



PASTON COLLEGE

Freedom of Information Act 2000

Paston College Publication Scheme, based on Model PS for Further Education (FE) in England, Wales and Northern Ireland, 2004.

Main categories

This publication scheme consists of eight main groups (and the classes within them). They are in a logical order and no one single section has a higher status than another. The types of information and documents listed within the classes are examples only, to indicate the type of information that is to be made available.

The PS 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 must be recognised that individual items of information or documents or parts thereof in a class may also be exempt and will be omitted, such as personal data and commercially sensitive information.** The college will make clear what has been omitted and why.

The main groups of classes of information in the 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

The columns used in this Publication Scheme are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fit in this class	A brief description to aid understanding of what the type of information is	The media in which the information is to be provided	Whether there is a charge for any of the information within each class

The college does not guarantee to have retained and therefore be able to publish any document which has been superseded or replaced.

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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	Fee
1.1	Legal framework	<p>The College was incorporated under The Further and Higher Education Act 1992. The actual legislation is already publicly available on the HMSO web site (www.legislation.hmso.gov.uk/acts.htm)</p> <p>Specific details for this College are available from the College as part of the Governance Protocols</p>	Paper	Yes
1.2	How the institution is organised	<p>Details of how the College Governance is currently organised are published in 'Paston College the Organisation'. This document contains:</p> <ul style="list-style-type: none"> • Organisational structure charts • Description of work 'units' and their responsibilities 	Paper	Yes
1.3	Information on the institutional context	<p>Full Information on the following areas can be found in the Governance Protocols</p> <ul style="list-style-type: none"> • The corporation's objectives • Statement of the corporation's quality assurance policies and procedures • The corporation's learning and teaching strategy and periodic reviews of progress 	Paper	Yes

1.4	Management structure	<p>Information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure. Including:</p> <ul style="list-style-type: none"> • Description of Statutory Bodies • Codes of Conduct for members of governing bodies • Description of the sub-structures and committees supporting them. • 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 	Paper	Yes
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2. Financial Resources

Introduction

This section covers information on the institution'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 institution's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1	Finance	<p>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 	Paper	Yes
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 • Annual accounts • Annual budget (as appears in the final accounts) • Planning and budgeting procedures • Corporate plan/Mission statement • Annual report 	Paper	Yes

3. Human Resources

Introduction

This section covers information on the institution'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
3.1	Employment and employee relations	<p>Examples of the 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 • Job vacancies <p>Such policies and procedures are included in:</p> <ul style="list-style-type: none"> ⇒ The personnel handbook ⇒ Staff Handbook ⇒ College Organisation Document ⇒ Staff Development 	Paper	Yes
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 <p>Such policies and procedures are included in:</p> <ul style="list-style-type: none"> ⇒ Race Equality Policy ⇒ Disability Policy ⇒ Equal opportunities Policy 	Paper www	Yes No

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3.3	Human resources strategy (Optional Category)	<p>This class sets out the general aims of the institution, priority areas and plans for addressing them.</p> <p>The College currently does not have any documents published that fall under this heading</p>	n/a	
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 • Policies on upgrades and promotions <p>Such policies and procedures are included in the following documents:</p> <ul style="list-style-type: none"> ⇒ The personnel handbook ⇒ Staff Handbook ⇒ Staff Development ⇒ Appraisal Handbooks 	Paper	Yes

4. Physical Resources

Introduction

Classes in this section cover information at a strategic level relating to the institution'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.

	Class	Description	Manner	Fee
4.1	Estates	Examples of the type of information in this class include: <ul style="list-style-type: none">• Estates strategy and plan• Tendering policies• Buildings and Grounds maintenance and upkeep• Recycling and Disposal policies• Address of main site and any other locations• Map of main site The college also operates at a number of outreach centres – details of these can be found in the adult course guide. These sites are not owned by the college or corporation but are hired on an 'as required basis'	Paper www	Yes No

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
5.1	Information on student admission, progression and completion	<p>This class includes information recommended to be made available by the Cooke report under this heading (as above)¹:</p> <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 (<i>fee waived</i>) • Data on employment/training outcomes for graduates/students <p>As the Cooke report only relates to HE Colleges and Universities, Paston College is not obliged to publish this information</p>	Paper	Yes
5.2	Student accommodation	<p>This class should include information relating to:</p> <ul style="list-style-type: none"> • Accommodation services <p>At present the college does not have any Student Accommodation.</p>	n/a	
5.3	Student administration	<p>This class 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 itself.</p> <p>Details of these policies are included in the College MIS policy.</p>	Paper	Yes

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¹ Where applicable for colleges who carry out HE work. *Information on quality and standards in higher education: Final report of the Task Group*, HEFCE 02/15 March Report, 2002 (Cooke report).

