



Freedom of  
Information  
Publication Scheme  
and Policy

# Freedom of Information Publication Scheme



Under the Freedom of Information Act 2000, every public authority has a duty to specify what information they publish (in terms of 'information classes'), how the information is made available, and whether it is available free of charge or upon payment. We have adopted the information classes of the Model Publication Scheme for Further Education (FE) in England, Wales and Northern Ireland. This has been approved by the Information Commissioner.

## **How will the College supply information?**

Some information may be downloaded from the College website whilst other information will be supplied on paper on request.

## **Are there any charges for supplying information?**

The College makes no charge for downloading information from this website or for prospectuses.

The College will make a charge for photocopying or scanning information not available on the website but which is included in the Publication Scheme. The charge will comprise the cost of photocopying (10p per page) or scanning plus postage where applicable. The College will upon receipt of an information request make an assessment of the likely costs which will be incurred. These costs will then be communicated to the person who requested the information within 20 working days. The period from the day the notice of fees is issued to the day the fee is received does not count towards the 20 working day limit for response.

If the College does not receive payment within three months of issuing a notice of fees it is as stipulated by the Information Commissioner no longer obliged to respond to the request.

If information outside the publication scheme is requested, we may charge for photocopying and, if necessary, converting the information to your preferred format. However, we may refuse a request if the cost of providing the information is over £450 or if the information is otherwise legally exempt from disclosure.

Payment is required by cheque made payable to NESCOT College.

## **How long will it take?**

We will supply the requested information within 20 working days of receipt of the fee.

## **How do I request information?**

Please complete the form below and return to Susanne Wicks, Data Protection Officer, Nescot, Reigate Road, Ewell, Surrey, KT17 3DS, or via email to [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk)



**Information Access Request Form**

Please complete all sections in full

**Personal details of the applicant :**

Title..... First Name ..... Last Name.....  
Address.....  
.....  
Contact Number.....Email.....

**2. Details of the information required, continue on separate sheet if**

**necessary.** *(Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly)*

[Large empty rounded rectangular box for providing details of the information required]

**4. Format required (please circle):**    Paper *(by post)*    Scanned *(.pdf by email)*

**5. Data Protection Notice –** The personal details you have provided on this form will be used to process your request for information. These will also be used to keep a register of request so we can monitor our responses, ensure consistency and analyse trends. We will not disclose your details to any external third parties without consent.

Signature..... Date.....

**Please send your completed request form to:** Susanne Wicks, Data Protection Officer, Nescot, Reigate Road, Ewell, Surrey, KT17 3DS, or via email to [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk)

**Note – We will let you know on receipt of your request of the fee to be charged and will release the information within 20 working days of receipt of the fee.**

## What information is available?

### 1. Governance

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.

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
1.1	Legal framework	Instrument and Articles of Government	Yes
		Legal status – conferred by the Further and Higher Education Act 1992	Yes
		Charitable status – The college is an exempt charity under the Further and Higher Education Act 1992	Yes
1.2	How the Institution is organised	Organisational Structure Chart	No
		Mission Statement	Yes
1.3	Information on the institutional context	Strategic Plan (relevant sections)	Yes
		Development Plan (relevant sections)	No
		Quality Assurance Policies and Procedures	No
		Learning & Teaching Strategy	No
		Risk Management Policy	No
1.4	Management Structure	Governing Body Membership	Yes
		Governors' Code of Conduct	Yes
		Governors Standing Orders	Yes
		Governing Body Committees	Yes
		College Health & Safety Committee Terms of Reference and Membership	No
		College Equality & Diversity Task Group Terms of Reference and Membership	No
		Election Procedures – Staff members	Yes
		Minutes of Governance meetings	Yes
		Application for Governing Body membership	Yes
		Summary of Governors roles and responsibilities	Yes

## 2. Financial Resources

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.

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
2.1	Finance	Budgets and accounts (Annual Report)	Yes
		Contract Management Policy	No
		Procurement Policy	No
		Notice of appointment to preferred suppliers list	Yes
		Subcontracting Policy	Yes
		Insurance	No
		Pensions	No
		Remuneration of senior staff as published in annual accounts	No
		Travel and subsistence	No
2.2	Resource Planning	Financial regulations	No
		Annual accounts	Yes
		Annual budget (as appears in final accounts)	Yes
		Planning and budgeting	No
		Corporate Plan / Mission Statement	Yes

### 3. Human Resources

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).

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
3.1	Employment and employee relations	Recruitment procedures	No
		Generic terms and conditions of contract	No
		Salary grades	No
		Collective bargaining procedures and consultation with recognised trade unions and recognised professional organisations and agreements reached	No
		Conflict of Interest Policy	No
		Criminal Records Check (DBS) Policy	Yes
		Employee grievance Policy and procedure	No
		Employee disciplinary procedure	No
		Harassment and bullying Policy	No
		Health & Safety Policy and procedure	No
		Lone Working Policy	No
		Lockdown Policy & Procedure	No
		Disclosure (Whistleblowing) Policy	Yes
		Job vacancies	Yes
		Any other policies relating to staff and not included elsewhere on the list	No
3.2	Equal opportunities/ Inclusion	Equality & Diversity Policy	Yes
		Equality & Diversity Annual Report	Yes
		Gender Pay Gap Report	Yes
3.3	Human resources strategy (optional)	Human Resources Strategy	No
3.4	Staff development	Induction – details of areas covered and procedures	No
		Probationary procedure	No
		Staff appraisal guidelines	No
		Managing Challenging Behaviour Policy	No
		Staff development Policy and procedure	No

### 4. Physical Resources

Institutions are often substantial land and property owners in their own right. 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.

