

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 NESCOL 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 Ms Josephine Carr, Clerk to the Corporation, North East Surrey College of Technology, Ewell, Surrey KT17 3DS.

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.

	Class	Description	Paper Copy	Available On-line
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 powers conferred by the Further and Higher Education Act 1992		Yes
1.2	How the Institution is organised	Organisational Structure Chart	Yes	
		Mission Statement		Yes
1.3	Information on the institutional context	Strategic Plan (relevant sections)	Yes	
		Development Plan (relevant sections)	Yes	
		Quality Assurance Policies and Procedures	Yes	Yes
		Learning and Teaching Strategy	Yes	
1.4	Management Structure	Governing Body Membership		Yes
		Governors' Code of Conduct	Yes	
		Governing Body Standing Orders	Yes	
		Governing Body Committees		Yes
		College Health & Safety Committee Terms of Reference and Membership	Yes	
		College Equality & Diversity Task Group Terms of Reference and Membership	Yes	Yes
		Election Procedures – Staff members	Yes	
		Minutes of Governance meetings	Yes	Yes
		Application for Governing Body membership	Yes	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.

	Class	Description	Paper Copy	Available On-line
2.1	Finance	Budgets and accounts	Yes	
		Contracting	Yes	
		Goods and services	Yes	
		Insurance	Yes	
		Pensions	Yes	
		Remuneration of senior staff as published in annual accounts	Yes	
		Travel and subsistence	Yes	
2.2	Resource planning	Financial regulations, including procurement policy	Yes	
		Annual accounts	Yes	
		Annual budget (as appears in the final accounts)	Yes	
		Planning and budgeting procedures	Yes	
		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).

	Class	Description	Paper Copy	Available On-line
3.1	Employment and employee relations	Recruitment procedures		Yes
		Generic terms and conditions of employment	Yes	
		Salary grades	Yes	
		Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached	Yes	
		Employee grievance policy and procedure	Yes	Yes
		Employee disciplinary procedure	Yes	Yes
		Harassment and bullying policy	Yes	Yes
		Health & Safety policy and procedures	Yes	Yes
		Disclosure policy	Yes	Yes
		Job vacancies	Yes	Yes
		Any other policies relating to staff not included elsewhere in the list	Yes	
3.2	Equal opportunities/ Diversity	Equality & Diversity Policy		Yes
		Single Equality Scheme		Yes
3.3	Human resources strategy (optional)	Human Resources Strategy	Yes	
3.4	Staff development	Induction – details of areas covered and procedures	Yes	
		Probationary procedure	Yes	Yes
		Staff appraisal guidelines	Yes	
		Staff development policy and procedure	Yes	Yes

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.

	Class	Description	Paper Copy	Available On-line
4.1	Estates	Use of College buildings	Yes	
		Nursery Provision		Yes
		Map of Campus	Yes	

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

	Class	Description	Paper Copy	Available On-line
5.1	Information on student admission, progression and completion	Student admission and enrolment data	Yes	
		The student profile by age, gender, ethnicity and disability	Yes	
		Student progression, retention and achievement data	Yes	
5.2	Student accommodation	Accommodation services – for overseas exchange students	Yes	
5.3	Student administration	Data Protection Policy	Yes	Yes
5.4	Student admission and enrolment	Admissions policy	Yes	Yes
5.5	Student discipline	Learner Code of Conduct including disciplinary procedures	Yes	Yes
		Internal learner complaint and appeals procedure	Yes	Yes
5.6	Student learning support services	Learning development and support	Yes	Yes
		Personal development advice	Yes	
		Services for students with special needs	Yes	
5.7	Student liaison	Learner Involvement Strategy	Yes	Yes
		Terms of reference of Learner Voice	Yes	
		Minutes of previous Learner Voice meetings	Yes	
5.8	Student policies	Equal opportunities	Yes	
		Substance use and misuse	Yes	
		Attendance policy	Yes	
		Regulations for use of IT facilities	Yes	
		Health & Safety	Yes	
		Emergency evacuation	Yes	
		Personal property	Yes	
5.9	Student welfare	Criminal convictions	Yes	
		Safeguarding policy	Yes	Yes
		Nursery & Childcare Services	Yes	
		Support Services for Students with Disabilities / Learning Difficulties	Yes	
		Careers Education and Guidance	Yes	
		Student Enrichment Programme	Yes	
		Worship	Yes	

	Class	Description	Paper Copy	Available On-line
		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.

	Class	Description	Paper Copy	Available On-line
6.1	Availability and conditions of use of facilities	Opening hours of Learning Resource Centre		Yes
		The Surrey Access to Libraries for Learning Scheme	Yes	
		The general rules and conditions of use of the Learning Resource Centre	Yes	
6.2	Mission statements and related documents	E-learning Strategy	Yes	
		Information Strategy	Yes	
6.3	Policies with regard to data and information	ICT users policy	Yes	
		Data Protection policy including record retention		Yes
		Staff IT Usage policy		Yes
		CCTV Monitoring policy	Yes	
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	Slide collections	Yes	
		Scope and availability of catalogues in LRCs		Yes

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.

	Class	Description	Print	On-Line
7.1	Academic year dates	Current academic year	Yes	Yes
7.2	Further course information	Course Information sheets	Yes	Yes
		Work Experience Policy	Yes	Yes
7.3	Information on internal procedures for assuring academic quality and standards	Annual monitoring and review processes (Self Assessment and Quality Resource Review)	Yes	
		Accreditation and monitoring reports by professional, statutory or regulatory bodies	Yes	
		Retention Strategy	Yes	
		Achievement Strategy	Yes	
		Student Satisfaction Survey	Yes	
7.4	Staffing structure of faculties/departments	Faculty/Department organisational charts	Yes	
7.5	Student assessment strategy	Examinations policy	Yes	
		Examination regulations	Yes	
		Examination Appeal procedures	Yes	
		Policy on plagiarism	Yes	
7.6	Tuition fees	Course Information Sheets	Yes	Yes
		Prospectus	Yes	Yes

8. 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.

	Class	Description	Print	On- Line
8.1	Community liaison	Local College Councils – remit and Membership; minutes of meetings	Yes	
8.2	Fundraising (Optional)			
8.3	Government and Regulator relations	OFSTED Inspection report		Yes
		QAA Review report	Yes	
8.4	Marketing and recruitment	Prospectus	Yes	
		Open days		Yes
8.5	Public relations	Press releases	Yes	
		Newsletters	Yes	