

SOUTH DEVON COLLEGE

Freedom of Information Act 2000

Publication Scheme

1. INTRODUCTION

1.1 What is the Publication Scheme?

The Publication Scheme ('The Scheme') is a complete guide to the information routinely published by South Devon College, or which it is intended to publish. It is not a list of the actual publications, since this will change as new items are published but rather it is a description of the 'classes' or types of information published. The classes of information are described in the scheme.

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (ie government and other public sector organisations, including Universities and Colleges).

With effect from 01 January 2009, a revised Model Publication Scheme has been prepared and approved by the Information Commissioner. This Scheme may be adopted without modification by any public authority without further approval. It will remain valid until further notice.

With effect from 01 January 2009 South Devon College will adopt this Model Publication Scheme.

1.2 How can you obtain information covered by the Scheme?

South Devon College will make available items that belong to classes in the Publication Scheme.

Our preferred means of publication is in electronic format via the College's website www.southdevon.ac.uk.

1.3 How much do printed publications cost?

Printed information on courses and services offered by the College is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, we will produce publications in other formats; in these cases we will usually make a charge amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £5. In certain circumstances the College may waive the charge.

If you are not able to obtain what you require from the website (www.southdevon.ac.uk) then please indicate clearly what information you require, and address all applications for information to:

Head of Systems, Information and Learning Resources
South Devon College
Vantage Point
Long Road

PAIGNTON
TQ4 7EJ

Tel: 01803 540540
Fax: 01803 540543
Email: enquiries@southdevon.ac.uk

MAIN GROUPS OF CLASSES OF INFORMATION

- 1. Who we are and what we do**
Organisational information, locations and contacts, constitutional and legal governance.
- 2. What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 3. What are priorities are and how we are doing**
Strategy and performance information, plans, assessments, inspections and reviews.
- 4. How we make decisions**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 5. Our policies and procedures**
Current written protocols for delivering our functions and responsibilities.
- 6. List and registers**
Information held in registers required by law and other lists and registers relating to the functions of the College.
- 7. The services we offer**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

1. WHO WE ARE AND WHAT WE DO

1.1 Legal Framework

1.1.1

Publication class	Legal and Corporate Status
Availability	www.southdevon.ac.uk
Notes	<p>This contains information relating to how the College was established and its standing from the point of view of the law</p> <p>Includes: Legal status - conferred by the Further and Higher Education Act 1992 Charitable status - the College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992. This Act is available at the HMSO site: http://www.legislation.hmso.gov.uk/acts.htm Governance - the College's governance framework relating to the way the College is governed is conferred by the Instrument and Articles of Government</p>

1.2 How the College is Organised

1.2.1

Publication class	Organisational Structure Charts
Availability	www.southdevon.ac.uk
Notes	<p>This covers the responsibilities of units within the College organisation and the management structure.</p> <p>Includes: College Structure</p>

1.2.2

Publication class	Description of work/responsibilities of units
Availability	Paper-based from Human Resources College Website: www.southdevon.ac.uk
Notes	<p>This covers the responsibilities of units within the College organisation and management structure</p> <p>Includes: College Structure</p>

1.2.3

Publication class	Staffing Structure of Curriculum Areas
Availability	College website: www.southdevon.ac.uk
Notes	<p>This covers information about staff within curriculum areas together with organisational charts</p> <p>Includes: College Structure</p>

1.2.4

Publication class	Staffing Structure of Support Areas
Availability	College website: www.southdevon.ac.uk
Notes	This covers information about staff within support areas together with organisational charts Includes: College Structure

1.2.5

Publication class	Boards and Committees
Availability	College website: www.southdevon.ac.uk
Notes	This covers information about the College's Governing Body, committees established by the Governing Body, Academic Board and other boards and committees established from time-to-time Includes: Terms of Reference Membership Description of Purpose

1.2.6 List of and information relating to partnership organisations

Publication class	Partnerships
Availability	College website: www.southdevon.ac.uk
Notes	This provides information on organisations the College works with Includes: List of organisations

