

# STROUD COLLEGE OF FURTHER EDUCATION

## PUBLICATION SCHEME

### 1. Main categories

There are eight main groups (and the classes within them) that form the Model Publication Scheme (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. 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, **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 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

The columns used in this MPS are shown below:

<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
Examples of the type of information that fit in this class.	A brief description to aid the public in understanding what the type of information is.	The media in which the information is to be provided, i.e. paper or electronically (via the Internet or email).	Whether there is a charge for any of the information within each class.

### 1. Governance

#### Introduction

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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<p>The corporate status of Stroud College ‘corporation’ is 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 publicly available on the HMSO web site (<a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>)</p> <p>The College has a legal basis, which forms its legal status. This legal status has been obtained by Instruments and Articles of Government.</p>	Website or paper copy	No fees charged for information contained within this class
1.2	How the institution is organised	<p>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 of:</p> <ul style="list-style-type: none"> <li>• Organisational charts</li> <li>• Communication Structure Diagram</li> </ul>	Paper copy or electronic copy	No fees charged for information contained within this class
1.3	Information on the institutional context	<p>This class should include information on:</p> <ul style="list-style-type: none"> <li>• The College mission statement</li> <li>• Relevant sections of Stroud College’s 3 Year Development Plan</li> </ul>	Paper copy or electronic copy	No fees charged for information contained within this class

1.4	Management structure	<p>This class contains information relating to how the College’s Governance structure is organised and the function and purpose of each part of the Governance Structure.</p> <p>The information in this class includes:</p> <ul style="list-style-type: none"> <li>• Description of the Governing Body including the names of people who are members of the governing body.</li> <li>• Code of Conduct for members of governing bodies</li> <li>• Description of the sub-structures and committees including the Academic Board, Board of Governors Subcommittees.</li> <li>• Standing Orders’ that indicate the mode of operation of the committees, terms of reference, membership and mode of operation of the Board and Governor Subcommittees</li> <li>• Appointment process for Governors</li> </ul> <p>All the documents listed above are available in the Stroud College Governors Handbook a copy of which is held in the Learning Centre.</p> <p>Copies of all non-confidential Minutes and papers of Corporation meetings and Subcommittees are available on requests and are held in the Learning Centre.</p>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
-----	----------------------	--	--	---

## 2. Financial Resources

### Introduction

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 statutory responsibilities. Information that may damage the College's commercial interests will be excluded from publication.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
2.1	Finance	<p>Examples of the information available in this class includes the following documents which provide information relating to budgets and accounts, insurance, pensions, the basis of remuneration of senior staff as published in annual accounts and travel and subsistence policies</p> <ul style="list-style-type: none"> <li>• Business Procedures</li> <li>• Employer Liability Insurance Certificate</li> <li>• Travel and Subsistence Policy</li> <li>• Senior Postholders Salary Guidelines</li> <li>• TPS Pensions Leaflet</li> <li>• LGS Pensions Leaflet</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
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.</p> <p>Documents available upon request are:</p> <ul style="list-style-type: none"> <li>• Financial regulations</li> <li>• Business Procedures</li> <li>• Procurement policy</li> <li>• Annual accounts</li> <li>• Annual budget (as appears in the final accounts)</li> <li>• Planning and budgeting procedures</li> <li>• Three Year Development Plan</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class

		<ul style="list-style-type: none"> <li>• Mission statement</li> </ul>		
--	--	---	--	--

### 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 and current terms and conditions of service.

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<p>Examples of the type of information available in this class include:</p> <ul style="list-style-type: none"> <li>• Recruitment Policy, Procedure and Guidelines</li> <li>• Generic terms and conditions of employment</li> <li>• Salary Scales</li> <li>• Staff Liaison Group Constitution</li> <li>• Grievance Procedure</li> <li>• Disciplinary Procedure</li> <li>• Dignity at Work Policy</li> <li>• Health and Safety Policy</li> <li>• Job vacancies</li> <li>• Code of Conduct</li> <li>• Maternity Policy</li> <li>• Paternity Leave Policy</li> <li>• Smoking Policy</li> <li>• Alcohol and Drug Policy</li> <li>• HIV and Aids Policy</li> <li>• Capability policy</li> <li>• Redundancy Procedure</li> <li>• Time Off for Dependants Policy</li> <li>• Whistleblowing Policy</li> <li>• Racial Equality Policy</li> <li>• Flexible Working Policy</li> <li>• Equal Opportunities and Diversity Policy</li> </ul>	All information in this class will be provided in paper or electronic format	No fees charged for information contained within this class

