

The Bolton Sixth Form College Publication Scheme (Freedom of Information Act 2000)

1 Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual members 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 instance information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

Information governed by the Freedom of Information Act 2000 may be requested in writing to the Vice Principal, Mr A J Hulme, and will be provided within twenty working days.

	Class	Description	Postholder holding information
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.</p> <p><u>Corporate Status</u></p> <ul style="list-style-type: none"> • Education Reform Act 1998 • Further and Higher Education Act 1992 <p><u>Legal Status</u></p> <ul style="list-style-type: none"> • Articles of Government <p>This legal status may have been obtained in a variety of ways such as by instruments and Articles of Government, Charter or an Act of Parliament.</p>	<p>(www.legislation.hmso.gov.uk/acts.htm)</p> <p>The College Principal</p>

1.2	How the institution 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 institution.</p> <ul style="list-style-type: none"> • Organisational structure charts • Functional maps • Job descriptions 	<p>Vice Principal, Finance, Admin & Estates</p> <p>Respective Senior College Managers</p> <p>Personnel Department</p>
1.3	Information on the institutional context	<p>This class includes information to be made available by FE corporations on:</p> <ul style="list-style-type: none"> • Bolton Sixth Form College's Mission Statement • The Strategic Plan • Bolton Sixth Form College's Quality Assurance policies and procedures • Bolton Sixth Form College's Teaching and Learning strategy and periodic reviews of progress <p>If some or all of the information listed above appears in another class(es), then cross-reference(s) to where in the publication scheme (PS) it appears should be included here.</p>	<p>The College Principal</p> <p>The College Principal</p> <p>The Deputy Principal</p> <p>The Deputy Principal</p>

1.4	Management structure	<p>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.</p> <ul style="list-style-type: none"> • The Governing Corporation – (Mr M Cox, Mr P Sawbridge, Mrs M Asquith, Ms C Davies, Mr AC Davidson, Ms Y Fleming, Dr S Giga, Mr MW Harrison, Mr NJ Horsfall, Ms H Kaur-Kalkat, Rev Canon Dr Magumba, Dr M Parker, Mr M Rigby, Mr B Shama, Ms E Walker, Mr S Wetton, Student Governor) • Governors code of conduct • Finance Committee – Mr N Horsfall (Chair), Mr A Davidson, Dr M Parker, Mr S Wetton, Dr P Sawbridge, Mrs M Asquith, Mr M Cox) • Personnel Committee – Dr M Parker (Chair), Dr S Giga, Mr M Cox, Mr S Wetton., Ms H Kaur-Kalkat, Mr M Rigby, Ms E Walker) • Audit Committee – Mr M Harrison (Chair), Ms C Davies, Rev Canon Magumba, Ms Y Fleming, Mr M Rigby, Mr B Shama, • Objectives on which the structure of the Governing Corporation is based • Terms of reference of the Governing Corporation and its sub-committees • Code of practice for college elections and committee procedures • Minutes and papers of Governing Corporation meetings 	<p>Clerk to the Corporation</p> <p>Clerk to the Corporation and the Equal Opportunities Manager</p> <p>Clerk to the Governing Corporation</p>
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2 Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

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	Class	Description	Postholder holding Information
2.1	Finance	<p>This class includes policies and procedures relating to:</p> <ul style="list-style-type: none"> • budgets and accounts • contracting • goods and services • insurance • pensions • remuneration of senior staff as published in annual accounts • travel and subsistence 	<p>VP of Finance, Admin & Estates</p>
2.2	Resource planning	<p>This class includes information that defines how the college undertakes its planning and resources and how it publishes the outcomes.</p> <ul style="list-style-type: none"> • Financial regulations, including procurement policy • Annual accounts • Annual budget (as appears in the final accounts) • Planning and budgeting procedures • Corporate plan/mission statement • Annual report 	<p>VP of Finance, Admin & Estates</p>

3 Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than 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).

