



Freedom of Information Publication Scheme

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Freedom of Information Publication Scheme

Contents

INTRODUCTION.....	Page 3
What is a publication Scheme?	
Obtaining Information Covered by the Scheme	
Fee	
Feedback/Complaints	
PART 1 – Who we are and what we do	Page 4
PART 2 – What we spend and how we spend it	Page 7
PART 3 – What our priorities are and how we are doing	Page 9
PART 4 – How we make decisions	Page 11
PART 5 – Our policies and procedures	Page 12
PART 6 – Lists and registers.....	Page 14
PART 7 – The services we offer	Page 15

Freedom of Information Publication Scheme

INTRODUCTION

1 What is a Publication Scheme?

The Freedom of Information Act 2000 (“the Act”) requires all public authorities to adopt a publication scheme. This is a document, which describes the information the College publishes or intends to publish. In this context, ‘publish’ means to make information available, routinely. The Publication Scheme is a guide to, rather than a list of, actual publications, because individual items will change as new material is created and existing material revised.

2 Obtaining Information Covered by the Scheme

The College will make available, upon request, copies of information/publications listed in the scheme. Most of the information/publications are available on the College website www.wiltshire.ac.uk and some are available as paper copies as indicated in the Publication Scheme. Requests for information covered by the Publication Scheme should be made in writing to the Senior Executive Assistant, Wiltshire College, College Road, Trowbridge Wiltshire, BA14 0ES. Email: CollegeFol@wiltshire.ac.uk

3 Fee

Items are marked as either ‘free’ or ‘charge’. The charge is £10 administration fee plus 3p per side of A4 for the document required. This is to cover the cost of administration and photocopying. Payment must be received before the document is sent out where a charge is required. Requests for information will be dealt with within a maximum of 20 days.

4 Feedback/Complaints

Comments/queries regarding the Publication Scheme are welcome, and should be sent in writing to the:

The Clerk to the Corporation
Wiltshire College
College Road
Trowbridge
BA14 0ES

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

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



PART 1 – Who we are and what we do

Mission Statement

The core purpose of Wiltshire College is to provide high quality, flexible, exciting learning and training opportunities that enable our learners to succeed.

A vital player in Wiltshire's economic growth, raising skills and attainment, delivering excellent and innovation; inspiring people to achieve.

Wiltshire College

Wiltshire College has 4 main campuses in Chippenham, Lackham, Trowbridge and Salisbury and serves around 10,000 students.

Each campus offers a wide range of full and part-time Further and Higher Education courses, Apprenticeships, training for business and leisure courses.

In addition to its main campuses, the College has 4 Centres located in Castle Combe, Corsham, Devizes and Warminster.

PART 1 – Who we are and what we do

	Class	Description	Manner	Fee
1.1	Legal framework	<p>Information relating to the legal and corporate status of the institution.</p> <p>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, 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> <ul style="list-style-type: none"> Instrument and Articles of Government 	Online	Free
1.2	How the institution is organised	<p>Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel.</p> <ul style="list-style-type: none"> Management structure chart Description of Statutory Bodies (eg Governing Body, Corporation). In many cases it will be appropriate to list the names of people who are members of the above, as they are matters of public interest Codes of Conduct for members of governing bodies Boards of Governors Standing Orders Minutes and papers of Governing Body, Corporation meetings 	<p>Online</p> <p>Online</p> <p>Printed</p> <p>Printed</p> <p>Printed</p>	<p>Free</p> <p>Free</p> <p>Charge</p> <p>Charge</p> <p>Charge</p>

	Class	Description	Manner	Fee
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	Including: <ul style="list-style-type: none"> The Colleges' Partnership 	Printed	Charge
1.4	Location and contact details			
College Addresses		Telephone Numbers	Email/Website Addresses	
Wiltshire College Chippenham Cocklebury Road Chippenham Wiltshire SN15 3QD		01225 35 00 35	www.wiltshire.ac.uk collegefoi@wiltshire.ac.uk	
Wiltshire College Lackham Lacock Chippenham Wiltshire SN15 2NY		01225 35 00 35	www.wiltshire.ac.uk collegefoi@wiltshire.ac.uk	
Wiltshire College Salisbury Southampton Road Salisbury Wiltshire SP1 2LW		01225 35 00 35	www.wiltshire.ac.uk collegefoi@wiltshire.ac.uk	
Wiltshire College Trowbridge College Road Trowbridge Wiltshire BA14 0ES		01225 35 00 35	www.wiltshire.ac.uk collegefoi@wiltshire.ac.uk	
1.5	Student activities	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students including: <ul style="list-style-type: none"> Student Union Constitution, Code of Practice, List of Officers and any other related documents 	Printed	Free

