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York College – Freedom of Information Policy

Introduction

The purpose of this policy is to ensure that York College meets its obligations and provides a framework to ensure anyone wishing to make a request understands how to do so and that any requests are handled in accordance with applicable freedom of information laws.

As a public authority York College has a legal obligation under the Freedom of Information Act 2000 to provide information, they hold, to anyone who requests it, subject to certain exemptions.

This policy sets out how York College provides information that it publishes as a matter of routine under the “Model Publication Scheme for Colleges of Further Education” which is published by the Information Commissioners Office (ICO). This policy outlines how requests should be made to York College for information that is not readily published under the scheme and how requests are dealt with.

Status of the Policy

The Freedom of Information Policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies made by the College from time to time. Any failure to follow the policy may therefore result in disciplinary proceedings.

Relevant legislation

[Freedom of Information Act 2000](#)

[Environmental Information Regulations 2004](#)

[Data Protection Act 2018](#)

Definitions

DPO: Data Protection Officer

FOIA: Freedom of Information Act

DPA: Data Protection Act

EIR: Environmental Information Regulations

ICO: Information Commissioners Office

Roles, Responsibilities & Accountability

College Governors

Are ultimately responsible for ensuring the College complies with freedom of information legislation and environmental information regulations. To this end, the Governors set the policy for employees to follow that ensures this compliance.

All Staff

All staff working at York College have a responsibility to ensure compliance with the legal responsibilities of the Freedom of Information Act.

Information Asset Owners (department managers)

Senior staff members hold delegated responsibility for the information in their areas and to provide such information requested by the Data Protection Officer (DPO) to allow requests to be responded to within the timescales contained within the Act.

Data Protection Officer (DPO)

Data Protection Officer (DPO) - is responsible for compliance within the organisation and ensuring all aspects of the Act are adhered to, these responsibilities include:

- ensuring the scheme meets the specific requirements and needs of York College; and
- acknowledging, recording and coordinating responses to freedom of information requests.

Please note that personal data is covered by the Data Protection Act and is not usually available for public access. The College supports the principle of openness in public institutions and recognises that, in addition to the exemptions outlined in the procedures, there is an obligation to maintain an individual's right to privacy. The management of personal and sensitive information will continue to be dealt with in accordance with the requirements of the General Data Protection Regulation (GDPR) via Data Protection Act 2018 and any other associated legislation.

Background

The Freedom of Information Act ("FOIA") and the Environmental Information Regulations ("EIR") provides access to information held by a public authority, such as a government department, local council or further education college.

It does this in two ways:

- Public authorities are obliged to publish certain information about their activities; and
- Members of the public are entitled to request information from public authorities.

Environmental information requests can also be made to certain non-public bodies carrying out a public function.

- You can make a request for any information that you think we may hold. However, this right only covers recorded information which includes information held on computers, in emails and in printed or handwritten documents as well as images, video (CCTV) and audio recordings.
- You should identify the information you want as clearly as possible.
- Your request can be in the form of a question, instead of requesting specific documents, but please be aware that we do not have to answer your question if this would mean new information is created or would result in York College giving an opinion or making a judgment that is not already recorded.
- There may be times that some information requested cannot be given to you as it may be exempt, for example because it would unfairly reveal personal details about somebody else and would then be in breach of the Data Protection Act 2018.

When you make a request, you don't have to know whether the information you want is covered by the Freedom of Information Act or the Environmental Information Regulations, it is for the college to decide which law needs to be followed.

Freedom of Information Regulations Act 2000

The FOIA covers any recorded information that is held by a public authority in England, Wales and Northern Ireland and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002).

Recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings. The FOIA does not give people access to their own personal data (information about themselves) or information that is held solely on behalf of another person, body or organisation. This means employees' purely private information is not covered, even if it is on a work computer or email account; nor is information that is stored solely on behalf of a trade union, or an individual MP or councillor.

