



## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

### **INTRODUCTION**

#### **1 Legal requirement**

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

#### **2 What is a publication scheme?**

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

#### **3 The 'model' publication scheme for further education**

- 3.1 BHASVIC has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

#### **4 Who we are**

- 4.1 BHASVIC (Brighton Hove & Sussex Sixth Form College) is a state-funded sixth form college whose main focus is the education of approximately 1600 full-time students aged between 16 and 18 years. The College also provides opportunities for adult education in foreign languages. The College is funded by the Learning and Skills Council.

## **5 Accessing information covered by the publication scheme**

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.
- 5.3 To request information available through our publication scheme, please contact **Tara Davies**, the College's Information Manager.
- 5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

## **6 What about information not covered by the publication scheme?**

- 6.1 You have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests have to be made in writing and, in general, public authorities have 20 working days to respond. They may charge a fee, which has to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

## **7 Feedback**

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Tara Davies, Information Manager at the College.
- 7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545700 e:mail@ico.gsi.gov.uk website: informationcommissioner.gov.uk

## **8 Further information**

- 8.1 More information about the Freedom of Information Act is available on the Information Commissioner's website at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Freedom of Information Act 2000

### Publication Scheme for BHASVIC

#### 1. Governance

	Class	Description	Manner	Fee
1.1	Legal framework	<ul style="list-style-type: none"> <li>Instrument and articles of government</li> <li>Financial memorandum</li> </ul>	PAPER	£10 per document requested
1.2	How the institution is organised	<ul style="list-style-type: none"> <li>BHASVIC Line Management Structure</li> <li>Curriculum Managers; Senior Tutors; Curriculum Co-ordinators; Technical Support</li> <li>Heads of Department, Seconds in Department and Course Leaders</li> </ul>	PAPER	£10 per document requested
1.3	Information on the institutional context	<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>College Development Plan</li> <li>Self Assessment Report</li> <li>Quality Assurance Policy and Procedures</li> </ul>	PAPER	£10 per document requested
1.4	Management structure	<ul style="list-style-type: none"> <li>Corporation committee structure</li> <li>Committee membership</li> <li>Terms of office of members</li> <li>Corporation schedule of delegations</li> <li>Corporation standing orders</li> <li>Corporation committees standing orders</li> <li>Procedure for the election of parent members</li> <li>Procedure for the election of student members</li> <li>Procedure for the election of staff members</li> <li>Governor role description</li> <li>Confidentiality in relation to Corporation business</li> <li>Complaints to the Corporation</li> <li>Registration and declaration of interests</li> <li>Declaration of eligibility</li> <li>Minutes and papers of Corporation and Committee meetings excluding reserved</li> </ul>	PAPER	£10 per document requested

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## 2. Financial Resources

	Class	Description	Manner	Fee
2.1	Finance	<ul style="list-style-type: none"> <li>• Annual report and financial statements</li> <li>• College budget</li> <li>• Business procedures</li> <li>• Three year financial forecast</li> </ul>	PAPER	£10 per document requested
2.2	Resource planning	<ul style="list-style-type: none"> <li>• Financial regulations, including procurement policy (see Business procedures, 2.1)</li> <li>• Annual accounts (see 2.1)</li> <li>• Annual budget (see 2.1)</li> <li>• Strategic plan (see 1.3)</li> <li>• Property Strategy</li> </ul>	PAPER	£10 per document requested

## 3. Human Resources

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<ul style="list-style-type: none"> <li>• Staff recruitment policy and guidelines</li> <li>• Support staff contract</li> <li>• Teaching staff contract</li> <li>• Support staff conditions of service</li> <li>• Teaching staff conditions of service</li> <li>• Support staff pay spine</li> <li>• Teaching staff pay spine</li> <li>• Grievance procedure</li> <li>• Disciplinary procedures and policies</li> <li>• Health and safety policy and procedures</li> </ul>	PAPER	£10 per document requested
3.2	Equal opportunities /Diversity	<ul style="list-style-type: none"> <li>• Equality and Diversity Policy</li> <li>• Race Equality Policy</li> </ul>	PAPER	£10 per document requested

3.3	Staff development	<ul style="list-style-type: none"> <li>• Induction procedures</li> <li>• Probation procedures</li> <li>• Appraisal policy and procedures</li> <li>• Staff Development Plan</li> <li>• Investors in People action plan</li> </ul>	PAPER	£10 per document requested
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#### 4. Physical Resources

	Class	Description	Manner	Fee
4.1	Estates	<ul style="list-style-type: none"> <li>• Property strategy</li> <li>• Planned maintenance plan</li> <li>• Business procedures</li> <li>• Environmental policy</li> <li>• Map of main site</li> <li>• Address of main site</li> </ul>	PAPER	£10 per document requested