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	Class	Description	Postholder holding Information
3.1	Employment and employee relations	<p>This class includes:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Generic terms and conditions of employment • Salary grades • Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached • Grievance procedures and policies - Staff handbook (all staff) • Disciplinary procedures and policies – Staff hand book (all staff) • Harassment and bullying policy • Health and safety policy and procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Job vacancies • Any other policies relating to staff not included elsewhere in the PS 	Personnel Department

3.2	Equal Opportunities/ Diversity	<p>This class includes:</p> <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 • Race Relations/Race Equality Policies as required under the Race Relations Amendment Act of 2000 	<p>Equal Opportunities Manager</p> <p>Equal Opportunities Manager</p>
3.4	Staff development	<p>This class includes information on staff development and training, including induction programmes, probation and appraisal</p> <ul style="list-style-type: none"> • 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 • Policies on upgrades and promotions 	<p>Deputy Principal</p> <p>Deputy Principal</p> <p>Deputy Principal and the Personnel Dept</p> <p>Deputy Principal</p> <p>Deputy Principal</p>

4 Physical Resources

Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution'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 institution's commercial interests.¹

Information governed by the Freedom of Information Act 2000 may be requested in writing to the Assistant Principal, Mr A J Hulme, and will be provided within twenty working days. A standard fee of £15.00 will be charged for administration. The fee may be waived where the applicant is in receipt of state income benefits or when an application is made by a current employee.

	Class	Description	Postholder holding Information
4.1	Estates	<p>This class includes:</p> <ul style="list-style-type: none"> • Estates strategy and plan • Tendering policies • Catering policies • Cleaning policies • Grounds maintenance and upkeep • Building maintenance and upkeep • Recycling policies • Disposal policies • Map of main site • Address of main site and any other locations 	<p>VP of Finance, Admin & Estates</p>

¹ The types of information and documents listed in the classes are examples only and not mandatory, e.g. 'Cleaning policies'. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

5 Student Administration and Support

Introduction

This section contains information on how the institution 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.

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	Class	Description	Postholder holding Information
5.1	Information on student admission, progression and completion	<p>This class includes information recommended to be made available by the Cooke Report</p> <ul style="list-style-type: none"> • Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic 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>CIS Manager</p>
5.2	Student accommodation	<ul style="list-style-type: none"> • Accommodation services 	N/A

5.3	Student Administration	<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 student records system itself, and the division of responsibilities between central registry staff, college staff and the students themselves</p> <ul style="list-style-type: none"> • Registry student records policies and procedures documents • Registry security and data protection policy and procedure documents 	<p>} VP of Finance, Admin and Estates</p>
5.4	Student admission and enrolment	<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 co-ordination of student funding arrangements and the division of responsibilities between central admissions and college staff.</p> <ul style="list-style-type: none"> • Admissions and enrolment policies and procedures documents 	<p>Vice Principal, Admissions and Marketing</p>
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students</p> <ul style="list-style-type: none"> • Code of student discipline and other policy and procedure documents • Internal student complaint and appeals procedures 	<p>Heads of Centre Heads of Centre and all Students via Student Handbook</p>

5.6	Student learning support services	<p>This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information Services.</p> <ul style="list-style-type: none"> • Learning development and support • Personal development advice • Services for students with special needs 	<p>Deputy Principal</p> <p>Deputy Principal and all students via Student Handbook</p> <p>Deputy Principal</p>
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <ul style="list-style-type: none"> • Terms of reference of staff/student liaison committee(s) • Minutes of previous staff/student liaison committee(s) meetings • Focus Group records 	<p>Student Council Liaison</p> <p>Student Council Liaison</p> <p>VP Curriculum</p>
5.8	Student policies	<p>This class includes a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> • Policies relating to students not included elsewhere in the PS 	<p>Student Handbook & Personal Tutor Handbook, Tutorial materials</p>

5.9	Student welfare	<p>The type of information in this class includes:</p> <ul style="list-style-type: none"> • Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Housing • Finance 	<p>} Deputy Principal & all students via Student Handbook</p>
5.10	<p>Student Associations and Activities (Optional, but strongly recommended)</p>	<p>This class contains 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</p> <ul style="list-style-type: none"> • Student Council Constitution, Code of Practice, and Membership 	<p>Student Council Liaison</p>

6 Information Services

Introduction

This section covers those functions within the institution 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.

Information governed by the Freedom of Information Act 2000 may be requested in writing to the Assistant Principal, Mr A J Hulme, and will be provided within twenty working days. A standard fee of £15.00 will be charged for administration. The fee may be waived where the applicant is in receipt of state income benefits or when an application is made by a current employee.