1.2.7 Location and contact details

Publication class	Location and contact details
Availability	College website: www.southdevon.ac.uk
Notes	This covers information on how to contact the College Includes: Postal Address E-mail Address Telephone and Fax Numbers

1.2.8 Student Activities

Publication class	Students' Union
Availability	Paper-based from Student Liaison Officer and Students' Union Representative College website: www.southdevon.ac.uk
Notes	This covers information relating to the activities of the Students' Union and its clubs and associations Includes: Students' Union Constitution Students' Union Activities

1.2.9

Publication class	Term Dates
Availability	Paper-based from Reception College website: www.southdevon.ac.uk
Notes	This covers term dates for the current academic year, and, from about February, the dates for the following academic year Includes: Term Dates - Full-time FE Term Dates - Part-time FE Term Dates - Adult and Community Learners Term Dates - Higher Education

2. WHAT WE SPEND AND HOW WE SPEND IT

2.1 Funding / Income

2.1.1

Publication class	Sources of Funding and Income
Availability	Electronically College website: www.southdevon.ac.uk
Notes	This covers information relating to the College's Income Includes: Funding information Information is available at: http://www.education.gov.uk/aboutdfe/executiveagencies/efa http://skillsfundingagency.bis.gov.uk/

2.1.2

Publication class	Tuition Fees
Availability	Paper-based from Reception Electronically
Notes	This covers information relating to tuition fees for students Includes: Fees information for students, including information on other charges such as examination fees or materials costs

2.2 Budgetary and account information

2.2.1

Publication class	Annual Accounts
Availability	Paper-based from Finance Manager
Notes	This covers the published accounts of the College Includes: Financial Statements (published with the College's Annual Report of the Members of the Corporation and Financial Statements) Finance Record (sent to the government funding bodies)

2.2.2

Publication class	Annual Budget
Availability	Paper-based or electronically from Finance Manager
Notes	This covers the overall budget for the College Includes: Budget Income and Expenditure Summary

2.2.3

Publication class	Planning and Budgeting Procedures
Availability	Paper-based or electronically from Finance Manager
Notes	This covers procedures for setting and monitoring budgets.

	Includes: Budget Manual Scheme of Delegation
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2.3 Financial Audit Reports

2.3.1

Publication class	Provider Financial Assurance
Availability	Paper-based from Finance Manager
Notes	This covers information from PFA audits Includes: Information sent to government funding bodies

2.4 Capital programme

2.4.1

Publication class	Plans and Designs
Availability	Paper-based from Estates & Facilities Manager College website: www.southdevon.ac.uk
Notes	This covers information on the College's capital programme Includes: Plans Building designs

2.5 Financial regulations and procedures

2.5.1

Publication class	Financial Regulations
Availability	Paper-based from Finance Manager
Notes	This covers financial regulations and procedures Includes: Financial Regulations Financial Procedures Fraud and Corruption Policy

2.6 Staff pay and grading structures

2.6.1

Publication class	Pay Scales
Availability	Paper-based from HR Manager
Notes	This covers the College's Pay Scales Includes: Pay Scales

2.7 Register of suppliers

2.7.1

Publication class	List of suppliers
Availability	Paper-based from Procurement Officer
Notes	This covers those companies, firms, practices, individuals who supply goods and services to the College Includes: List of suppliers

2.8 Procurement and tender procedures and reports

2.8.1

Publication class	Procurement of equipment and services
Availability	Paper-based from Procurement Officer
Notes	This covers the procedures used for the acquisition of goods and services, any contracts currently available for public tender and reports of successful tenders Includes: Purchasing Strategy (Appendix I Financial Regulations) Tender notifications Tender awards

2.9 Contracts

2.9.1

Publication class	Contract awards
Availability	Paper-based from Procurement Officer Electronically via the website of the Official Journal of the European Union (OJEU, formerly the OJEC) http://www.ojec.com
Notes	This covers information on those contracts which have been formally tendered in accordance with the Public Contract Regulations Includes: Contract notices List of contract awards