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
4.1	Estates	Use of college buildings	No
		Nursery Provision	Yes
		Sustainability Policy	Yes
		Fire Evacuation Procedure	No
		Map of Campus	No

## 5. Student Administration and Support

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

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
5.1	Information on student admission, progression and completion	Student admission and enrolment data	No
		The student profile by protected characteristics	Yes
		Student progression, retention and achievement data.	No
5.2	Student accommodation	Accommodation services for overseas and exchange students	No
5.3	Student administration	Data Protection Policy	Yes
		Records Retention Policy	
		Privacy Statement	No
		Data Breach Policy & Notification Procedure	
5.4	Student admission and enrolment	Admissions Policy	Yes
		Tuition Fee Policy	Yes
		Pound Plus and Community Learning Fee Remission Policy	Yes
5.5	Student discipline	Learner Code of Conduct including disciplinary procedures	Yes
		Internal student complaints and appeals procedure	Yes
5.6	Student learning support services	Learning development and support	Yes
		Personal development advice	Yes
		Examination Disability Policy	No
		Fitness to Study Policy & Procedure	No
		Reasonable Adjustment Policy	No
		Services for students with special needs	Yes
5.7	Student liaison	Learner Involvement Strategy (Student Voice)	Yes (HE) No (FE)
		Terms and Reference of Student Voice	Yes (HE) No (FE)
		Minutes of previous Student Voice meetings	No
		Freedom of Speech Policy	Yes
5.8	Student policies	Equal opportunities (Inclusion)	Yes
		Attendance Policy	Yes
		Student IT Usage Agreement	Yes
		Mobile Device Policy	No
5.9	Student welfare	Safeguarding Policy & Procedures	Yes
		Anti-bullying Policy	No
		E-Safety Policy	No
		Intimate Care Policy	No
		Support Services for Students with Disabilities/ Learning Difficulties	Yes
		Student Finance Policy	
		Career Education and Guidance Policy	Yes
		Student Enrichment Programme	No
		Worship	No
Financial support	Yes		

## 6. Information Services

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.

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
6.1	Availability and conditions of use of facilities	Opening hours of Learning Resource Centre	No
		The general rules and conditions of use of the Learning Resource Centre	No
6.2	Mission statements and related documents	CEIAG Strategy	Yes
		Information Strategy	No
		IT Strategy	No
6.3	Policies with regard to data and information	Data Breach Policy & Notification	Yes
		Data Protection Policy including record retention	Yes
		Staff Acceptable Use Policy	No
		College CCTV Policy	No
		Social Media Policy	
6.4	Procurement and disposal policies	Policies relation to the procurement and disposal of equipment	Yes
		Disposal of assets	Yes
6.5	Scope of collections held	Scope and availability of catalogues in LRCs	No



## 7. Teaching and Learning

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

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
7.1	Academic year dates	Current academic year	Yes
7.2	Further course information	Course information sheets	Yes
		Blended Learning Policy	No
		Prospectus	Yes
		Tutorial Policy	No
		Work Experience Policy and Procedures	No
7.3	Information on internal procedures for assuring academic quality and standards	Academic Appeals Policy and Procedure	Yes
		Academic Misconduct Policy (Higher Education)	Yes
		Assessment Policy (Higher Education)	Yes
		Assessment Moderation Policy (Higher Education)	No
		Assessment Schedules Policy (Higher Education)	Yes
		Compliments & Complaints Policy	Yes
		Intellectual Property Rights Policy (Higher Education)	Yes
		Authorised Extensions Policy (Higher Education)	Yes
		Tutorial and Personal Development Planning Policy (Higher Education)	No
		Recognition of Prior Learning Policy (Higher Education)	Yes
		Student Registrations Regulation Policy (Higher Education)	Yes
		Student Protection Plan (Higher Education)	Yes
		Terms & Conditions (Higher Education)	Yes
		Extenuating Circumstances Policy (Higher Education)	Yes
		The Open University Regulations for Validated Awards	Yes
		Kingston University Academic Regulations	Yes
		University of Greenwich Academic Regulations	Yes
		University of West London Academic Regulations	Yes
Annual monitoring and review processes (Self-Assessment)	No		
Accreditation and monitoring reports by professional, statutory or regulatory bodies	No		
7.4	Staffing structure of faculties/ departments	Faculty/ department organisational structures	Yes
7.5	Student assessment strategy	Exams Policy (Further Education)	No
		Examinations Policy and Procedures (Higher Education)	Yes
		Examination regulations	

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
		Examination Disability Policy	No
		GCSE Resit Policy	No
		NESCOT Access Arrangements Policy	No
		BTEC Registration & Certification Policy	No
		Examinations Appeal Procedure	No
		Academic Misconduct Policy (Cheating/Plagiarism)	Yes
7.6	Tuition Fees	Course information sheets	Yes
		Prospectus	Yes
		Tuition Fee Policy	Yes

## External Relations

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.

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.

	<b>Class</b>	<b>Description</b>	<b>Available on Website</b>
8.1	Community liaison	Nescot in its Community Report	Yes
8.2	Fundraising (optional)	-	-
8.3	Government and Regulator relations	Ofsted Inspection Report	Yes
		QAA Review Report	No
8.4	Marketing and recruitment	Prospectus	Yes
		Schedule of Open Days	Yes
		School Liaison Activities	Yes
8.5	Public relations	Press releases	Yes
		News stories	Yes

## Freedom of Information Publication Scheme Policy

<b>VERSION:</b>	<b>2</b>
<b>Policy Originator:</b>	Data Protection Officer
<b>Equality Impact Assessed:</b>	
<b>Approved by:</b>	SMT
<b>Date Approved:</b>	September 2021
<b>Review Interval:</b>	1 year
<b>Last Review Date:</b>	August 2023
<b>Next Review Date:</b>	August 2024
<b>Audience:</b>	Staff