

Procedures for implementing the College's Publication Scheme – Freedom of Information Act 2000

Background

- In order to comply with the Freedom of Information 2000 Act the College needs to publish details of its Publication Scheme via the Learning Resources Centre and through the College website.
- The College must release, within 20 working days of a request for information, any document or email requested, unless this is deemed to be of a commercially sensitive nature, or contains details of a personal nature, or would contravene the Data Protection Act.
- The College can charge for postage and administration costs but these should be kept to a minimum. Once the College has requested payment of a fee the 20 day publication requirement is suspended until the fee is paid.
- The College can reject requests for information which are felt to be vexatious (eg repeated or multiple requests for sets of documents which do not have an obvious connection) or for where the administration costs are in excess of £450, or 'mosaic' requests for individual items of information under the £450 limit. Personal references, disciplinary and appraisal records, future publications (eg unapproved minutes) should not be released to third parties unless the context is a dispute over grievances, whistleblowing, dismissal etc. The College also has to be mindful of health and safety issues – eg possible distress caused to named individuals if documents or emails released. It is possible to edit some documents before release by deleting names of people concerned (redaction) to protect individuals.

Procedure

- The College website will include the Publication Scheme and this will advise the public to write or email the Principal's Secretary to request release of information under the Freedom of Information Act.
- Each request will be logged and the appropriate manager immediately informed. Wherever possible an electronic copy of the document(s) requested will be sent to the inquirer. If a hard copy is required an invoice will be logged and despatched, with the 20 days publication clock suspended at this point. On receipt of the appropriate fee the document will be posted out. If the fee is not received within 3 months then the request will be deemed to have lapsed.
- As patterns of request become apparent, relevant sets of documents will be posted on the College website so that the public can access documents directly.

December 2008

PUBLICATION SCHEME

INTRODUCTION

1. Legal requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for further education

South East Derbyshire College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

This model is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

Guidelines for a model publication scheme are available at:

[HTTP://WWW.ICO.GOV.UK/HOME/WHAT_WE_COVER/FREEDOM_OF_INFORMATION/PUBLICATION_SCHEMES.ASPX](http://www.ico.gov.uk/home/what_we_cover/freedom_of_information/publication_schemes.aspx)

4. Who we are

South East Derbyshire College is a general further education college serving the Erewash and Amber Valley area by providing education and training to students aged 14 plus. The College is a charity registered by statute.

5. Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme.

Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact the Principal's Executive PA at the address below.

Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. How much does the information cost in a hard copy?

The College will email free of charge copies of documents starred in the Publication Scheme as available in electronic format.

The College's prospectuses are available free of charge, as are packs issued to people responding to notices of job vacancies, as also are Student Handbooks to enrolled students.

If you ask us for a hard copy of information from our website, or for other documents, we will make a charge of 10p per page, with a minimum charge of £5, to cover the cost of producing and sending the information. The College may waive the charge in certain circumstances, eg if you are unable to access the information from the website due to disability. If you need information in other languages or formats we will endeavour to assist you as far as is reasonable. Please contact the Principal's Executive PA at the address below.

7. What about information not covered by the publication scheme?

From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

8. Copyright

All College publications are subject to the general law of copyright. Generally speaking, up to ten copies of material may be reproduced for personal or research use without formal permission or charge. Reproduction for sale or other commercial purposes is not permitted.

9. Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

Principal's Executive PA
South East Derbyshire College
Field Road
Ilkeston
Derbyshire
DE7 5RS

Email: foi@sedc.ac.uk

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

10. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

<http://www.ico.gov.uk/>

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone – 08456 30 60 60 01625 545 745 Fax: 01625 524 510

Email: mail@ico.gsi.gov.uk

11. Courses and students

Information about South East Derbyshire College courses, calendars, open days and application procedures can be found in the relevant prospectus or via the College website at www.sedc.ac.uk

The College's Student Charter, Disability and Equal Opportunities Policy can also be obtained via the website.

Freedom of Information Act 2000

Model Publication Scheme (MPS) for Further Education (FE) in England, Wales and Northern Ireland

Main categories

These eight main groups (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

Some classes are 'Optional', that is the College 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. For further details see the Information Commissioners 'Explanatory Note', particularly sections 3.2 and 3.3.

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 – personal data and information, which affect the commercial operations of the College, are two examples.