If a member of the public wants to see information that a public authority holds about them, they should make a Data Subject Access Request under the General Data Protection Regulations (refer to York College Data Protection Policy published on the college website).

The FOIA excludes information held within individuals' minds. When the public requests information, York College is only obligated to furnish information already documented. York College is not required to generate new information or seek answers from staff members who might possess the knowledge.

Model Publication Scheme

The College is obliged to publish a Publication Scheme under Section 19 of the Act. The Publication Scheme outlines the range of information held by the College and how it may be accessed. The Publication Scheme is appended to this policy (Appendix 1). Paper copies are available upon request. This policy will be implemented in accordance with all existing and emerging legislation.

The information sources detailed within the College Publication Scheme may already be openly published by the College or a specific request may be required. The Scheme indicates how the information may be accessed and gives details relating to any appropriate costs that may be required.

The Scheme will be regularly reviewed and updated as necessary. The classes of information detailed within the Scheme are those given in the Model Scheme for Further Education Colleges which is intended to assist the public in accessing information across the Further Education sector, excluding that which will be exempt from disclosure by the Act. The College aims to be as open as possible, however organisations covered by the Act are entitled to withhold information when an appropriate exemption can be suitably applied and include, national security, law enforcement, commercial interests and personal information.

The Model Scheme for Further Education Colleges is available via the [Information Commissioner's \(ICO\) website](#) and comprise of the following classes of information:

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Our policies and procedures;
- Lists and registers; and
- The services we offer.

In summary, the College is required under the FOI Act 2000 to:

- Maintain a Publication Scheme, which identifies a range of information documents that are routinely and proactively published in the public domain.
- Provide access to College information which is not otherwise published on receipt of a written request, stating the name and address of the requester and describing the information required.
- Inform the requester in writing whether the College holds the information requested and, where applicable, communicate that information to them within 20 working days, subject to any exemption or fees.

- Contact the requester to discuss their request further should a request be particularly complicated and/or if further information is required. If a delay is likely, the College will also advise them of this.
- Provide advice and assistance, as far as is reasonably possible, to anyone seeking information from the College.

Requests

We ask that all requests are made in writing, with the name and contact details of the requester included within the correspondence to enable the College to provide a response. The requester should describe the information required as clearly as possible in order for the College to identify and process the request promptly: if the request is too broad or unclear, the College may need to ask for more detail which could in turn result in delays in processing.

York College has produced an electronic form to assist with Freedom of Information requests, this can be accessed via our website or at this link: [FOI Request Form](#). It is not a requirement to make a request using this form, but the form has been designed to ensure requests are dealt with as promptly as possible. Please note that some information may, in some circumstances, be exempt from disclosure.

Where information is exempt from disclosure, the College will send the requester a written notice which specifies and explains the reason why.

Where a request is vexatious or repeated, the College is not obliged to comply with the request and will send the requester a written refusal notice. We will take into consideration the advice provided by the Information Commissioner concerning recurrent or vexatious requests.

If a fee is chargeable, the College will send the requester a written fees notice, stating the amount required. York College will exercise its discretion on a case-by-case basis dependant on whether the administrative costs of levying such charges would outweigh any charges generated.

Timescales

York College will respond to any requests for information in accordance with the FOIA's requirement of 20 working days. In cases where there is an absolute exemption or other qualified exemption together with a public interest reason for not releasing the information, York College will inform the requestor of the reasons in writing within the 20-working day limit.

Contacts and Complaints

The contact for any questions or comments about this policy, including requests for information via the Model Publication Scheme or under the terms of the Freedom of Information Act, is:

York College
Sim Balk Lane
Bishopthorpe
York, YO23 2BB
Email: FOIRequests@yorkcollege.ac.uk

The College takes its obligations under the Freedom of Information Act 2000 very seriously. If a requestor is not satisfied with the College's response, or the process by which the initial response was handled, they may wish to discuss the matter further with the College Quality Team, who will then handle the matter in accordance with the Complaints and Compliments Procedure, accessible via the College website: [Complaints and Compliments Procedure](#).