3.2	Equal opportunities /Diversity	Examples of the type of information available in this class include: <ul style="list-style-type: none"> <li>• Equal Opportunities Policy and Race Relations Policy relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
3.3	Human resources strategy	A copy of the Human Resources Strategy for the College is available on request.	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
3.4	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 include: <ul style="list-style-type: none"> <li>• Induction Procedure</li> <li>• Probation Procedure</li> <li>• Personal Contribution Review (PCR) Procedure</li> <li>• Staff Development Policy</li> <li>• Staff Development Annual Training Plan</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class

#### 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 College's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<p>Examples of the information available upon request in this class include:</p> <ul style="list-style-type: none"> <li>• Accommodation plan detailing grounds maintenance and upkeep and building maintenance and upkeep</li> <li>• Tendering policy</li> <li>• Disposal policies</li> <li>• Map of main site</li> <li>• Address of main site and any other locations</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class

## 5. Student Administration and Support

### Introduction

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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on student admission, progression and completion	<p>This class includes the following information available upon request for the previous and current academic year as at the last census date:</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>• Student progression, retention and completion data</li> <li>• Data on qualifications awarded to students</li> </ul>	All information in this class will be provided by paper copy	A £25 fee will be charged for each item of information listed under the separate bullet points
5.2	Student accommodation	The college does not currently have any student accommodation	N/A	No fees charged for

				information contained within this class
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. The information available in this class includes:</p> <ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Enrolment Procedures as they apply to the current academic year</li> <li>• Data Protection Policy</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
5.4	Student admission and enrolment	<p>This class includes information relating to the admission/enrolment of new students and division of responsibilities between the Enquires and Admissions Officers and Curriculum Area Administrators Information available in this class includes:</p> <ul style="list-style-type: none"> <li>• Admissions and Enrolment Procedure</li> <li>• Admissions and Enquiries Officer Job Description</li> <li>• Curriculum Area Administrators Job Description</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students. Information in this class includes:</p> <ul style="list-style-type: none"> <li>• The Student Discipline Procedure</li> <li>• Student Complaints Procedures</li> <li>• Academic Appeals Procedure</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class

5.6	Student learning support services	<p>This class 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 following leaflets</p> <ul style="list-style-type: none"> <li>• Financial Support for Students</li> <li>• Tutorials</li> <li>• Disability Statement</li> <li>• Parents Handbook</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees. Information in this class includes:</p> <ul style="list-style-type: none"> <li>• Terms of reference of Student Services Subcommittee of the Academic Board</li> <li>• Minutes of previous Student Services Subcommittee of the Academic Board</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
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"> <li>• College Charter</li> <li>• Disability Statement</li> <li>• Curriculum Policy</li> <li>• Health and Safety Statement</li> <li>• Fees and Charges Policy</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
5.9	Student welfare	<p>Information relating to the following can be obtained in the Student Handbook:</p> <ul style="list-style-type: none"> <li>• Welfare/advice services</li> <li>• Health services</li> <li>• Careers services</li> <li>• Sports and recreational facilities</li> <li>• Finance</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class

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. Information available includes:</p> <ul style="list-style-type: none"> <li>Students' Union Constitution, Code of Practice, and a List of Officers and any other related documents</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
------	-------------------------------------	--	--	---

## 6. Information Services

### Introduction

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

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. Such departments 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>Information in this class provides details about who can access systems and services and the facilities that they can access.</p> <p>Information available upon request in this class includes:</p> <ul style="list-style-type: none"> <li>The current opening hours of learning centre and IT helpdesks</li> <li>Learning Centre Charter</li> <li>Library Guides which document who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access)</li> <li>The current rules and conditions of use relating to smoking/drinking/eating, copyright, and data protection) as specified in the following documentation</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class with the exception of access to Archives is requested where a £25 charge will be

