centre and IT helpdesks; Learning Centre Charter; Library Guides which document who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access); The current rules and conditions of us relating to smoking/drinking/eating, copyright, and data protection as specified in the following documentation: Guidance to staff on the use of email, Internet and telephone; PC Code of Conduct for Students; Contract of Employment; Data Protection Policy; Application and Enrolment Forms. Access to/use of Archives are available on request. The Learning Centre holds prospectus dating back to 1893. Exams, MIS and IT Services hold data for up to 2 years. HR, Finance and Payroll hold records for up to 6 years.	Paper or electronic copy	n/a with the exception of access to Archive. A £25 charge will be levied for each visit or information request	Vice Principal Learner Services & Quality
Mission statements and related documents	Includes information regarding the aims of the departments in the context of their place in the organisation	College Mission Statement; Departmental Business Plans; Departmental Strategic Plans; Departmental Service Level Agreements	Electronic copy	n/a	The Clerk; Vice Principal Curriculum
Policies with regard to data and information		Security procedures relating to how the data is protected. The provision of this information may be withheld if this could risk a crime being committed, under the Computer misuse Act; Data Protection Policy; Email, Internet and telephone guidelines	Electronic copy	n/a	Vice Principal Learner Services & Quality

Procurement and disposal policies		Procurement process; Disposal Procedures	Electronic copy	n/a	Assistant Principal – Finance & Planning
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Class 6 – Teaching and Learning

This section contains information regarding the management of teaching and learning with the College including mechanisms for reviewing and ensuring the quality of teaching provided.

Class 6 – Teaching and Learning					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Academic Year dates	Includes information on the dates for the current academic year as well as future academic years (as far as is known) and as published in the College Prospectus		Paper or electronic copy	n/a	Vice Principal Curriculum
Further course information	Includes information relating to courses and qualifications	Term dates of current academic year as specified in the prospectus; Structure of courses as outlined in course leaflets; Qualification gained as outlined in College prospectus; Work experience requirements as outlined in course leaflets	Paper copy	n/a	Vice Principal Curriculum
Information on internal procedures for assuring academic quality and standards	Includes information on the College's internal procedures for assuring academic quality and standards	Information on programme approval, monitoring and review; Programme specifications; Terms of reference for the Academic Planning and Policy Sub-committee; Course Review Process; External Verification and Moderation Reports.	Paper copy	n/a	Vice Principal Curriculum

		<p>Information on assessment procedures and outcomes is documented in the Internal Verification Handbook and Internal Verification Policy.</p> <p>Information on the past academic year regarding student satisfaction with their college experience is available via the student survey which covers the view of students on: Arrangements for academic and tutorial guidance, support and supervision; Library Services and IT support; Suitability of accommodation, equipment and facilities for teaching and learning; Perceptions of the quality of teaching and the range of teaching and learning methods; Assessment arrangements; Quality of pastoral support.</p> <p>Information and evidence available to teams undertaking internal reviews of quality and standards in the College include: The Teaching and Observation Summary Report; The Chief Inspectors Report on Teaching and Learning Performance; FENTO Standards.</p>			
Staffing structure of curriculum teams / departments	Includes information about staff roles within curriculum areas and departments	Departmental organisational charts with job titles of academic staff and support staff; Contact details for each curriculum area / department; Current job descriptions for Curriculum Managers, Programme Area Managers and Lecturers	Electronic copy	n/a	Assistant Principal – Finance & Planning
Student Assessment Strategy		Examination periods for the current academic year; Examination regulations;	Paper copy	n/a	Director of MIS

		Academic Appeal procedures; List of all external examination bodies.			
Tuition fees	Includes information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay.	The Fee and Charges Policy	Electronic copy	n/a	Vice Principal Curriculum

Class 7 – Strategies, Plans, Performance Indicators, Audits, Inspections and Reviews