The College will do everything in its power to meet the needs of individuals or organisations requesting information. However, if the College is unable to resolve a complaint, the requestor has the right to write to the Information Commissioner, an independent body which oversees the implementation of the Freedom of Information Act. The address to write to is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk

Freedom of Information (FOI) Act 2000

Model Publication Scheme (MPS)

Education: Colleges of Further Education

Notes

Requests under the Environmental Information Regulations 2004 will be considered in the same way as requests made for information under this MPS.

Fees

Charges, where they apply, will be available upon request, but information will be free where the cost of producing this information is less than £450.

Information Officer

York College's Data Protection Officer is:

Director of Governance
York College, Sim Balk Lane, York, YO23 2BB

They can be contacted on email FOIrequests@yorkcollege.ac.uk

York College

Freedom of Information (Fol) Act Model Publication Scheme – College of Further Education

1. Background

This Model publication scheme has been prepared and approved by the Information Commissioner¹. It has been adopted without modification by York College.

This publication scheme commits York College to make information available to the public as part of its normal business activities. The information covered is included in the following classes of information;

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Our policies and procedures;
- Lists and registers; and
- The services we offer.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure;
- information in draft form;
- information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

2. Method by which information published under this scheme will be made available

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details are provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in English. Where York College is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by York College for routinely

¹ text

published material will be justified, transparent and kept to a minimum.

Charges will be made for actual disbursements incurred such as:

- Photocopying – 5p per sheet
- postage and packaging – as per post office set fees

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the College, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for information subject to any charging regime specified by parliament.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

4. Written Requests

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5. Classes of Information

See Annex 1 for the list of information available within each class of information and the manner in which it is available.

How to obtain information

Via the College website: www.yorkcollege.ac.uk

By e-mail to: foirequests@yorkcollege.ac.uk

In writing to: The Director of Governance, York College Sim Balk Lane York North Yorkshire YO23 2BB

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF or via the internet at www.ico.gov.uk

Appeals

Should be directed to the ICO at the following address:

The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF or via the internet at www.ico.gov.uk

Annex 1

Method by which information published under this scheme will be made available

Class of Information	Information available	Manner
Who we are and what we do	<p><u>Organisational Information</u></p> <p>This class contains information relating to how the individual departments of the College are organised and where each department fits in the overall structure of the institution.</p> <p>The College structure is available on the College website at www.yorkcollege.ac.uk .</p>	<p>Website Email Paper</p>
Information on the institutional context	<p><u>Locations and contacts</u></p> <p>This class includes information to be made available by the Governing Body (Corporation):</p> <ol style="list-style-type: none"> 1. College Mission Statement is available on the College website at www.yorkcollege.ac.uk 2. College Quality Improvement Policy, and associated procedures. 3. Ofsted / Inspection Reports are available at either www.ofsted.gov.uk 4. QAA (Quality Assurance Agency for Higher Education) Review Reports are available at www.qaa.ac.uk . 5. College Strategic Plan and Priorities 	<p>Website Email Paper</p>
Legal Framework	<p><u>Constitutional and Legal Governance</u></p> <p>This class contains information relating to how York College was established and its standing from the point of view of the law. Ultimately the corporate status of the College has been 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 already publicly available, for example on the HMSO web site www.legislation.hmso.gov.uk/acts.htm .</p> <p>The Further Education Corporations (Former Further Education Colleges) (Modification of Instruments and Articles of Government) Order 2012 is available on the Department for Business, Innovation and Skills (BIS) website at www.bis.gov.uk .</p>	<p>Email Paper</p>