#### 5. Student Administration and Support

	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>• Course entry requirements</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>• Student retention, achievement and value-added data</li> </ul>	PAPER	£10 per document requested
5.2	Student accommodation	<p>This class should include information relating to:</p> <ul style="list-style-type: none"> <li>• Inventory of student accommodation</li> </ul>	PAPER	£10 per document requested
5.3	Student administration	<ul style="list-style-type: none"> <li>• Data protection policy</li> </ul>	PAPER	£10 per document requested
5.4	Student admission and enrolment	<ul style="list-style-type: none"> <li>• Admissions procedures and documentation</li> <li>• Enrolment procedures and documentation</li> </ul>	PAPER	£10 per document requested

5.5	Student discipline	<ul style="list-style-type: none"> <li>• College Charter</li> <li>• College Contract</li> <li>• Drugs and alcohol policy</li> <li>• Expulsion and exclusion policies</li> </ul>	PAPER	£10 per document
5.6	Student learning support services	<ul style="list-style-type: none"> <li>• College prospectus</li> <li>• Student handbook</li> <li>• Learning support documentation</li> <li>• College counsellor (documentation)</li> <li>• Guidance self-assessment report</li> </ul>	PAPER	£10 per document requested
5.7	Student liaison	<ul style="list-style-type: none"> <li>• Terms of reference of student union</li> <li>• Minutes of student union meetings</li> </ul>	PAPER	£10 per document requested
5.8	Student policies	<ul style="list-style-type: none"> <li>• Student charging and financial support policy</li> <li>• Disability statement</li> <li>• Trips and visits documentation</li> </ul>	PAPER	£10 per document requested
5.9	Student welfare	<ul style="list-style-type: none"> <li>• College counsellor</li> <li>• Connexions service</li> <li>• Careers services</li> <li>• Sports and recreational facilities</li> </ul>	PAPER	£10 per document requested
5.10	Student Associations and Activities	<ul style="list-style-type: none"> <li>• List of Student Union Officers</li> </ul>	PAPER	£10 per document requested

## 6. Information Services

	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> <li>• Opening hours of Open Learning Centre</li> <li>• Rules on smoking</li> <li>• Copyright</li> <li>• Acceptable use of computers policies</li> <li>• Data protection policy</li> </ul>	PAPER	£10 per document

		<ul style="list-style-type: none"> <li>Other codes of conduct relating to information technology (eg JANET) are available</li> </ul>		requested
6.2	Mission statements and related documents	<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>College Development Plan</li> <li>Self Assessment Report</li> </ul>	PAPER	£10 per document requested
6.3	Policies with regard to data and information	<ul style="list-style-type: none"> <li>Data protection policies</li> <li>CCTV monitoring</li> </ul>	PAPER	£10 per document requested
6.4	Procurement and disposal policies	<ul style="list-style-type: none"> <li>Business procedures</li> </ul>	PAPER	£10 per document requested
6.5	Scope of collections held	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>Open Learning Centre books and periodicals</li> </ul>	PAPER	£10 per document

## 7. Teaching and Learning

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates	College term dates	PAPER	£10 per document requested
7.2	Further course information	<ul style="list-style-type: none"> <li>Term dates</li> <li>Qualifications available</li> <li>Work experience</li> <li>Course specifications</li> <li>External verifiers' reports</li> <li>Outcomes of student satisfaction survey</li> </ul>	PAPER	£10 per document requested

7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>• Annual monitoring and review processes</li> <li>• Departmental assessment policy</li> <li>• Arrangements for academic and tutorial guidance, support and supervision</li> <li>• Open Learning Centre services and IT support</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning</li> <li>• College self-assessment report</li> <li>• The availability and use of specialist equipment and other resources and materials to support teaching and learning</li> <li>• Arrangements for professional development to improve teaching performance, including lesson observation</li> <li>• The use of external benchmarking and other comparators</li> </ul>	PAPER	£10 per document requested
7.4	Staffing structure of schools/ departments	<ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> <li>• Contact details for each department</li> </ul>	PAPER	£10 per document requested
7.5	Student assessment strategy	<ul style="list-style-type: none"> <li>• Examination periods</li> <li>• Examination regulations</li> <li>• Appeal procedures</li> <li>• External examination bodies</li> </ul>	PAPER	£10 per document requested
7.6	Tuition fees	<ul style="list-style-type: none"> <li>• Information for home/EU students</li> <li>• Information for international students</li> </ul>	PAPER	£10 per document requested

## 8. External Relations

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
8.1	Fundraising	<ul style="list-style-type: none"> <li>• Fund-raising appeal prospectus</li> <li>• Donations from parents</li> </ul>	PAPER	£10 per document requested
8.2	Government and Regulator relations	<p>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. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Returns to the Learning and Skills Council</li> <li>• OFSTED Inspection Report</li> </ul>	PAPER	£10 per document requested
8.3	Marketing and recruitment	<ul style="list-style-type: none"> <li>• Prospectus</li> <li>• Open Evenings</li> <li>• Introductory Day</li> <li>• Course entry requirements</li> </ul>	PAPER	£10 per document requested
8.4	Public relations	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus</li> <li>• Course leaflets</li> <li>• Newsletter</li> <li>• Current information provided to an enrolled student</li> </ul>	PAPER	£10 per document requested