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**Please contact us on 01904 770132 or email us at [qi-admin@yorkcollege.ac.uk](mailto:qi-admin@yorkcollege.ac.uk) if you would like this document in an alternative format**

***To ensure version control, please do not print this document – as tomorrow it could be out of date.***

# **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 Senior Information Risk Officer is:

Deputy Chief Executive and Principal  
York College, Sim Balk Lane, York, YO23 2BB

They can be contacted on 01904 770225 or email [FOIrequests@yorkcollege.ac.uk](mailto:FOIrequests@yorkcollege.ac.uk)

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 Commissioner<sup>1</sup>. 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

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<sup>1</sup> text

available at minimum inconvenience and cost to the public. Charges made by York College for routinely 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 fess

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](http://www.yorkcollege.ac.uk)

By e-mail to: [foirequests@yorkcollege.ac.uk](mailto:foirequests@yorkcollege.ac.uk)

In writing to: The Deputy Chief Executive and Principal 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](http://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](http://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 organized and where each department fits in the overall structure of the institution.</p> <p>The College structure is available on the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> .</p>	Website Email Paper
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"><li>1. College Mission Statement is available on the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a></li><li>2. College Quality Improvement Policy, and associated procedures.</li><li>3. Ofsted / Inspection Reports are available at either <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></li><li>4. QAA (Quality Assurance Agency for Higher Education) Review Reports are available at <a href="http://www.qaa.ac.uk">www.qaa.ac.uk</a> .</li></ol>	Website Email Paper
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 <a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a> .</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 <a href="http://www.bis.gov.uk">www.bis.gov.uk</a> .</p>	Email Paper
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure.	

	<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"> <li>• 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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> . Access HR information via 'vacancies'.</li> <li>• Finance Team: Manage a wide range of activities relating to the financial operation of the College including: <ul style="list-style-type: none"> <li>• Budgets and Accounts</li> <li>• Insurance</li> <li>• Student Fees.</li> </ul> </li> </ul>	Email Paper Website
Resource Planning	<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"> <li>• budget preparation, approval and monitoring</li> <li>• business planning</li> <li>• banking</li> <li>• expenditure (including tendering)</li> <li>• salaries, wages and staff expenses</li> <li>• Governors' and senior postholders' expenses</li> <li>• overseas activities</li> <li>• petty cash</li> <li>• income</li> <li>• treasury management and borrowing</li> <li>• insurance</li> <li>• asset management</li> <li>• taxation</li> <li>• fraud and bribery</li> </ul>	Email Paper

	<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"> <li>• Members report and financial statements</li> <li>• Annual budget.</li> </ul>	
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"> <li>1. College Mission Statement is available on the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a></li> <li>2. College Quality Improvement Policy, and associated procedures.</li> <li>3. Ofsted / Inspection Reports are available at either <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></li> <li>4. QAA (Quality Assurance Agency for Higher Education) Review Reports are available at <a href="http://www.qaa.ac.uk">www.qaa.ac.uk</a></li> </ol> <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> <ol style="list-style-type: none"> <li>1. Governing Body (Corporation) membership, including sub-committee membership is available on the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a>.</li> <li>2. The Clerk to the Governing Body holds the following information:</li> </ol>	Email Paper Website

	<ul style="list-style-type: none"> <li>• Codes of Conduct</li> <li>• Standing Orders</li> <li>• Committee Terms of Reference</li> <li>• Codes of Practice for College</li> </ul> <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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a>, access HR information via 'vacancies'.</p>	
Our Policies and Procedures	Other related policies and procedures are available at <a href="http://www.yorkcollege.ac.uk/about-us">www.yorkcollege.ac.uk/about-us</a> .	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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a>, or from one of its prospectuses:</p> <ul style="list-style-type: none"> <li>- 16&gt;19 Further Education Full-time Programmes 16-19 Course Guide (A Level Faculty, Vocational Programmes, Apprenticeships)</li> <li>• Part-time Adults (19+) Part-time programmes Adult Learning Guide AND Adult Learning Course Information Guides (<i>individual course leaflets</i>)</li> <li>• Higher Education Higher Education Programmes Higher Education Booklets (<i>individual booklets by subject area</i>)</li> </ul> <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"> <li>• DfE (Performance Tables) at <a href="http://www.education.gov.uk">www.education.gov.uk</a></li> <li>• College produced data</li> </ul> <p>4. Student destination data is available through a College publicized report. Destinations data is also held on the College website at</p>	



	<a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> , under 'Student Life'.	
	<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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a>, 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 student funding arrangements and the division of responsibilities between College departments.</p>	Website Email