<p>What we spend and how we spend it</p>	<p>Financial information relating to projected and actual income and expenditure.</p> <p>Information, as it relates to these activities, is available in the minutes / papers of the Governing Body (Corporation), and sub-committee, meetings. Also details of financial policy are contained within the Financial Regulations.</p> <p>Financial information applies across a range of disciplines within the College. These include:</p> <ul style="list-style-type: none"> • Staff related: A wide range of policies, procedures and general information relating to the terms and conditions of service are available on the College website at www.yorkcollege.ac.uk. Access HR information via 'vacancies'. • Finance Team: Manage a wide range of activities relating to the financial operation of the College including: <ul style="list-style-type: none"> • Budgets and Accounts • Insurance • Student Fees. 	<p>Email Paper Website</p>
<p>Resource Planning</p>	<p><u>Tendering</u></p> <p>This class includes information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.</p> <p>1. Financial Regulations, including:</p> <ul style="list-style-type: none"> • budget preparation, approval and monitoring • business planning • banking • expenditure (including tendering) • salaries, wages and staff expenses • Governors' and senior postholders' expenses • overseas activities • petty cash • income • treasury management and borrowing • insurance 	<p>Email Paper</p>

	<ul style="list-style-type: none"> • asset management • taxation • fraud and bribery <p>2. The minutes / papers of Governing body (Corporation), and sub-committee, meetings will contain the following items:</p> <ul style="list-style-type: none"> • Members report and financial statements • Annual budget. 	
Procurement and Disposal Policies	<p><u>Procurement and contracts</u></p> <p>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 College is making correct and appropriate use of funds.</p> <p>1. Value for Money Policy.</p>	Email Paper
What are our priorities and how are we doing	<p><u>Strategy and performance information</u></p> <p>This class includes information to be made available by the Governing Body (Corporation):</p> <ol style="list-style-type: none"> 1. College Mission Statement is available on the College website at www.yorkcollege.ac.uk 2. College Quality Improvement Policy, and associated procedures. 3. Ofsted / Inspection Reports are available at either www.ofsted.gov.uk 4. QAA (Quality Assurance Agency for Higher Education) Review Reports are available at www.qaa.ac.uk <p>Strategies, Plans, Performance Indicators, Audits, Inspections and reviews.</p> <p>As above.</p>	Email Paper Website (where nationally published)
How we make decisions	<p><u>Policy proposals and decisions</u></p> <p>This class contains information relating to how the College's management structure is organised and the function and purpose of each part of the management structure.</p> <p>1. Governing Body (Corporation) membership, including sub-committee membership is available on the College website at</p>	Email Paper Website

	<p>www.yorkcollege.ac.uk.</p> <p>2. The Clerk to the Governing Body holds the following information:</p> <ul style="list-style-type: none"> • Codes of Conduct • Standing Orders • Committee Terms of Reference • Codes of Practice for College <p>3. Elections and College appointments.</p> <p>4. All policies and procedures relating to terms and conditions of employment are available on the College website at www.yorkcollege.ac.uk, access HR information via 'vacancies'.</p>	
Our Policies and Procedures	Other related policies and procedures are available at www.yorkcollege.ac.uk/about-us .	Website Email Paper
Lists and Registers	Information held in registers required by law and other lists and registers relating to the functions of the College.	Email Paper
The services we offer	<p><u>Advice and Guidance</u></p> <p>1. Course entry requirements are available on the College's website www.yorkcollege.ac.uk , or from one of its prospectuses:</p> <ul style="list-style-type: none"> - 16>19 Further Education Full-time Programmes 16-19 Course Guide (A Level Faculty, Vocational Programmes, Apprenticeships) • Part-time Adults (19+) Part-time programmes Adult Learning Guide AND Adult Learning Course Information Guides (<i>individual course leaflets</i>) • Higher Education Higher Education Programmes Higher Education Booklets (<i>individual booklets by subject area</i>) <p>2. The range of student entrants classified by age, gender ethnicity and disability are publicised in the College's Annual Report.</p> <p>3. Student progression, retention and completion data (including qualification achievement) are available from a variety of sources including:</p> <ul style="list-style-type: none"> • DfE (Performance Tables) at www.education.gov.uk • College produced data 	