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, the creation of student records, the coordination of student funding. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> • Admissions and enrolment policies and procedures documents <p>Details available in the College prospectus</p>	Paper	Yes
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 <p>Details available in the Student Handbook / Diary</p>	Paper	Yes
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. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Learning development and support • Personal development advice • Services for students with special needs <p>Details are published on the 'Student Support at Paston' Leaflet</p>	Paper	Yes
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Terms of reference of staff/student liaison committee • Minutes of previous staff/student liaison committee(s) meetings 	Paper	Yes

5.8	Student policies	<p>This class includes 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 <p>See the Student Handbook</p>	Paper	Yes
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 – only trained first aiders • Careers services • Sports and recreational facilities • Housing – advice and guidance provided • Finance <p>See the Student Handbook for details of those services the College does offer</p>	Paper	Yes
5.10	Student Associations and Activities	<p>This class contains 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' Council Code of Practice, List of Officers and any other related documents <p>Information can be found in Leaflets relating to Student Council and Far East Theatre</p>	Paper	Yes

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6. Information Services

Introduction

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

Such functions may be managed separately from each other, or in various combinations. 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
6.1	Availability and conditions of use of facilities	<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 • The general rules and conditions of use • 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>Information of this type is published in:</p> <ul style="list-style-type: none"> ⇒ Student Handbook ⇒ Acceptable use policy of IT equipment 	Paper	Yes
6.2	Mission statements and related documents	<p>This class should include information regarding the aims of the departments in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements.</p> <p>See student handbook, and department policies and service level agreements.</p>	Paper	Yes

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6.3	Policies with regard to data and information	<p>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 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). Some provision of information on this could risk a crime being committed, in which case it will be exempt from publication. • Data retention and archive policies • Data protection statements/policies <p>Such information is contained in MIS procedures manual and its appendices</p>	Paper	Yes
6.4	Procurement and disposal policies	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment • Collection management/preservation strategy (including policy on disposal of stock) <p>Details of policies can be found in Finance policy.</p>	Paper	Yes
6.5	Scope of collections held	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues 	Paper	Yes

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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	Information on the dates for the current academic year as well as future academic years (as far as is known). This information is available from the College Calendar on the College Web Site	www	No
7.2	Further course information	This class should include information relating to particular 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 – available from 7.1 • Structure of courses) • Qualification gained) Available from course leaflets • Work experience) • Changing courses – information about this is available from the student handbook 	Paper and some www	No
7.3	Information on internal procedures for assuring academic quality and standards	This class includes information about the institution's internal quality audit programmes and annual review. It also includes information on internal procedures for assuring academic quality and standards. Examples of the type of information in this class include: <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>	Paper	Yes

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		<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 • Quality of pastoral support <p>d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to: The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time</p> <ul style="list-style-type: none"> • The range of teaching methods used • The availability and use of specialist equipment and other resources and materials to support teaching and learning • Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes • The use of external benchmarking and other comparators <p>Much of this category is considered commercially sensitive and will be excluded from publication except in very general form.</p>		<p>Deleted: arrangements</p> <p>Deleted: l</p> <p>Deleted: s</p> <p>Deleted: p</p> <p>Deleted: a</p> <p>Deleted: q</p> <p>Deleted: the</p> <p>Deleted: t</p> <p>Deleted: t</p> <p>Deleted: s</p> <p>Deleted: t</p>
7.4	Staffing structure of departments	<p>This class includes information about staff roles within 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 <p>Information, as published is available in 'Paston College – The Organisation'</p>	Paper	Yes
7.5	Student assessment strategy	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Appeal procedures • Information about External examination bodies with links to their policies and procedures. 	Paper	Yes

7.6	Tuition fees	<p>This class 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. 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 <p>Details of these fees are set each year by the F&GP committee.</p>	Paper	Yes
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8. External Relations

Introduction

This section covers information relating to the institution’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.

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
8.1	Community liaison (Optional)	<p>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:</p> <p>The college does not have any published procedures in this category.</p>	n/a	
8.2	Fundraising (Optional)	<p>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.</p> <p>Currently the College has no published procedures in this area</p>	n/a	
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. 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>OFSTED and other Inspectorate reports are in the public domain.</p> <p>Details of Funding returns, reports etc, are available from the Learning and Skills Council at www.lsc.gov.uk</p>	Paper	Yes

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8.4	Marketing and recruitment	<p>This class includes publications relating to student recruitment (UK and International), including the college prospectus. It also includes 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 • Entry requirements • Widening participation <p>Details of Open days and General Entry requirements are available within the College Prospectus. More detailed Entry Requirements are available from Course leaflets.</p>	Paper	Yes (some waived)
8.5	Public relations	<p>This class contains 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>The College maintains a 'collection' of press releases, available for inspection on site.</p> <p>Student Handbook, Course Guides and the Student Diary all contain information relevant for enrolled students.</p>	Paper	Yes (some waived)

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