The main groups of classes of information in the model publication scheme are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

* = available in electronic format – no charge applied for electronic transfers

1. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. 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 institution or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Hard Copy fee	Staff
1.1	Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of some FE 'corporations' will be conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The actual legislation is often already publicly available, for example on the HMSO web site (www.legislation.hmso.gov.uk/acts.htm) and need not be duplicated.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p>	<p>Refer to HMSO</p> <p>Instrument and Articles of Government</p>	<p>£5</p>	<p>Clerk</p>

1.2	How the institution is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Organisational structure charts • Description of work/responsibilities of units 	Organisation charts*	£5	HRM
1.3	Information on the institutional context	<p>This class contains information on:</p> <ul style="list-style-type: none"> • The College's mission statement • Relevant sections of the College's Strategic Plan • Statement of the College's quality assurance policies and procedures • The College's learning and teaching strategy and periodic reviews of progress 	<p>Mission statement* £5</p> <p>Strategic Plan* £5</p> <p>QA Manual £20</p> <p>Lesson Observation policy* £5</p>	<p>P</p> <p>P</p> <p>DP</p> <p>DP</p>	
1.4	Management structure	<p>This class contains information relating to how the College's management structure is organised and the function and purpose of each part of the management structure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Description of Statutory Bodies (eg Governing Body, Corporation) • Codes of Conduct for members of governing bodies • Description of the sub-structures and 	List of Corporation members* Code of Conduct*	£5	Clerk

		committees supporting them <ul style="list-style-type: none"> • Objectives on which the structure is based • Terms of reference, membership and mode of operation of all boards and committees in the formal structure • Code of practice for college elections and committee procedures • Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc • Appointment committees and procedures 	Terms of reference for sub committees, Academic Board* As above	£5 £15 £5 per set of minutes	Clerk Clerk Clerk
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2. Financial Resources

Introduction

This section covers information on the College's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee	Staff
2.1	Finance	<p>Examples of the type of information in this class include policies and procedures relating to:</p> <ul style="list-style-type: none"> • Budgets and accounts • Contracting • Goods and services • Insurance • Pensions • Remuneration of senior staff as published in annual accounts • Travel and subsistence 	<p>Annual accounts*</p> <p>Insurance documents</p> <p>Staff handbook*</p>	<p>£5</p> <p>£5</p> <p>£10</p>	DCR
2.2	Resource planning	<p>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. Examples of the type of information include:</p> <ul style="list-style-type: none"> • Financial regulations, including procurement policy 	<p>Financial Handbook (abridged)</p> <p>Annual accounts*</p>	<p>£5</p> <p>£5</p>	DCR

		<ul style="list-style-type: none"> • Annual accounts • Annual budget (as appears in the final accounts) • Planning and budgeting procedures • Corporate plan/Mission statement • Annual report 	Corporation papers*	£5	
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3. Human Resources

Introduction

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 (including terms and conditions of service including all current versions of the information specified in each class).

	Class	Description	Manner	Fee	Staff
3.1	Employment and employee relations	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Generic terms and conditions of employment • Salary grades • Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached • Grievance procedures and policies • Disciplinary procedures and policies • Harassment and bullying policy • Health and safety policy and procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Job vacancies • Any other policies relating to staff not included elsewhere in the PS 	<p>Staff handbook Individual policies*: Discipline, Grievance, Health and Safety, Redundancy, Salary grades and contracts*</p>	<p>£10 £5 per policy/ document</p>	HRM

3.2	Equal opportunities /Diversity	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability • Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000 	Equality, Diversity and Race Relations Policy*	£5	HRM
3.3	Human resources strategy (Optional)	Not adopted			
3.4	Staff development	<p>This class should include information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Induction – details of areas covered and procedures • Policies and procedures relating to probation • Policies and procedures pertaining to appraisal • Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People 	<p>Training needs and Plan*</p> <p>Staff appraisal procedures*</p>	<p>£5</p> <p>£5</p>	HRM

4. Physical Resources

Introduction

Classes in this section cover information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.¹

	Class	Description	Manner	Fee	Staff
4.1	Estates	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Estates strategy and plan • Tendering policies • Catering policies • Cleaning policies • Grounds maintenance and upkeep • Building maintenance and upkeep • Recycling policies • Disposal policies • Map of main site • Address of main site and any other locations 	Site map and plan*	<p>£5 per document</p> <p>£5</p>	DCR

¹ The types of information and documents listed in the classes are examples only and not mandatory, eg 'Cleaning policies'. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