<u>Class 7 – Strategies, Plans, Performance Indicators, Audits, Inspections and Reviews</u>					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Annual Report		College Annual Report	Paper Copy	n/a	Principal's office
Corporate Business Plan		Strategic Plan	Paper or electronic copy	n/a	Principal's office
Teaching and Learning Strategy		Learning and Teaching Policy; College Annual Report; Annual Report of Members of the Corporation.	Paper or electronic copy Paper copy	n/a	Vice Principal Learner Services & Quality
Academic Quality and Standards		Quality policy and other associated procedures; Quality Assurance policy; Quality Assurance procedures; Curriculum and Quality Guide; Self Assessment Report	Paper or electronic copy	n/a	Vice Principal Learner Services & Quality
External Review Information	Includes information such as the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.	HE Assessment submission statement; HE Assessment Statement; Teaching and Learning policy (and associated appendices); Assessment Boards – vocational courses – procedure; Quality policies and associated	Paper or electronic copy	n/a	Vice Principal Learner Services & Quality

		procedures; Inspection reports; SFA issued national benchmarks for performance at varying levels; National learner satisfaction surveys.	www.ofsted.gov.uk		
Corporate Relations	Information relating to the College's links with employers and the development of learning programmes			n/a	Vice Principal Curriculum
Government and regulatory reports	Such as accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies	Funding Returns (ILRs) summarised by them in published statistics; College Annual Report and Financial Statements; Latest College Inspection report at OFSTED; South Gloucestershire Area Inspection Report (16-18 provision only)	http://skillsfundingagency.bis.gov.uk Paper copy www.ofsted.gov.uk http://www.southglos.gov.uk/	n/a	Principal's office

Class 8 – Decision Making and Records

Class 8 – Decision Making and Records					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Minutes from governing body, council, academic boards and steering groups		Calendar of Corporation and Committee meetings; Corporation Business Plan; Non-confidential Agendas & Minutes	Paper copy or website	n/a	The Clerk
Minutes of staff / student consultation meetings		Student Council minutes; Voice of the Learner; Staff Committee	Paper or electronic copy	n/a	Vice Principal Learner Services & Quality

Appointment committees and procedures		Instrument and Articles of Government, Standing Orders for the Corporation and its Committees, Appointment, Reappointment, Induction and Training procedure, Terms of References.	Paper or electronic copy & website	n/a	The Clerk
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Class 9 – Lists and Registers

Class 9 – Lists and Registers					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Asset Registers		Asset register	Paper or electronic copy	n/a	Vice Principal Learner Services & Quality
Disclosure Logs		Fraud, Hospitality and Gift Books	Paper copy	n/a	Principal's office

Class 10 – Services We Offer

Class 10 – Services We Offer					
Information about the services we offer, including leaflets, guidance and newsletters					
Information	Description	Documents	Obtaining information	Cost	Staff Responsible
Examples of information that can be covered are as described in description column	Prospectus and course content; Health advice; Careers advice; Chaplaincy services; Services for which the College is entitled to recover a fee together with those fees; Sports and recreational facilities;	Full-time and part-time course prospectuses; The Lowdown (Learner Handbook); Course handbooks; Individual full-time long course leaflets, special course guides for: A Level Centre, SWADA, Bristol School of Art, Forensic	Paper copy from Enrolment Centre and website; Paper copies – special formats as required	n/a	Vice Principal Curriculum; Assistant Principal HRM & Estates

	Museums, libraries, special collections and archives.	Science, BAOS, Animal Care, Floristry and Veterinary Nursing; Open day leaflets; Filton College News; Latest Press Releases; Induction handbook; Chaplaincy procedure; A guide to Health & Safety for Students; Learner Services leaflets on grants, loans and other assistance			
Conference Facilities			Paper or electronic copy	n/a	Vice Principal Curriculum
Advice and Guidance, Local Campaigns & Media Releases					Vice Principal Curriculum

Information Commissioner's Office website - <http://www.ico.org.uk/>