



north west

regional college

Derry/Londonderry • Limavady • Strabane

NORTH WEST REGIONAL COLLEGE

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

August 2007

NORTH WEST REGIONAL COLLEGE

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

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INTRODUCTION

What is the Publication Scheme?

The Freedom of Information Act 2000 requires public authorities (i.e. Government and other public sector bodies, including Universities and Further Education Colleges) to produce “publication schemes”, which are guides to the information routinely published, internally or externally, by the public authorities in question. The purpose of the Act is to promote greater openness by public authorities, and more public access to the information published internally or externally by them.

Obtaining Information Covered by the Scheme

From 1 August 2007 the College will make available upon request copies of information/publications listed in the scheme. Some of the information/ publications will be available on the College website (www.nwrc.ac.uk) but most will be available only as paper copies initially. Requests for information will be dealt with within a maximum of 20 working days. If a publication is commercially sensitive or contains personal information this will be removed prior to release. Requests can be made by email to foi@nwrc.ac.uk . If you wish to obtain a copy of any of the documents included in the scheme please make your request to Mrs Kate Duffy, Assistant Director – Human Resources, North West Regional College, Strand Road, Londonderry, BT48 7AL. Telephone No: (028) 7127 6060. Email address: kate.duffy@nwrc.ac.uk
Requests made by email should contain the name and address of the person requesting the information.

Costs

Copies of publications/information listed in the publication scheme will be made available free of charge, unless advised otherwise.

Other Formats

Upon request, the College will endeavour where possible to supply copies of publications/ information in other formats (audio, braille etc).

Copyright

The material available through this Publication Scheme is subject to the College's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme are being republished or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

Feedback/Complaints

Comments/queries regarding this publication scheme are welcome and should be sent to:
Mrs Kate Duffy, Assistant Director – Human Resources, North West Regional College, Strand Road, Londonderry, BT48 7AL.
Telephone No: (028) 7127 6060. Email address: kate.duffy@nwrc.ac.uk

In the case of a complaint about the scheme, the College will respond quickly and sympathetically. If it is unable to resolve a complaint satisfactorily, the matter may be raised with the Information Commissioner, at the address below:

The Information Commissioner, Information Commissioner's Office - Northern Ireland, Room 101, Regus House, 33 Clarendon Dock, Laganside, Belfast, BT1 3BG, Northern Ireland

Main Categories

These eight main groups (and the classes within them) form the Publication Scheme (PS). They are in a logical order and no one single section has a higher status than another.

The PS 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. Individual items of information or documents or parts thereof in a class may be exempt and these may be omitted if they are exempt, however in all cases the College makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an Institute, are two examples.

The 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
8. External Relations

The columns used in this PS are shown below:

Class	Description	Manner	Fee
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, 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 College or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of some FE 'corporations' will be 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 often already publicly available, for example on the HMSO web site (www.legislation.hmsso.gov.uk/acts.htm) and need not be duplicated.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p> <p><u>→ Provide Update or Addendum to FE Order Re Mergers</u></p> <p>Further Education (Northern Ireland) Order 1997 This Order provided for the setting up of Institutions of Further Education in Northern Ireland as incorporated Institutions separate from Education and Library Boards.</p>	<p>Paper copy/Website: www.northernireland-legislation.hmsso.gov.uk</p>	

		<p>College Instrument and Articles of Government The Instrument of Government provides for the constitution of the College.</p> <p>The Articles of Government provide for the functions and responsibilities of the Governing Body.</p> <p>College charitable status letter from Inland Revenue confirming that the College is accepted as a charity for tax purposes.</p>	<p>Paper copy</p> <p>Paper copy</p>	
1.2	How the College is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the College.</p> <p>Organisational Chart Including structure and functional roles</p>	<p>Paper copy/Website</p>	
1.3	Information on the College context	<p>This class should include information to be made available by FE corporations on:</p> <ul style="list-style-type: none"> • The FE corporation's mission statement • Relevant sections of the FE corporations' corporate plan • Statement of the FE corporation's quality assurance policies and procedures • The FE corporation's learning and teaching strategy and periodic reviews of progress <p>College's Mission Statement</p> <p>Aims of the College</p> <p>College's Development Plan</p> <p>Quality Assurance Statement</p> <p>Annual Report</p>	<p>Website</p> <p>Website</p> <p>Paper copy (<i>restricted</i>)</p> <p>Paper copy</p> <p>Website</p>	