		<ul style="list-style-type: none"> <li>• Guidance to Staff on the use of email, Internet and telephone</li> <li>• PC Code of Conduct for Students.</li> <li>• Contract of Employment</li> <li>• Data Protection Policy</li> <li>• Application and Enrolment Forms</li> </ul> <ul style="list-style-type: none"> <li>• 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. Personnel, Finance and Payroll hold records for up to 6 years.</li> </ul>		levied for each visit or information request
6.2	Mission statements and related documents	<p>This class includes information regarding the aims of the departments in the context of their place in the organisation:</p> <ul style="list-style-type: none"> <li>• College Mission Statement</li> <li>• Departmental Business Plans</li> <li>• Departmental Strategic Plans</li> <li>• Departmental Service Level Agreements</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
6.3	Policies with regard to data and information	<p>The type of information available upon request in this class includes:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Data Protection Policy</li> <li>• Email, Internet and Telephone Guidelines</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class

6.4	Procurement and disposal policies	Information available upon request in this class includes: <ul style="list-style-type: none"> <li>• Procurement Process</li> <li>• Disposal Procedures</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
6.5	Scope of collections held	The college currently has no collections <ul style="list-style-type: none"> <li>•</li> </ul>	N/A	No fees charged for information contained within this class

## 7. Teaching and Learning

### Introduction

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

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates	This class 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.	All information in this class will be provided by electronic or paper copy	No fees charged for information contained within this class

7.2	Further course information	<p>This class includes information relating to courses and qualifications including.</p> <ul style="list-style-type: none"> <li>• Term dates of current academic year as specified in the prospectus</li> <li>• Structure of courses as outlined in course leaflets</li> <li>• Qualification gained as outlined in college prospectus</li> <li>• Work experience requirements as outlined in course leaflets</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class
7.3	Information on internal procedures for assuring academic quality and standards	<p>This class includes information on the College's internal procedures for assuring academic quality and standards. Documents available include:</p> <p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> <li>• Programme specifications</li> <li>• Terms of reference for the Academic Planning and Policy Subcommittee</li> <li>• Course Review Process</li> <li>• External Verification and Moderation Reports</li> </ul> <p>b) Information on assessment procedures and outcomes is documented in the</p> <ul style="list-style-type: none"> <li>• Internal Verification Handbook</li> <li>• Internal Verification Policy</li> </ul> <p>c) Information on the past academic year regarding student satisfaction with their college experience is available via the student survey which covers the views of students on:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic and tutorial guidance, support and supervision</li> <li>• Library Services and IT support</li> <li>• Suitability of accommodation,</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class

		<p>equipment and facilities for teaching and learning</p> <ul style="list-style-type: none"> <li>• Perceptions of the quality of teaching and the range of teaching and learning methods</li> <li>• Assessment arrangements</li> <li>• Quality of pastoral support</li> </ul> <p>d) Information and evidence available to teams undertaking internal reviews of quality and standards in the College include:</p> <ul style="list-style-type: none"> <li>• The Teaching and Observation Summary Report</li> <li>• The Chief Inspectors Report on teaching and Learning Performance</li> <li>• FENTO Standards</li> </ul>		
7.4	Staffing structure of curriculum teams/ departments	<p>This class includes information about staff roles within curriculum areas and departments. Information available on request includes</p> <ul style="list-style-type: none"> <li>• Departmental organisational charts with job titles of academic staff and support staff</li> <li>• Contact details for each curriculum area/department</li> <li>• Current job descriptions for Curriculum Managers, Programme Area Managers and Lecturers</li> </ul>	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
7.5	Student assessment strategy	<p>The type of information available upon request in this class includes:</p> <ul style="list-style-type: none"> <li>• Examination periods for the current academic year</li> <li>• Examination regulations</li> <li>• Academic Appeal procedures</li> <li>• List of all external examination bodies</li> </ul>	All information in this class will be provided by paper copy	No fees charged for information contained within this class

7.6	Tuition fees	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. This information is contained within a document entitled The Fee and Charges Policy	All information in this class will be provided by electronic copy	No fees charged for information contained within this class
-----	--------------	--	---	---