	<p>4. Student destination data is available through a College publicized report. Destinations data is also held on the College website at www.yorkcollege.ac.uk, under 'Student Life'.</p>	
	<p><u>Student Accommodation</u></p> <p>The College does not own or manage any accommodation for students. However, the College does work with a number of local accommodation providers, contacts for whom can be accessed from the Student Services Team at the College. Contact details are held in the College website at www.yorkcollege.ac.uk, under 'Student Life'.</p>	Email Paper
	<p><u>Student Administration</u></p> <p>This class includes information relating to all areas of the maintenance of individual student records including policies and procedures covering the management of the students records system itself, and the division of responsibilities between central registry staff, other College staff and the students themselves.</p> <p>The College has an Academic Registry Team and Information Systems Team whose roles include the management of student records (both individual and group).</p> <p>These teams operate within the principles of the Data Protection Act 1998, and may, from time to time, share information with other organisations such as the Department for Education (DfE), Education Funding Agency (EFA), Skills Funding Agency (SFA) and the Higher Education Funding Council for England (HEFCE).</p> <p>Copies of the College's Data Protection Policy and DDA Confidentiality/Disclosure Procedure are available.</p>	Email Paper
	<p><u>Student Admission and Enrolment</u></p> <p>This class includes 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</p>	Website Email

	<p>student funding arrangements and the division of responsibilities between College departments.</p> <p>The College has an Admissions Policy, which provides information relating to:</p> <ul style="list-style-type: none"> • the admissions framework • pre-entry procedures • application / interview process • enrolment • roles and responsibilities of College staff. 	
	<p><u>Student Discipline</u></p> <p>This class includes information relating to the conduct of disciplinary proceedings against students.</p> <ol style="list-style-type: none"> 1. The College has a student Disciplinary Policy and Procedure that states: <ul style="list-style-type: none"> • Stages, and application, of the disciplinary process • Appeals 2. The College also has a complaints procedure, that states: <ul style="list-style-type: none"> • Stages, and application, of the procedure appeals. 	<p>Website Email Paper</p>
	<p><u>Student Learning Support Services</u></p> <p>This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information Services.</p> <ol style="list-style-type: none"> 1. The range of support services available to students is available in the College website at www.yorkcollege.ac.uk, under 'Student Life'. The services include: <ul style="list-style-type: none"> • Accommodation • Travel and Transport • Welfare and Funding • College Counselling Service • Careers Education, Information, Advice and Guidance Service. <p>Information is also available within the College website on recreational facilities.</p> 2. Information on the support available for students with special needs is available in the College's Disability Statement (Able to Learn). 	

	<p>This document states:</p> <ul style="list-style-type: none"> • Who to contact for information • Range of support services available • Accessibility of College facilities • Special arrangements for examinations • Support funding available how to make a complaint. 	
	<p><u>Student Liaison</u></p> <p>This class includes information relating to the structure and functioning of staff / student consultative committees or other liaison groups.</p> <p>A number of opportunities exist including:</p> <ul style="list-style-type: none"> • Regular meetings between the Senior Management Team and the Students Union Executive • A system of student course representatives who attend course meetings • A Student Liaison Officer post • Student representation on a range of College committees • A series of student focus groups. 	Email Paper
	<p><u>Student Policies</u></p> <p>This class includes a guide to all student policies issued by the College.</p> <p>College Policies relating to students.</p> <p>References to these are also made in Student Course Handbooks and the Student Guide.</p>	Intranet Email Paper
	<p><u>Student Welfare</u></p> <p>The range of support services available to students is available in the College website at www.yorkcollege.ac.uk , under 'Student Life'.</p> <p>The services include:</p> <ul style="list-style-type: none"> • Accommodation • Travel and Transport • Welfare and Funding • College Counselling Service • Careers Education, Information, Advice and Guidance Service. 	Email Paper
	<u>Academic year dates</u>	