1.4	Management Structure	This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure.		
		Governing Body Membership, Committee Structure and Membership of Governing Body Committees	Paper copy	
		Governing Body: Minutes of Meetings	Paper copy	
		Governing Body: Audit Committee - Minutes of Meetings	Paper copy	
		Governing Body: Finance and General Purposes Committee - Minutes of Meetings	Paper copy	
		Governing Body: Staffing Committee - Minutes of Meetings	Paper copy	
		Governing Body: Code of Conduct for Members (Instrument of Government) This is based on the Nolan Principals	Paper copy	
		Governing Body: Register of Interests of Members Each member of the Governing Body completes and when necessary updates a Register of Interests to record matters which could on occasion create a conflict of interest vis a vis College business.	Paper copy	
		Governing Body: Procedures for Election of Staff Members	Paper copy	
		Governing Body: Procedure for Election of Student Member	Paper copy	
		Governing Body: Calendar of Meetings	Paper copy	
Governing Body: Education Committee – Minutes of Meetings	Paper copy			
Governing Body: Academic Board – Minutes of Meetings	Paper copy			

		<p>Governing Body: Guide for Governors of Further Education Colleges in Northern Ireland This was produced by the Department for Employment and Learning, as guidance for members of Governing Bodies appointed (or reappointed) on 1 April 2002. The Guide covers all aspects of governance in a Further Education context.</p> <p>College Calendar - Academic Year Gives details of the student year, the teaching staff year, periods/dates when the College will be closed, for the current year.</p> <p>Senior Management Team Minutes Minutes of meetings of the Senior Management Team. Meetings take place approximately twice per month during the period August - June each year.</p> <p>Senior Management Team - Calendar of Meetings</p> <p>College Health and Safety Committee: Minutes of Meetings</p> <p>College ICT/ILT Strategy Group: Minutes of Meetings</p> <p>College Equality Working Group - Minutes of Meetings</p> <p>College SENDO Committee – Minutes of Meetings</p> <p>College Risk Assessment/Management Group: Minutes of Meetings Minutes of the Committee which formulates and oversees the College’s Risk Management Policy; making recommendations to the Governing Body as appropriate (operative from April 2003).</p> <p>Liaison Forum - Minutes of Meetings Liaison Forum is a consultation forum made up of Management and Staff Side Representatives</p>	<p>Paper copy Website: www.delni.gov.uk</p> <p>Paper copy/Website</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy/Website</p> <p>Paper copy/Website</p> <p>Paper copy/Website</p> <p>Paper copy/Website</p> <p>Paper copy</p> <p>Paper copy</p>	
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2 FINANCIAL RESOURCES

Introduction

This section covers information on the College's strategy and management of financial resources. Information that may damage the College's commercial interests will be excluded from publication.

	Class	Description	Manner	Fee
2.1	Finance	<p>Policies and Procedures</p> <ul style="list-style-type: none"> ▪ Financial Audit and Accounting Arrangements for Institutions of Further Education ▪ Policies and procedures on Financial Control ▪ Annual Report of the Audit Committee to the Governing Body ▪ Internal Audit Annual Report ▪ Internal Audit Reports Reports produced by Internal Auditors on a variety of topics: usually 10-15 areas per year ▪ External Audit Management letter Report of External Auditors for the year ended 31 July. ▪ Response of Audit Committee to the External Audit Management letter for the year ended 31 July. ▪ Annual Accounts The College's financial year is 1 August - 31 July. Annual accounts available at the end of November each year. 	<p>DEL website www.delni.gov.uk</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p>	