5. Student Administration and Support

Introduction

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

	Class	Description	Manner	Fee	Staff
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> • Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC • Student progression, retention and completion data • Data on qualifications awarded to students • Data on student progression 	Basic postcode, ethnicity and disability percentages, summary statistics for retention and achievement by level and age* DCSF Performance Tables Progression survey*	£5 per item	DP
5.2	Student accommodation	Not applicable			
5.3	Student administration	<ul style="list-style-type: none"> • Registry student records policies and procedures documents 	Archiving and storage	£5	DP

		<ul style="list-style-type: none"> Registry security and data protection policy and procedure documents 	guidelines* Data Protection Audit	£5	MIS
5.4	Student admission and enrolment	<p>This class includes information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications</p> <ul style="list-style-type: none"> Admissions and enrolment policies and procedures documents 	Student Charter* Enrolment procedures* Prospectuses	£5	SSM
			Admissions policy*	£5	SSM
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Code of student discipline and other policy and procedure documents Internal student complaint and appeals procedures 	Disciplinary Code Complaints Procedure	£5	SSM
				£5	QIM
5.6	Student learning support services	<p>This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information Services.</p> <ul style="list-style-type: none"> Learning development and support Personal development advice Services for students with special needs 	Learning Support and Disability	£5	SSM

			Statements Student handbooks	£5 per handbook	SSM
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <ul style="list-style-type: none"> • Terms of reference of staff/student liaison committee(s) • Minutes of previous staff/student liaison committee(s) meetings 	<p>Focus group meeting notes*</p> <p>Student Union constitution</p>	<p>£5 per extract</p> <p>£5</p>	SSM
5.8	Student policies	<p>This class should include a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> • Policies relating to students not included elsewhere in the PS • Reference to student policies included elsewhere in the PS 	Staff information file	£10	SSM
5.9	Student welfare	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Housing 	Student Handbook (generic section)*	£5	DCR

		<ul style="list-style-type: none"> Finance 			
5.1 0	Student Associations and Activities	<p>This class should contain 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. Examples of information include:</p> <ul style="list-style-type: none"> Students' Union Constitution, Code of Practice, List of Officers and any other related documents 	<p>SU constitution* List of Officers*</p>	<p>£5 £5</p>	SSM

6. Information Services

Introduction

This section covers those functions within the College that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Manner	Fee	Staff
6.1	Availability and conditions of use of facilities	<p>Information in these classes provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (eg breach of copyright, email spamming of an external site) are appropriately dealt with.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems • Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access) • The general rules and conditions of use (eg no smoking/drinking/eating, the existence of 	Data Protection Audit IT Code of Conduct* LRC	£5	DCR

		<p>policies with regard to law such as copyright, computing code of practice, data protection). For other student policies, see reference to other relevant student policies in PS</p> <ul style="list-style-type: none"> • Some of the information may be covered in the student registration details or staff conditions of employment, but it will be necessary to advise how other categories are accepted as users, eg temporary staff, short course or conference use, 'taster sessions' etc • There should be a pointer to other codes of conduct or rules external to the institution which may apply to the user (eg JANET acceptable use rules, Athens registration rules) • Access to/use of Archives, including how far back in time information exists and if so to what extent it is available • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here 	<p>Resources – a Guide for Staff*</p> <p>Archiving and storage guidelines*</p>	£5	DCR
6.2	Mission statements and related documents	This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements.	Mission statement*	£5	P
6.3	Policies with regard to data and information	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of			

		<p>unauthorised access or disclosure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Security policies (ie how the data is protected). It could be argued that provision of information on this could risk a crime being committed, so it might be exempt or certain parts would not be published. (This is only really an issue where the security policy is explicit enough to include detailed description of implementation. Clearly disclosure of this sort of information could potentially lead to a crime under the Computer Misuse Act) • Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics) • Data protection statements/policies • Policies on CCTV monitoring, RIPA etc 	Data Protection Audit*	£5	DCR
			Archiving and storage guidelines*	£5	DCR
6.4	Procurement and disposal policies	<p>Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies relating to the procurement and 	Financial Handbook (abridged)	£5	DCR

		disposal of equipment <ul style="list-style-type: none"> • Collection management/preservation strategy (including policy on disposal of stock) 			
6.5	Scope of collections held	Examples of the type of information in this class include: <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues 	N/A		

7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided. (Institutions may be required to make available much of the information included within this section as part of the recommendations of the *Information on quality and standards in higher education* ('Cooke Report') see above.)