PART 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

	Class	Description	Cross reference	Manner	Fee
2.1	Funding/ income	<ul style="list-style-type: none"> Annual accounts Annual budget (as appears in the final accounts) Information on tuition fees for home/EU students and international students Information on other charges 	Report and financial statements As above Director of Funding & Learning Resources Course directory, prospectuses and info sent to applicants	Online Online Online	Free Free Free
2.2	Budgetary and account information	<ul style="list-style-type: none"> Annual accounts (including revenue budgets and budgets for capital expenditure) Annual budget (as appears in the final accounts) 	Report and financial statements As above	Online Online	Free Free
2.3	Financial audit reports Capital programme	<ul style="list-style-type: none"> As reported to Governors' Audit Committee Budgets and accounts 		Printed Printed	Charge Charge
2.4	Financial regulations and procedures Staff pay and grading structures	<ul style="list-style-type: none"> Financial regulations, including procurement policy Remuneration of senior staff as published in annual accounts Salary grades 	Financial Regulations Annual Report and financial statements Salary grades	Printed Printed Printed	Charge Charge Charge

	Class	Description		Manner	Fee
2.5	Register of suppliers	<ul style="list-style-type: none"> Register of preferred suppliers 	Preferred suppliers register	Printed	Charge
	Procurement and tender procedures and reports	<ul style="list-style-type: none"> Policies relating to the procurement and disposal of equipment 	Code of tendering practice and Financial Regulations	Printed	Charge
2.6	Contracts	<ul style="list-style-type: none"> Details of contracts that are of sufficient size to have gone through a formal tendering process. 	Tender log	Printed	Charge

PART 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

	Class	Description	Cross reference	Manner	Fee
3.1	Annual report	Published following end of College financial year (31 July)	Report and financial statements	Online	Free
3.2	Corporate and business plans	Strategic Plan		Online	Free
3.3	Teaching and learning strategy	Information on the College's internal procedures for assuring academic quality and standards including: <ul style="list-style-type: none"> • Performance & Quality Group meeting • Programme Handbooks • Published policies and procedures • 	PQG	Printed Electronic Online	Charge Free Free
3.4	Academic quality and standards	Qualitative data on the quality and standards of learning and teaching including: <ul style="list-style-type: none"> • Data on qualifications awarded to students • Data on employment/training outcomes for students • Student progression, retention and completion data 		Electronic	Free
3.5	External review information	<ul style="list-style-type: none"> • Ofsted inspection report • Quality Assurance Agency reviews 		Online link QAA website	Free Free
3.6	Corporate relations	<ul style="list-style-type: none"> • Strategic Plan 		Online	Free

	Class	Description	Cross reference	Manner	Fee
3.7	Government and regulatory reports	<p>Accreditation and monitoring reports by professional, statutory or regulatory bodies and information that the College is legally obliged to make available to its funding and/or monitoring bodies including:</p> <ul style="list-style-type: none"> • Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc • OFSTED Inspections (for FE) • External Verifier reports 	Finance Record/ Strategic Plan	<p>Printed</p> <p>Online link</p> <p>Printed</p>	<p>Charge</p> <p>Free</p> <p>Charge</p>

PART 4 – How we make decisions

Decision making processes and records of decisions.

	Class	Description	Manner	Fee
4.1	Minutes from governing body, SMT, CLG, PQG, RMT, RART	Minutes of meetings where key decisions are made about the operation of the College, excluding material that is properly considered to be private, are available to the public. SLG: Senior Leadership Group SMT: Senior Management Team CMG: College Management Group (Agenda only) PQG: Performance & Quality Group RMT: Resources Management Team RART: Risk and Audit Review Team	Printed	Charge
4.2	Teaching and learning committee minutes	<ul style="list-style-type: none"> • Course Management Team meeting • Internal Verification meeting • Quality meeting • Course Leader/Programme Co-ordinator/FE Tutorial meeting 	Printed	Charge
4.3	Minutes of student consultation meetings	<ul style="list-style-type: none"> • Student Liaison meetings (campus based) 	Printed	Charge
4.4	Appointment procedures	<ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment 	Printed	Charge

PART 5 – Our policies and procedures



Current written protocols, policies and procedures for delivering our services and responsibilities: www.wiltshire.ac.uk/About-Us/Policies-and-Procedures

	Class	Description	Manner	Fee
5.1	Policies and procedures for conducting College business	Information available includes: <ul style="list-style-type: none"> Any other policies not included elsewhere in the publication scheme 	Printed	Charge
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> Key academic policies and procedures 	Online	Free
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> Registry student records policies and procedure documents Registry security and data protection policy and procedure documents Student Code of Conduct Admissions and enrolment policies and procedure documents. 	Printed & Electronic	Free
5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached Grievance procedures and policies Disciplinary procedures and policies Harassment and bullying policy Health and safety policy and procedures Public interest disclosure (for compliance with the Public Interest Disclosure Act) Induction – details of areas covered and procedures Policies and procedures relating to probation Policies and procedures pertaining to appraisal Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People Policies on upgrades and promotions Any other policies relating to staff not included elsewhere in the PS 	Printed	Charge
5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> Policies, statements, procedures and guidelines relating to recruitment Generic terms and conditions of employment Job vacancies (via website) 	Printed	Charge
5.6	Code of Conduct for members of governing bodies	<ul style="list-style-type: none"> Code of Conduct 	Printed	Charge