	<ul style="list-style-type: none"> ▪ Fraud Policy ▪ Policy on Public Interest Disclosure (Whistleblowing) ▪ Annual Budget (as it appears in the final accounts) ▪ Planning and Budgeting Procedures 	<p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p>	
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3 HUMAN RESOURCES

Introduction

This section covers information on the College’s strategy and management of human resources. 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	Manner	Fee
3.1	Employment and employee relations	Staff Handbook Contract of Employment for: Permanent Lecturers Part-time lecturers Statement of terms and conditions for part-time lecturers Contract of Employment for non-academic staff: Permanent – Temporary – Term Time Contract of Employment for Director Deputy Director Recruitment & Selection Policy Child Protection Policy Career Break Policy Code of Conduct for Staff Equal Opportunities Policy Flexible Working Policy	Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy	

		Grievance Procedures Teaching - Non-teaching	Paper copy	
		Harassment Policy	Paper copy	
		Job Sharing Policy	Paper copy	
		Managing Capability Policy	Paper copy	
		Staff Appraisal System Non-academic	Paper copy	
		Term-time agreement	Paper copy	
		Workplace Alcohol Policy	Paper copy	
		Maternity Leave Regulations	Paper copy	
		Travel and Subsistence Expenses Claim Form and procedures	Paper copy	
		Sickness Absence Policy	Paper copy	
		Public Interest of Disclosure (Whistleblowing) Policy	Paper copy	
		Induction Pack		
		CEF Circulars giving Terms and Conditions of Employment	Paper copy	
		Policy on Public Interest Disclosure (Whistleblowing)	Paper copy	
		Email and Internet Policy	Website	
		Acceptable Use Policy		
		Fair Employment Monitoring Return	Paper copy	

		Article 55 Equality Return Carecall Leaflet Constitution for Negotiating Terms and Conditions of Director Constitution for Negotiating Terms and Conditions of Lecturer Constitution for Negotiating Terms and Conditions of Non Teaching	Paper copy Paper copy Paper copy Paper copy Paper copy	
3.2	Equal opportunities /Diversity	Equal Opportunities Policy Equality Scheme Equality Leaflet Human Rights Leaflet SENDO Booklet	Paper copy Website Paper copy Paper copy	
3.3	Human resources strategy (optional)	This class sets out the general aims of the institution, priority areas and plans for addressing them.		
3.4	Staff development	This class should include information on staff development and training, including induction programmes, probation and appraisal. Staff Development Policy Staff Appraisal System (Non-academic) Performance Review Professional Development	Paper copy Paper copy Paper copy	

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.

	Class	Description	Manner	Fee
4.1	Estates	Estates Strategy Map of Sites Health & Safety Policy Energy Policy Accident Reporting Procedures Policies on CCTV Monitoring Use of Premises Procedures (for outside bodies)	Paper copy Website Paper copy Paper copy Paper copy Paper copy Paper copy	

5 STUDENT ADMINISTRATION AND SUPPORT

Introduction

This section contains information on how the College 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	Manner	Fee
5.1	Information on student admission, progression and completion	<p>This class should include information recommended to be made available by the Cooke report under this heading (as above):</p> <ul style="list-style-type: none"> • Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socioeconomic 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 <p>Enrolment Procedures</p> <p>Retention Policy</p> <p>Annual Monitoring Survey (AMS) Return Annual Return made to the Department for Employment and Learning reporting the College's enrolments for the previous academic year.</p> <p>Spurs Return Return made for the purposes of funding the College in the academic year following the return, and for determining the College's grading.</p> <p>Further Education Student Return (FESR-1) "Snapshot" of student enrolments in the College at 1 November. Report submitted to DEL in January.</p>	<p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p>	