	<p>This class includes information on the dates for the current academic year as well as future academic years (as far as is known).</p> <p>Academic year dates are published in the Course Handbooks and on the College website at www.yorkcollege.ac.uk .</p>	<p>Email Paper Website</p>
	<p><u>Further course information</u></p> <p>This class should include information relating to:</p> <p>Course information and related information is available on the College website at www.yorkcollege.ac.uk . It is also available in the College prospectuses:</p> <p>16>19 Further Education Full-time Programmes 16-20 Course Guide (A Level Faculty, Vocational Programmes, Apprenticeships) Part-time Adults (19+) Part-time programmes Adult Learning Guide AND Adult Learning Course Information Guides (<i>individual course leaflets</i>) Higher Education Higher Education Programmes Higher Education Booklets (<i>individual booklets by subject area</i>)</p>	<p>Email Paper</p>
	<p>Information on internal procedures for assuring academic quality and standards.</p> <p>This class includes information about the College's internal quality audit programmes and annual review. It also includes information on the College's internal procedures for assuring academic quality and standards.</p> <ol style="list-style-type: none"> 1. Information of programme approval, monitoring and review is contained within: <ul style="list-style-type: none"> • Quality Improvement Policy • New Programme and Course Change Guidelines • Internal Verification Procedure • Self-assessment Guidelines. 2. Information on assessment procedures is available in: <ul style="list-style-type: none"> • Teaching, Learning and Assessment 	

	<p>Policy</p> <ul style="list-style-type: none"> • Internal Verification Procedure • Student Course Handbooks. <p>3. Information relating to students' satisfaction with their college experience is gathered in a variety of means, including:</p> <ul style="list-style-type: none"> • Student Satisfaction Surveys, minimum of three times per year <ul style="list-style-type: none"> ○ First Impressions ○ On Programme ○ End of Course • Focus Groups • Student representations at Course Team meetings and other College committees • Tutorial Programmes. 	
	<p><u>Summaries of Students' views are available.</u></p> <p>4. Information is available to teams undertaking internal reviews of quality and standards in relation to:</p> <ul style="list-style-type: none"> • The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time • The range of teaching methods used • The availability and use of specialist equipment and other resources and materials to support teaching and learning • Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes • The use of external benchmarking and other comparators. <p>Such information would include:</p> <ul style="list-style-type: none"> • Records from the Developmental Observations • Schemes of Work and Lesson Plans • Self-assessment Reports • Training and Development Records • Benchmarking Data where available. <p>Where such information is not confidential, and would not contravene the Data Protection Act 1998, then this would be made available.</p>	
	<p><u>Staffing structure of departments</u></p>	

	<p>This class includes information about staff roles within teams.</p> <p>The College structure is available on the College website at www.yorkcollege.ac.uk .</p> <p>Contact details for some staff and departments are also available on the College website.</p>	<p>Email Paper Website</p>
	<p><u>Student Assessment Strategy</u></p> <p>This class includes information on the regulations and / or policy governing student assessment.</p> <p>Information on assessment procedures is available in:</p> <ul style="list-style-type: none"> • Teaching, Learning and Assessment Policy • Internal Verification Procedure • Student Course Handbooks. <p>Assessment regulations as they are determined by the Awarding Body for specific courses are contained within Student Course Handbooks.</p>	<p>Email Paper</p>
	<p><u>Tuition Fees</u></p> <p>This class includes 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>Information relating to fees associated with College courses is available on the College website at www.yorkcollege.ac.uk .</p> <p>Alternatively, information sheets are available from the Student Services Team.</p> <p>Information is available for:</p> <ul style="list-style-type: none"> • International Students • Home / EU Students. 	<p>Email Paper Website</p>
<p>Information is available in a variety of alternative formats please ask.</p>		