

INFORMATION COMMISSIONER  
FREEDOM OF INFORMATION ACT 2000  
MODEL PUBLICATION SCHEME (MPS) FOR FURTHER EDUCATION (FE)  
IN ENGLAND, WALES AND NORTHERN IRELAND

Distance Learning Centre

Note: The Model Publication Scheme will be published on the College's Website  
On line version available at [www.distancelearningcentre.com](http://www.distancelearningcentre.com)

No fee will be charged for the provision of information which is available in printed format.

## 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	Print	On-Line
1.1	Legal framework	Company legal status		✓
1.2	How the Institution is organised	Organisational Structure Chart		✓
1.3	Information on the institutional context	Mission Statement		✓
		Quality Assurance Policies and Procedures		✓
		Learning and Teaching Strategy		✓
1.4	Management Structure	Governing Body Membership	✓	✓
		Governors' Code of Conduct	✓	✓
		Governing Body Standing Orders	✓	✓
		Governing Body Committees (Policy & Resources, Organisational Development, Remuneration, Search, Special) Terms of Reference and Membership	✓	✓
		Academic Board Terms of Reference and Membership	✓	✓
		College Health & Safety Committee Terms of Reference and Membership	✓	✓
		College Equal Opportunities Forum Terms of Reference and Membership	✓	✓
		Election Procedures – Staff members	✓	✓
		Minutes of meetings (Governing Body, Governing Body Committees, Academic Board, Health & Safety Committee; Equal Opportunities Forum)	✓	✓
		Application for Governing Body membership	✓	
		Summary of Governors roles and responsibilities	✓	

## 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.

Note: FR – Financial Regulations

	Class	Description	Print	On-Line
2.1	Finance	Budgets and accounts	✓	
		Contracting	FR	
		Goods and services	FR	
		Insurance	✓	
		Pensions	✓	
		Remuneration of senior staff as published in annual accounts	✓	
		Travel and subsistence	FR	
2.2	Resource planning	Financial regulations, including procurement policy	FR	
		Annual accounts	✓	
		Annual budget (as appears in the final accounts)	✓	
		Planning and budgeting procedures	✓	
		Corporate plan / Mission statement	✓ see 1.3	✓

### 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).

Note: SH – Staff Handbook

	Class	Description	Print	On-Line
3.1	Employment and employee relations	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> </ul>	✓ SH	
		<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> </ul>	✓ SH	
		<ul style="list-style-type: none"> <li>• Generic terms and conditions of employment</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Salary grades</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached</li> </ul>	✓ SH	
		<ul style="list-style-type: none"> <li>• Grievance procedures and policies</li> </ul>	✓ SH	
		<ul style="list-style-type: none"> <li>• Disciplinary procedures and policies</li> </ul>	✓ SH	
		<ul style="list-style-type: none"> <li>• Harassment and bullying policy</li> </ul>	✓ SH	
		<ul style="list-style-type: none"> <li>• Health &amp; Safety policy and procedures</li> </ul>	✓ SH	✓

		<ul style="list-style-type: none"> <li>Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Job vacancies</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Any other policies relating to staff not included elsewhere in the PS (list)</li> </ul>	SH	
3.2	Equal opportunities/ Diversity	<ul style="list-style-type: none"> <li>Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect of age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li> </ul>	✓	✓EO
3.3	Human resources strategy (optional)	N/A		
3.4	Staff development	<ul style="list-style-type: none"> <li>Induction – details of areas covered and procedures</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Policies and procedures relating to probation</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Policies and procedures pertaining to appraisal</li> </ul>	✓SH	
		<ul style="list-style-type: none"> <li>Policies and procedures relating to the on-going development of staff, including schemes such as investors in People</li> </ul>	✓SH	
		<ul style="list-style-type: none"> <li>Policies on upgrades and promotions</li> </ul>	✓see 3.1	

#### 4. Physical Resources

##### Introduction

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.

Note: QM – Quality Manual

P - Prospectus

	Class	Description	Print	On-Line
4.1	Estates	Examples of the type of information in this class include:		
		<ul style="list-style-type: none"> <li>Archive Policy (dated 12/7/99)</li> </ul>	QM	
		<ul style="list-style-type: none"> <li>Energy Policy (dated 4/11/98)</li> </ul>	QM	
		<ul style="list-style-type: none"> <li>Use of College buildings (dated 4/11/98)</li> </ul>	QM	
		<ul style="list-style-type: none"> <li>Approved contractor (dated 4/11/98)</li> </ul>	QM	
		<ul style="list-style-type: none"> <li>Car Parking Policy</li> </ul>		✓
		<ul style="list-style-type: none"> <li>Minibus Drivers Handbook</li> </ul>		✓
		<ul style="list-style-type: none"> <li>Minibus Hiring Procedure</li> </ul>		✓
		<ul style="list-style-type: none"> <li>Telephone Policy</li> </ul>		✓
		<ul style="list-style-type: none"> <li>PAT Testing Policy</li> </ul>		✓
		<ul style="list-style-type: none"> <li>Nursery Provision</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Food Safety Policy</li> </ul>	✓	

		• Food Safety Code of Practice/ HACCP	✓	
		• Site addresses	P	✓
		• Map of Sites	P	✓