		<p>Further Education Student Return (FESR-2) Report submitted to DEL in January of enrolments in the College in the previous academic year, covering such issues as multiple enrolments, vocational enrolments, etc.</p> <p>Further Education Leavers Survey (FELS) Report Report covering enrolments, retention and successes of students on vocational courses (courses leading to recognised qualifications) in the previous academic year</p> <p>Individual Student Learning Agreement (ISLAs)</p>	<p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p>	
5.2	Student accommodation	<p>This class should include information relating to Accommodation Services</p> <p>Accommodation list</p> <p>Information leaflet</p>	<p>Paper copy</p> <p>Paper copy</p>	
5.3	Student administration	<p>This class should include information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves.</p> <p>MIS Security Document</p> <p>Data Protection Policy</p>	<p>Paper copy</p> <p>Paper copy</p>	
5.4	Student admission and enrolment	<p>This class should include information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff.</p> <p>Examination Regulations</p>	<p>Paper copy</p>	

		<p>Enrolment Procedures</p> <p>Student Support Fund Guidelines</p> <p>DEL Circular FE5/02 Support Funds (Discretionary 02/03)</p> <p>General Regulations</p> <p>Student Support Fund Committee: Minutes of Meetings</p> <p>DEL Circular FE5/99 Additional Support Fund for Students with Learning Difficulties or Disability</p>	<p>Paper copy</p> <p>Paper copy</p> <p>www.delni.gov.uk/home</p> <p>Paper copy</p> <p>Paper copy</p> <p>www.delni.gov.uk</p>	
5.5	Student discipline	<p>This class should include information relating to the conduct of disciplinary proceedings against students.</p> <p>Student Disciplinary Policy</p> <p>Regulations in Handbook</p> <p>College Charter</p> <p>ICT Acceptable Use Policy</p> <p>Student Learning Agreement (for full-time students)</p> <p>Sportswear Guidelines</p>	<p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Website</p> <p>Paper copy</p> <p>Website</p>	
5.6	Student learning support services	<p>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also likely appear in the Student Handbook and Prospectus in some form.</p> <p>Full-time and Part-time Prospectus</p> <p>Student Handbook</p>	<p>Paper copy/Website</p> <p>Paper copy</p>	

		Student Induction Information Student Support Fund Guidelines Student Services Information leaflets Student Guidance/Counselling Policy	Website/Intranet Paper copy Paper copy Paper copy	
5.7	Student liaison	This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups		
5.8	Student policies	This class should include a guide to all student policies issued by the institution: • Policies relating to students not included elsewhere in the PS • Reference to student policies included elsewhere in the PS Complaints Policy Healthy Living Policy Substance Use and Misuse Policy Mobile Phone Policy Smoking and Health Policy Physical Activity and Healthy Living Policy Eating & Health Policy Drugs, Alcohol & Substance Misuse Disability Policy for Students	Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy Paper copy	
5.9	Student welfare	Student Services leaflet and Procedures	Paper copy	

		Student Services Induction Programme	Website/Intranet	
		Student Handbook	Paper copy	
5.10	Student associations and activities <i>(Optional, but strongly recommended)</i>	This class should contain 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. Student Union Procedures and Policies Student Services leaflets and Information Fees Policy	Paper copy Paper copy Paper copy/Prospectus	

6 INFORMATION SERVICES

Introduction

This section covers those functions within the College 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	Manner	Fee
6.1	Availability and conditions of use of facilities	<p>Information in these classes provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, email spamming of an external site) are appropriately dealt with.</p> <p>Opening hours of Library, LRC, Learndirect & ICT Helpdesk and who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access).</p> <p>The general rules and conditions of use are determined by the following policies:</p> <p>Student Induction Information</p> <p>ICT Acceptable Use Policy</p> <p>Email & Internet Policy</p> <p>ICT Policy</p>	<p>Website</p> <p>Website/Intranet</p> <p>Website</p> <p>Website</p> <p>Website</p>	