3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

3.1 Annual report

3.1.1

Publication class	Annual Report
Availability	College website: www.southdevon.ac.uk
Notes	This covers the College's Annual Report to the Community for the previous year Includes: Annual Report

3.2 Corporate and business plans

3.2.1

Publication class	Corporate/Development plan
Availability	Paper-based
Notes	This covers the College's Development Plan Includes: Three-Year Plan (sent to the government funding bodies) Three-Year Financial Forecast (sent to the government funding bodies) Risk Management

3.3 Teaching and learning strategy

3.3.1

Publication class	Teaching and learning strategy
Availability	College website: www.southdevon.ac.uk
Notes	This covers the College's strategy for teaching and learning Includes: Teaching, learning and assessment strategy

3.4 Academic quality and standards

3.4.1

Publication class	Quality
Availability	College website: www.southdevon.ac.uk
Notes	This covers information on the College's quality processes Includes: Quality Manual

3.4.2

Publication class	Quality data
Availability	College website: www.southdevon.ac.uk
Notes	<p>This covers the College's qualitative data on teaching and learning</p> <p>Includes: Success tables https://www.gov.uk/government/collections/sfa-national-success-rates-tables</p>

3.4.3

Publication class	External Assessment Information
Availability	See below
Notes	<p>This class covers information on the College's ratings, such as 'league tables' and other external accreditation. This is generally published on various national websites.</p> <p>Includes: Inspections and Reviews http://fechoices.skillsfundingagency.bis.gov.uk/Pages/home.aspx Ofsted - www.ofsted.gov.uk QAA - www.qaa.ac.uk A level and Vocational qualifications, GCSE results - http://www.education.gov.uk/schools/performance/ Investors in People - College website: www.southdevon.ac.uk</p>

3.5 External review information

3.5.1

Publication class	Subject Review and Institutional Review
Availability	Paper-based from Quality Office College website: www.southdevon.ac.uk
Notes	<p>This covers information about the College's internal quality audit programmes and annual review</p> <p>Includes: Quality Policy Inclusivity Policy Self Assessment Report Complaints Procedure</p> <p>Programme specifications are available on the websites of the various awarding bodies. For example: Edexcel - www.edexcel.org.uk OCR - www.ocr.org.uk City & Guilds - www.cityandguilds.org.uk NOCN - www.nocn.org.uk LOCN - www.locn.org.uk</p>

3.6 Corporate relations

3.6.1

Publication class	Links with employers
Availability	Paper-based from Business Advantage College website: www.southdevon.ac.uk
Notes	This covers information about the College's links with employers and the development of learning programmes Includes: Events information Availability of learning programmes

3.7 Government and regulatory reports

3.7.1

Publication class	Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments
Availability	Paper-based from Deputy Principal's Office
Notes	This covers returns made by the College to funding and other monitoring bodies Includes: Individualised Learner Record HEFCE return (numbers on HE courses) Excludes: Specific student personal details, by virtue of being personal data under the Data Protection Act 1998 Information is also available from the government funding bodies: http://www.education.gov.uk/aboutdfe/executiveagencies/efa http://skillsfundingagency.bis.gov.uk/

3.7.2

Publication class	OFSTED inspections, Teaching Quality Assessment and Research Assessment Exercise (see also Teaching and Learning)
Availability	See below
Notes	This covers reports of external inspection and review bodies. Includes: OFSTED Inspection Reports - available at the Office for Standards in Education website http://www.ofsted.gov.uk QAA (Quality Assurance Agency for HE) Reviews on Higher Education provision at the College - available at http://www.qaa.ac.uk