## 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	Print	On-Line
5.1	Information on student admission, progression and completion	• Student qualifications on entry	Prospectus Student Handbook	
		• 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	✓	
		• Data on employment/training outcomes for graduates/students	✓	
5.2	Student accommodation	• Accommodation services – for overseas exchange students	✓	✓
5.3	Student administration	• Registry student records policies and procedures documents	✓	
		• Registry security and data protection policy and procedure documents	Student Handbook	
5.4	Student admission and enrolment	• Admissions and enrolment policies and procedures documents	Prospectus	
5.5	Student discipline	• Code of student discipline and other policy and procedure documents	Student Handbook	
		• Internal student complaint and appeals procedure	Student Handbook	
5.6	Student learning support services	• Learning development and support	Prospectus	✓
		• Personal development advice	Student Handbook	✓
		• Services for students with special needs	Student Handbook	✓
5.7	Student liaison	• Terms of reference, of Local College Students' Forum	✓	✓
		• Minutes of previous Students' Forum meetings	✓	
5.8	Student policies	• Equal opportunities	Student Handbook	✓
		• Code of behaviour	Student Handbook	
		• Substance use and misuse	Student Handbook	
		• How to make a complaint	Student Handbook	
		• Student disciplinary procedure	Student Handbook	✓
		• Attendance policy	Student Handbook	

		<ul style="list-style-type: none"> <li>Data protection</li> </ul>	Student Handbook	
		<ul style="list-style-type: none"> <li>Regulations for use if IT facilities</li> </ul>	Student Handbook	
		<ul style="list-style-type: none"> <li>Health &amp; Safety</li> </ul>	Student Handbook	✓
		<ul style="list-style-type: none"> <li>Emergency evacuation</li> </ul>	Student Handbook	
		<ul style="list-style-type: none"> <li>Personal property</li> </ul>	Student Handbook	
		<ul style="list-style-type: none"> <li>Criminal convictions</li> </ul>	Student Handbook	
5.9	Student welfare	<ul style="list-style-type: none"> <li>Nursery &amp; Childcare Services</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Support Services for Students with Disabilities / Learning Difficulties</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Careers Education and Guidance</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Student Enrichment Programme</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Worship</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Financial Support</li> </ul>	✓	✓
5.10	Student Associations and Activities (Optional, but strongly recommended)	<ul style="list-style-type: none"> <li>Students' Union Constitution</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Local College Students' Forum</li> </ul>	see section 5.7	✓

## 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	Print	On-Line
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> <li>Opening hours of Learning Resource Centre</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>The South Yorkshire Access to Libraries for Learning Scheme</li> </ul>		✓
		<ul style="list-style-type: none"> <li>ICT users policy</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Nursery Provision</li> </ul>	✓ see section 4.1	✓
		<ul style="list-style-type: none"> <li>The general rules and conditions of use</li> </ul>	✓	
6.2	Mission statements and related documents		See section 1.3	
6.3	Policies with regard to data and information	<ul style="list-style-type: none"> <li>ICT users policy</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>Data protection Policy</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Data protection – record retention</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>Policies on CCTV monitoring</li> </ul>	✓	
6.4	Procurement and disposal policies	<ul style="list-style-type: none"> <li>Policies relation to the procurement and disposal of equipment</li> </ul>	FR	
		<ul style="list-style-type: none"> <li>Disposal of assets</li> </ul>	FR	
6.5	Scope of collections held	<ul style="list-style-type: none"> <li>Slide collections</li> </ul>	✓	

		<ul style="list-style-type: none"> <li>• Scope and availability of catalogues in LRCs</li> </ul>	✓	
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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 quantity of teaching provided.

	Class	Description	Print	On-Line
7.1	Academic year dates	<ul style="list-style-type: none"> <li>• Current academic year</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Future academic years</li> </ul>	✓	
7.2	Further course information	<ul style="list-style-type: none"> <li>• Term dates</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Structure of course</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Qualification gained</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Changing courses</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Work experience</li> </ul>	✓	
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>• Annual monitoring and review processes (Self Assessment and Quality Review)</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Assessment strategies, processes and procedures</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Information on student satisfaction with their college experience Including:- <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</li> <li>- Accommodation, equipment and facilities for teaching and learning</li> <li>- Perceptions of the quality of teaching and the range of teaching and learning methods</li> <li>- Assessment arrangements</li> </ul> </li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Information and evidence available to teams undertaking internal Quality Reviews and Self Assessment, including <ul style="list-style-type: none"> <li>- Teaching and Learning</li> <li>- Leadership and Management</li> <li>- Value added</li> <li>- External benchmarks and other comparators</li> </ul> </li> </ul>	✓	✓
7.4	Staffing structure of schools/departments	<ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> </ul>	See section 1.4	
		<ul style="list-style-type: none"> <li>• Contact details of each school/department</li> </ul>	✓	
7.5	Student assessment strategy	<ul style="list-style-type: none"> <li>• Examination periods</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Examination regulations</li> </ul>	✓	

		<ul style="list-style-type: none"> <li>• Appeal procedures</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Policy on plagiarism</li> </ul>	✓	
7.6	Tuition fees	<ul style="list-style-type: none"> <li>• Information for home/EU students</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Information for international students</li> </ul>	✓	

## 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.

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	<ul style="list-style-type: none"> <li>• Local College Councils – remit and Membership; minutes of meetings</li> </ul>	✓	✓
8.2	Fundraising (Optional)		NA	
8.3	Government and regulator relations	<ul style="list-style-type: none"> <li>• Reports/returns to funding councils, inspectorates, standards bodies, government departments etc</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• OFSTED Inspections (for FE), Teaching Quality</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• QAA Reviews</li> </ul>	✓	✓
8.4	Marketing and recruitment	<ul style="list-style-type: none"> <li>• Prospectus</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Open days</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Entry requirements</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Widening participation</li> </ul>	✓	✓
8.5	Public relations	<ul style="list-style-type: none"> <li>• Press releases</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Prospectus</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Course brochures</li> </ul>	✓	✓
		<ul style="list-style-type: none"> <li>• Newsletters and magazines</li> </ul>	✓	
		<ul style="list-style-type: none"> <li>• Current information provided to an enrolled student (ie contents of the induction pack / student handbook)</li> </ul>	✓	