		Data Protection Policy Copyright Policy Policies on CCTV Monitoring	Paper copy CLA Website Paper copy	
6.2	Mission statements and related documents	This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements. College Development Plan Mission Statement	Paper copy (<i>Restricted</i>) Website	
6.3	Policies with regard to data and information	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure. Data Protection Policy Policies on CCTV monitoring ICT Acceptable Use Policy	Paper copy Paper copy Website	
6.4	Procurement and Disposal Policies	Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds. Procurement Policy	Paper copy	
6.5	Scope of collections held	Examples of the type of information in this class include: Guides to Collections Scope and availability of catalogues		

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.

	Class	Description	Manner	Fee
7.1	Academic year dates	This class should include information on the dates for the current academic year as well as future academic years (as far as is known). Academic Calendar	Website	
7.2	Further course information	This class should include information relating to particular schools and departments, also information relating to programmes and qualifications. Part-time and Full-time Prospectus Website Course leaflets Course Handbooks	Paper copy/Website Website Paper copy Paper copy	
7.3	Information on internal procedures for assuring academic quality and standards	This class should include information about the institution's internal quality audit programmes and annual review. It should also include information on the FE college's internal procedures for assuring academic quality and standards Quality Assurance Statement Admissions Procedures Quality Audit Procedures	Paper copy Paper copy Paper copy	

7.6	Tuition fees	<p>This class should include 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.</p> <p>Fees document</p> <p>Part-time Prospectus</p>	<p>Paper copy</p> <p>Paper copy/Website</p>	
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8 EXTERNAL RELATIONS

Introduction

This section covers information relating to the College's relationship with its external environment. This includes the formal reports the College is required to provide to its funding bodies, arrangements with other Colleges, 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 College's will probably find that the majority of these classes are already made available to the public in some format. Members of the public are also likely to find the same or related information is available from the external partners with which the College has links.

	Class	Description	Manner	Fee
8.1	Community liaison (Optional)	This class should contain information about the institution's relationship with their local community. The information included within this class represents the institution's approach to maintaining and fostering that relationship. Services to Business booklet List of Community Venues and Groups	Paper copy Paper copy	
8.2	Fundraising (Optional)	Information included within this class relates to the activities undertaken by the institution to raise additional revenue to that provided by its main funding bodies. Sponsorship Policy	Paper copy	
8.3	Government And Regulator relations	This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing. Internal Audit Reports External Audit Reports	Paper copy Paper copy	

		College Development Plan Annual Report ETI Inspection Reports	Paper copy (<i>Restricted</i>) Website ETI Website www.deni.gov.uk	
8.4	Marketing and recruitment	This class should include publications relating to student recruitment (UK and International), including the college prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. Full-time and Part-time Prospectus Website information	Paper copy/Website Website	
8.5	Public relations	This class should contain information that is created specifically by the institution to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students, but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Press Releases Staff Bulletins Website information	Paper copy Website/Intranet Website	

Contacts

Mrs Kate Duffy, Assistant Director – Human Resources, North West Regional College, Strand Road, Londonderry, BT48 7AL.
Telephone No: (028) 7127 6060. Email address: kate.duffy@nwrc.ac.uk

CONTACTS

OTHER CONTACTS	TELEPHONE NO:	EMAIL/WEBSITE ADDRESS:
Department for Employment and Learning, Adelaide House, 39-49 Adelaide Street, Belfast, BT2 8FD	028 9025 7777	www.delni.gov.uk
Department of Education, Waterside House, 75 Duke Street, Londonderry, BT47 6FP	028 7131 9000	www.deni.gov.uk
Stationary Office, 17 Arthur Street, Belfast, BT1 4GD	028 9023 8451	www.northernireland-legislation.hmsso.gov.uk
Association of Northern Ireland Colleges	028 9262 7512	www.anic.ac.uk