4. HOW WE MAKE DECISIONS

4.1 Governing Body, Boards and Committees

4.1.1

Publication class	Governing Body Committee Structure, Terms of Reference, Membership and mode of operation of all Boards and Committees in the formal structure
Availability	www.southdevon.ac.uk
Notes	This covers the committees of the Governing Body. Includes: Monitoring Committee Search Committee Audit Committee Remuneration Committee

4.1.2

Publication class	Agendas, Minutes of Governing Body, Governing Body Committees and Academic Board
Availability	www.southdevon.ac.uk (agendas and approved minutes for current year) Paper-based from Clerk/College Secretary (for previous three years)
Notes	This covers agendas, minutes and papers of the Governing Body and its committees, with the exception of confidential agendas, minutes and papers: Includes: Agendas, minutes and papers of the following: Governing Body and its Committees Confidentiality Policy Academic Board

4.2 Teaching and Learning Committee

4.2.1

Publication class	Minutes of the Teaching and Learning Committee
Availability	Paper-based from Assistant Principal
Notes	This class covers the Minutes of the Teaching and Learning Committee Includes: Published Minutes

4.3 Minutes of staff/student consultation meetings

4.3.1

Publication class	Trade union consultation
Availability	Paper-based from the Assistant Principal
Notes	This class covers procedures and consultation with College staff, recognised Trade Unions and Professional Organisations, and agreements reached Includes: Information on Unions (Staff Handbook and at Induction)

4.3.2

Publication class	Consultation with the students' union
Availability	Paper-based from the Helpzone, Quality and the Students' Union
Notes	This class covers Student Surveys and Student Newsletters

4.4 Appointments committees and procedures

4.4.1

Publication Class	Governing Body and Committee Appointments
Availability	www.southdevon.ac.uk
Notes	This covers procedures for appointing members to the Governing Body and its committees. Includes: Policy for Appointment of Members Governor Information Pack Governing Body Standing Orders Procedures covering the practice for College elections, staff and students Governor Role Description and Application Information Governor Induction and Training Policy

5. OUR POLICIES AND PROCEDURES

5.1 Policies and Procedures for conducting College business

5.1.1

Publication class	Conduct of the Governing Body
Availability	College website: www.southdevon.ac.uk
Notes	This covers the procedure for the conducting the business of the Governing Body Includes: Standing Orders

5.1.2

Publication class	Procedure for handing requests for information
Availability	College website: www.southdevon.ac.uk
Notes	This covers the College's procedure for handling requests for information Includes: Procedure for the handling of requests for information

5.2 Procedures and policies relating to academic services

5.2.1

Publication class	Student Assessment Strategy
Availability	Paper-based from personal tutors Electronically
Notes	This covers information on the regulations and/or policy governing student assessment Includes: Assessment Regulations for Further and Higher Education Courses Appeals Procedure Examination Timetables - these are updated frequently and can be viewed within the College Procedures and Codes of Practice relating to Awarding and Examination Bodies and External Verifiers are available from these bodies

5.2.2

Publication class	Student Administration
Availability	Paper-based from Helpzone College website - www.southdevon.ac.uk
Notes	This includes information relating to maintenance of individual student records Includes: Data Protection Policy College Enrolment Form College Learning Agreement Excludes: Specific student personal details, by virtue of being personal data under the Data Protection Act 1998

5.2.3

Publication class	Current information provided to an enrolled student
Availability	Paper-based College website: www.southdevon.ac.uk
Notes	This covers the information provided to learners when they start a course. The Student Handbook (reissued each academic year) is designed to include this information in one document. Includes: Student Handbook

5.3 Procedures and policies relating to student services

5.3.1

Publication class	Student Admission and Registration
Availability	Paper-based from Helpzone College website - www.southdevon.ac.uk
Notes	This includes information relating to student applications and the admission of new students Includes: College applications form for full-time FE courses Information on Fees and Finance Procedures for applying to courses (Information may be included within various College prospectus

5.3.2

Publication class	Personal Development Advice
Availability	Paper-based from Department of Care and Learning Opportunities and Helpzone College website: www.southdevon.ac.uk
Notes	This covers statements and procedures relating to Equal Opportunities and Diversity and for dealing with complaints Includes: The Single Equality Scheme