	Class	Description	Manner	Fee	
7.1	Academic year dates	This class should include information on the dates for the current academic year as well as future academic years (as far as is known).	Annual calendar*	£5	DP
7.2	Further course information	This class should include information relating to particular schools and departments, also information relating to programmes and qualifications. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Term dates • Structure of courses • Qualification gained • Changing courses • Work experience 	Brochures Course handbooks*	£5	SSM DP
7.3	Information on internal procedures for assuring academic quality	This class should include information about the institution's internal quality audit programmes and annual review. It should also include information on the FE college's internal procedures for assuring			

	and standards	<p>academic quality and standards. Examples of the type of information in this class include:</p> <p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> • Programme specifications • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies <p>b) Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> • Assessment strategies, processes and procedures • The range and nature of student work <p>c) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> • 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 	<p>Course approval minutes*</p> <p>Quality manual EV reports</p> <p>Schemes of Work*</p> <p>Student survey report* Focus group minutes*</p>	<p>£5 per minute</p> <p>£20</p> <p>£5 per report</p> <p>£5</p> <p>£5 per report</p> <p>£5</p>	<p>DP</p> <p>DP</p> <p>QIM</p> <p>QIM</p> <p>QIM</p> <p>SSM</p>
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		<ul style="list-style-type: none"> Quality of pastoral support <p>d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:</p> <ul style="list-style-type: none"> The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time The range of teaching methods used The availability and use of specialist equipment and other resources and materials to support teaching and learning 	<p>Annual Lesson Observation Report*</p> <p>Self Assessment Report*</p>	<p>£5</p> <p>£10</p>	<p>QIM</p> <p>DP</p>
7.4	Staffing structure of schools/ departments	<p>This class should include information about staff roles within schools and departments, together with organisational charts. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Job titles of academic staff and support staff Contact details for each school/department 	<p>Organisation charts*</p>	<p>£5 per chart</p>	<p>HRM</p>
7.5	Student assessment strategy	<p>This class should include information on the regulations and/or policy governing student assessment. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Examination periods Examination regulations Appeal procedures 	<p>Examination calendars*</p> <p>IV policy*</p>	<p>£5 per calendar</p> <p>£5</p>	<p>Exams Officer</p> <p>DP</p>

		<ul style="list-style-type: none"> • Policy on plagiarism • External examination bodies 			
7.6	Tuition fees	<p>This class should include 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. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Information for home/EU students • Information for international students • Information on other charges 	Prospectuses		DCR

8. External Relations

Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

	Class	Description	Manner	Fee	Staff
8.1	Community liaison (Optional)	This class should contain information about the institution's relationship with their local community. The information included within this class represents the institution's approach to maintaining and fostering that relationship. An example of the type of information in this class is: <ul style="list-style-type: none">• Policies relating to the institution's community relations	Strategic Plan*	£5	DP
8.2	Fundraising (Optional)	Information included within this class relates to the activities undertaken by the institution to raise additional revenue to that provided by its main funding bodies. An example of the type of information in this class is: <ul style="list-style-type: none">• Promotional material relating to institutional fundraising objectives including plans,	N/A		

		prospectus etc, where their release would not damage the commercial interests of the institution			
8.3	Government and Regulator relations	<p>This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc • OFSTED Inspections (for FE), Teaching Quality • Assessment and Research Assessment Exercise • Policies (see also Teaching and Learning) 	<p>SAR and Development Plan</p> <p>Refer to Ofsted website http://www.ofsted.gov.uk/</p>	£10	DP
8.4	Marketing and recruitment	<p>This class should include publications relating to student recruitment (UK and International), including the College prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Prospectus • Open days 	<p>Prospectus</p> <p>Open Day planning*</p>	£5	SSM

		<ul style="list-style-type: none"> • Entry requirements • Widening participation 			
8.5	Public relations	<p>This class should contain information that is created specifically by the institution to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students, but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student (ie contents of the 'welcome pack') 	<p>Brochures, marketing literature</p> <p>Press releases*</p> <p>Student and staff newsletters*</p>		SSM

Glossary

DCR	Director of Corporate Resources
HRM	Human Resources Manager
P	Principal
DP	Deputy Principal
SSM	Student Services Manager
QIM	Quality Improvement Manager