	<p>The College has an Admissions Policy, which provides information relating to:</p> <ul style="list-style-type: none"> <li>• the admissions framework</li> <li>• pre-entry procedures</li> <li>• application / interview process</li> <li>• enrolment</li> <li>• roles and responsibilities of College staff.</li> </ul>	
	<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"> <li>1. The College has a student Disciplinary Policy and Procedure that states: <ul style="list-style-type: none"> <li>• Stages, and application, of the disciplinary process</li> <li>• Appeals</li> </ul> </li> <li>2. The College also has a complaints procedure, that states: <ul style="list-style-type: none"> <li>• Stages, and application, of the procedure appeals.</li> </ul> </li> </ol>	<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"> <li>1. The range of support services available to students is available in the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a>, under 'Student Life'. The services include: <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Travel and Transport</li> <li>• Welfare and Funding</li> <li>• College Counselling Service</li> <li>• Careers Education, Information, Advice and Guidance Service.</li> </ul> <p>Information is also available within the College website on recreational facilities.</p> </li> <li>2. Information on the support available for students with special needs is available in the College's Disability Statement (Able to Learn).</li> </ol> <p>This document states:</p> <ul style="list-style-type: none"> <li>• Who to contact for information</li> <li>• Range of support services available</li> </ul>	

	<ul style="list-style-type: none"> <li>• Accessibility of College facilities</li> <li>• Special arrangements for examinations</li> <li>• Support funding available how to make a complaint.</li> </ul>	
	<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"> <li>• Regular meetings between the Senior Management Team and the Students Union Executive</li> <li>• A system of student course representatives who attend course meetings</li> <li>• A Student Liaison Officer post</li> <li>• Student representation on a range of College committees</li> <li>• A series of student focus groups.</li> </ul>	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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> , under 'Student Life'.</p> <p>The services include:</p> <ul style="list-style-type: none"> <li>• Accommodation</li> <li>• Travel and Transport</li> <li>• Welfare and Funding</li> <li>• College Counselling Service</li> <li>• Careers Education, Information, Advice and Guidance Service.</li> </ul>	Email Paper
	<p><u>Academic year dates</u></p> <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>	Email Paper Website

	Academic year dates are published in the Course Handbooks and on the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> .	
	<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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> . It is also available in the College prospectuses:</p> <p>16&gt;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>	Email Paper
	<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"> <li>1. Information of programme approval, monitoring and review is contained within: <ul style="list-style-type: none"> <li>• Quality Improvement Policy</li> <li>• New Programme and Course Change Guidelines</li> <li>• Internal Verification Procedure</li> <li>• Self-assessment Guidelines.</li> </ul> </li> <li>2. Information on assessment procedures is available in: <ul style="list-style-type: none"> <li>• Teaching, Learning and Assessment Policy</li> <li>• Internal Verification Procedure</li> <li>• Student Course Handbooks.</li> </ul> </li> </ol>	

	<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"> <li>• Student Satisfaction Surveys, three times per year <ul style="list-style-type: none"> <li>○ First Impressions</li> <li>○ On Programme</li> <li>○ End of Course</li> </ul> </li> <li>• Focus Groups</li> <li>• Student representations at Course Team meetings and other College committees</li> <li>• Tutorial Programmes.</li> </ul>	
	<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"> <li>• The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time</li> <li>• The range of teaching methods used</li> <li>• The availability and use of specialist equipment and other resources and materials to support teaching and learning</li> <li>• Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes</li> <li>• The use of external benchmarking and other comparators.</li> </ul> <p>Such information would include:</p> <ul style="list-style-type: none"> <li>• Records from the Observation of Teaching and Learning</li> <li>• Schemes of Work and Lesson Plans</li> <li>• Self-assessment Reports</li> <li>• Training and Development Records (see also section 3.4)</li> <li>• Benchmarking Data where available.</li> </ul> <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>	Email Paper

	<p>The College structure is available on the College website at <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> .</p> <p>Contact details for some staff and departments are also available on the College website.</p>	Website
	<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"> <li>• Teaching, Learning and Assessment Policy</li> <li>• Internal Verification Procedure</li> <li>• Student Course Handbooks.</li> </ul> <p>Assessment regulations as they are determined by the Awarding Body for specific courses are contained within Student Course Handbooks.</p>	Email Paper
	<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 <a href="http://www.yorkcollege.ac.uk">www.yorkcollege.ac.uk</a> .</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"> <li>• International Students</li> <li>• Home / EU Students.</li> </ul>	Email Paper Website
Information is available in a variety of alternative formats please ask.		