5.3.3

Publication class	Student Discipline
Availability	Paper-based from the Helpzone College website: www.southdevon.ac.uk
Notes	This covers Includes: Student Disciplinary Procedure Students Rights and Responsibilities Policy Admissions Guidance

5.3.4

Publication class	Student Welfare
Availability	Paper-based from Helpzone College website: www.southdevon.ac.uk
Notes	This covers information relating to a range of services provided for learners, such as: welfare advice, careers advice Includes: Student Charter Student Handbook (re-issued each academic year)

5.3.5

Publication class	Student Accommodation
Availability	Paper-based from Helpzone College website: www.southdevon.ac.uk
Notes	This covers accommodation support available to learners

5.3.6

Publication class	Learning development and support
Availability	Paper-based from Helpzone College website: www.southdevon.ac.uk
Notes	This covers information on student support services from an academic and learning perspective Includes: Tutorials Additional Learning Support Counselling

5.4 Procedures and policies relating to human resources

5.4.1

Publication class	General HR Policies and Procedures
Availability	Paper-based College website: www.southdevon.ac.uk
Notes	This covers general personnel items; much of this information is contained in the Staff Handbook and Employment Procedures Includes: Staff Handbook and Employment Procedures Employment Terms and Conditions Salary grades Grievance procedure Harassment procedure Disciplinary procedures Health & Safety Whistleblowing procedure

5.4.2

Publication class	Staff Development
Availability	Paper-based Email
Notes	This covers staff development and training including Induction programmes and schemes such as Investors in People Includes: Induction Performance Appraisal Staff Development Procedure

5.5 Procedures and policies relating to recruitment

5.5.1

Publication class	Recruitment of staff
Availability	Job vacancies are advertised in local and national newspapers and/or journals Paper-based from the HR Office College website: www.southdevon.ac.uk
Notes	This covers policies, statements, procedures and guidelines relating to recruitment Includes: Job vacancies Policies, statements, procedures and guidelines relating to recruitment Probation procedure

5.5.2

Publication class	Induction
Availability	Paper-based Email
Notes	This covers the aims of staff induction and procedures for the induction of new staff or staff into new roles Includes: Induction of new Staff Staff Handbook

5.6 Code of Conduct for members of the Governing Body

5.6.1

Publication class	Code of Conduct for Members of the Governing Body
Availability	www.southdevon.ac.uk
Notes	Includes: Code of Conduct Governor Eligibility

5.7 Equality and Diversity

5.7.1

Publication class	Equality and Diversity
Availability	Paper-based College website: www.southdevon.ac.uk
Notes	This covers the College's statements and procedures relating to Equal Opportunities and Diversity Includes: Policies, statements, procedure and guidelines relating to the provision of equal opportunities with respect to equality and diversity and protected characteristics

5.8 Health and Safety

5.8.1

Publication class	Health and Safety
Availability	Paper-based College website: www.southdevon.ac.uk
Notes	This covers the College's statements and procedures relating to Health and Safety Includes: Policies, statements, procedure and guidelines relating to the provision of a safe environment

5.9 Estate Management

5.9.1

Publication class	Disposals Policy
Availability	College website: www.southdevon.ac.uk
Notes	This covers policies relating to the disposal of equipment Includes: Disposal Policy (within Financial Regulations)

5.9.2

Publication class	Accommodation Strategy
Availability	Paper-based Electronically
Notes	This covers Includes: Details of College sites Property Strategy College Facilities Maps of College Centres

5.9.3

Publication class	Facilities, grounds and buildings maintenance
Availability	College website: www.southdevon.ac.uk
Notes	This covers policies relating to the maintenance of the college facilities and site Includes: Sustainability Policy