	Class	Description	Manner	Fee
5.7	Equality and Diversity	<ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability • Annual Equality Statement 	Printed Online	Charge Free
5.8	Health and Safety	<ul style="list-style-type: none"> • Health and safety policy and procedures 	Printed	Charge
5.9	Estate Management	<ul style="list-style-type: none"> • Estates strategy and plan • Address of all locations/plan of main campuses www.wiltshire.ac.uk/About-Us/Our-Campuses 	Printed	Charge
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> • Internal student complaint and appeals procedures • Complaints in relation to requests for information (please see Introduction to this Publication Scheme) 	Printed & Electronic	Free
5.11	Records management and personal data policies	<ul style="list-style-type: none"> • Registry student records policies and procedure documents • Registry security and data protection policy and procedure documents 	Printed & Electronic	Free
5.12	Charging regimes and policies	<ul style="list-style-type: none"> • Charges made for information routinely published (please refer to Introduction of this Publication Scheme) 		

PART 6 – Lists and registers

Information contained only in currently maintained lists and registers



	Class	Description	Manner	Fee
6.1	Information we are currently legally required to hold in publicly available registers Asset registers	Not applicable		
6.2	Disclosure logs	<ul style="list-style-type: none">Log indicating information that has been provided in response to requests under the Freedom of Information Act	Electronic	Free

PART 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

	Class	Description	Manner	Fee
7.1	Prospectus and course content	<ul style="list-style-type: none"> Part time, Full time and HE prospectuses: www.wiltshire.ac.uk/study/prospectuses-and-enrolment-forms 	Printed & Online	Free
7.2	Health advice	<ul style="list-style-type: none"> Health services: www.wiltshire.ac.uk/studentwellbeing 	Online	Free
7.3	Careers advice	<ul style="list-style-type: none"> Career services: www.wiltshire.ac.uk/Student-Services/Careers-Advice 	Online	Free
7.4	Sports and recreational facilities	<ul style="list-style-type: none"> Sports and recreational facilities: www.wiltshire.ac.uk/study/student-life/sport-and-wiltshire-college-active 	Online	Free
7.5	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> Koha library catalogue: https://wilt.koha-ptfs.co.uk 	Online	Free
7.6	Conference facilities	<ul style="list-style-type: none"> Lackham House: www.wiltshire.ac.uk/About-Us/Lackham-House 	Online	Free
7.7	Advice and guidance	<ul style="list-style-type: none"> Welfare/advice services: www.wiltshire.ac.uk/Student-Services/Money-Matters 	Online	Free
7.8	Local campaigns	<ul style="list-style-type: none"> Capital build projects: www.wiltshire.ac.uk/About-Us/Campus-Development 	Online	Free
7.9	Media releases	<ul style="list-style-type: none"> Press releases and news: www.wiltshire.ac.uk/wiltshire-college-news 	Online	Free

APPENDIX

College Addresses	Telephone Numbers	Email/Website Addresses
Wiltshire College Chippenham Cocklebury Road Chippenham Wiltshire SN15 3QD	01225 35 00 35	www.wiltshire.ac.uk wendy.lloyd@wiltshire.ac.uk
Wiltshire College Lackham Lacock Chippenham Wiltshire SN15 2NY	01225 35 00 35	www.wiltshire.ac.uk wendy.lloyd@wiltshire.ac.uk
Wiltshire College Salisbury Southampton Road Salisbury Wiltshire SP1 2LW	01225 35 00 35	www.wiltshire.ac.uk wendy.lloyd@wiltshire.ac.uk
Wiltshire College Trowbridge College Road Trowbridge Wiltshire BA14 0ES	01225 35 00 35	www.wiltshire.ac.uk wendy.lloyd@wiltshire.ac.uk

Other Contacts	Telephone Numbers	Email/Website Addresses
The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire, SK9 5AF	0303 123 11 13	www.ico.org.uk
Ministerial and Public Communications Division Department for Education Piccadilly Gate	0370 000 22 88	www.gov.uk/government/organisations/department-for-education

Store Street Manchester M1 2WD		
Education and Skills Funding Agency (EFSA) Ministerial and Public Communications Division Department for Education Piccadilly Gate Store Street Manchester M1 2WD	0370 000 22 88	www.gov.uk/government/organisations/education-and-skills-funding-agency