5.9.4

Publication class	ILT Strategy
Availability	Paper-based College website: www.southdevon.ac.uk
Notes	This covers the College's strategy in relation to the use of Information and Learning Technology Includes: Information and Learning Technology Strategy

5.10 Complaints policies and procedures

5.10.1

Publication class	Complaints Procedure
Availability	Paper-based from the Quality Office College website: www.southdevon.ac.uk
Notes	This covers policies relating making complaints to the College Includes: Complaints Procedure

5.11 Records management and personal data policies

5.11.1

Publication class	Data Protection and Security of Information
Availability	College website: www.southdevon.ac.uk
Notes	This covers data security, data protection, retention and CCTV Includes: Data Protection Policy IT Security and Internet Usage Policy

5.12 Charging regimes and policies

5.12.1

Publication class	Statutory charges
Availability	College website: www.southdevon.ac.uk
Notes	This covers Includes: Fees Policy Examination fees Equipment and material charges Charges related to data protection / freedom of information requests

6. LISTS AND REGISTERS

6.1 Publicly available registers

6.1.1

Publication class	Registers of Interest
Availability	Hard-copy from the Clerk/College Secretary
Notes	Includes: Register of declarations from Governors Register of interests from senior staff with significant financial responsibility

6.2 Asset registers

6.2.1

Publication class	Capital asset register
Availability	Hard-copy from Finance Manager
Notes	Includes: Capital asset register

6.3 Disclosure Logs

6.3.1

Publication class	Disclosure logs
Availability	Hard-copy from Estates and Facilities Manager
Notes	Includes: CCTV log Data protection log Freedom of information log

7. THE SERVICES WE OFFER

7.1 Prospectus and course content

7.1.1

Publication class	Student Recruitment
Availability	Paper-based from Reception College website: www.southdevon.ac.uk
Notes	This covers material in relation to student recruitment and entry requirements Includes: Prospectus brochures Course listings Flyers in relation to Open Days

7.2 Health advice

7.2.1

Publication class	Health advice
Availability	Paper-based from Reception College website: www.southdevon.ac.uk
Notes	Includes: Prospectus brochures

7.3 Careers advice

7.3.1

Publication class	Careers advice
Availability	Paper-based from Helpzone
Notes	This covers material available to current and prospective students in relation to possible careers Includes: Reference materials Leaflets Student Handbook Prospectus

7.4 Publicity materials

7.4.1

Publication class	Public relations
Availability	Paper-based located in the Marketing Department and at College Receptions College website: www.southdevon.ac.uk
Notes	This covers publicity and marketing materials on programmes and facilities offered by the College. Whilst the majority of such information has been created for prospective and current students, it may still be of interest to those wishing to know more about what the College has to offer and the activities of its students and staff. Includes: Press releases Prospectus brochures: Full-Time, Part-Time and Higher Education Adult and Community Learning brochures Information on Events Information on Horizons (training restaurant), Inspirations (hair and beauty salons), Essentials (shop), Gym and Fitness Suite Publication Scheme (this document)

7.4.2

Publication class	Policies relating to the College's community relations
Availability	Paper-based from Marketing or Business Advantage College website: www.southdevon.ac.uk
Notes	This covers the College's approach to maintaining and fostering the relationship with the local community Includes: Press releases Prospectus Annual Report

7.5 Services for which the College is entitled to recover a fee

7.5.1

Publication class	Availability, hire and conditions of use of facilities
Availability	Paper-based from Helpzone and Events & Lettings Co-ordinator College website: www.southdevon.ac.uk
Notes	This covers opening hours, registration for using facilities, cost of hire of facilities, and general conditions of use Includes: Student Handbook Acceptable Use Guidelines Hire of Facilities documentation

7.6 Sports and recreational facilities

7.6.1

Publication class	See 7.5.1 above
Availability	
Notes	

7.7 Museums, libraries, special collections and archives

7.7.1

Publication class	Library Collections
Availability	Paper-based from Learning Resource Centre
Notes	This covers how the material in the Learning Resource Centre is catalogued