	Class	Description	Postholder holding Information
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>The type of information in this class includes:</p> <ul style="list-style-type: none"> • Opening hours of libraries and reception areas • Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access) • Scheduled maintenance times of systems 	<p>VP of Finance, Admin & Estates</p> <p>Systems Manager</p>

		<ul style="list-style-type: none"> • The general rules and conditions of use (e.g. no smoking/ drinking/ eating), the existence of policies with regard to law such as copyright, computing code of practice, data protection). • Information on how temporary staff or personnel and/or students conducting conference or ‘taster sessions’ are accepted as users • JANET acceptable use rules • Athens registration rules • Details of logging, monitoring and procedures followed in case of breach of conditions of use • Access to/use of Archives for the past three academic years subject to rules and confidentiality 	<p>Systems Manager</p> <p>Systems Manager</p> <p>} Systems Manager</p> <p>VP of Estates, Admin & Finance</p>
6.2	Mission statements and related documents	<p>This class includes:</p> <ul style="list-style-type: none"> • 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 agreement. 	<p>} Systems Manager</p>

6.3	Policies with regard to data and information	<p>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.</p> <ul style="list-style-type: none"> • Security policies (i.e. how the data is protected). Subject to restrictions on disclosure which might increase the risk of a crime being committed • Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics) • Data protection statements/policies • Policies on CCTV Monitors • Policies on RIPA Compliance 	<p>Systems Manager</p> <p>Systems Manager</p> <p>The Deputy Principal</p> <p>} The Systems Manager</p>
6.4	Procurement and disposal policies	<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 institution is making correct and appropriate use of funds.</p> <p>Examples of the type of information in this class includes:</p> <ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment <p>Collecting management/preservation strategy (including policy on disposal of stock)</p>	<p>VP of Finance, Admin & Estates</p> <p>VP of Finance, Admin & Estates</p>
6.5	Scope of collections held	<p>The type of information in this class includes:</p> <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues 	<p>} VP of Finance, Admin & Estates</p>

7 Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the equality of teaching provided. (Institutions may be required to make available much of the information included within this section as part of the recommendations of the *Information on quality and standards in higher education* ('Cooke Report) see above).

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	Class	Description	Postholder Holding Information
7.1	Academic year dates	This class includes information on the dates for the current academic year as well as future academic years (as far as is known).	Vice Principal Curriculum
7.2	Further course information	<p>This class includes information relating to particular schools and departments, also information relating to programmes and qualifications. The type of information in this class includes:</p> <ul style="list-style-type: none"> • Term dates • Structure of courses • Qualifications gained • Changing course • Work experience <ul style="list-style-type: none"> • Changing course 	<p>} Vice Principal, Marketing & Admissions</p> <p>Student Managers (Heads of Centre)</p>

7.3	Information on internal procedures for assuring academic quality and standards	<p>This class includes 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. The type of information in this class includes:</p> <p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> • Programme specifications • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies <p>b) Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> • Assessment strategies, processes and procedures • The range and nature of student work <p>c) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> • Arrangements for academic and tutorial guidance, support and supervision • Library services and IT support • Suitability of accommodation, equipment and facilities for teaching and learning • Perceptions of the quality of teaching and the range of teaching and learning methods • Assessment arrangements • Quality of pastoral support 	<p>Deputy Principal</p> <p>} Heads of Department reporting to the Deputy Principal</p> <p>} Heads of Department</p> <p>} Vice Principals (Student Satisfaction Surveys)</p>
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		<p>d) Information and evidence 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 uses • 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 issue of external benchmarking and other comparators 	<p>Deputy Principal and Vice Principals (Student Satisfaction Surveys)</p> <p>Personnel Department reporting to the Deputy Principal</p> <p>The Principal</p>
7.4	Staffing structure of schools/ Departments	<p>This class includes information about staff roles within the College and its departments, together with organisational charts. The type of information in this class includes:</p> <ul style="list-style-type: none"> • Job titles of academic staff and support staff • Contact details for each school/department 	<p>Personnel Department</p> <p>Vice Principal (Marketing & Admissions)</p>

7.5	Student assessment strategy	<p>This class includes information on the regulations and/or policy governing student assessment.</p> <ul style="list-style-type: none"> • Examination periods • Examination regulations • Appeal procedures • Policy on plagiarism/Academic Misconduct Policy • External examination bodies 	<p>} Vice Principal (Examinations)</p>
7.6	Tuition fees	<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> <ul style="list-style-type: none"> • Information for home/EU students • Information for international students • Information on other charges 	<p>} Vice Principal of Finance, Admin & Estates</p>

8 External Relations

Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies², arrangements with other institutions, 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 institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

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	Class	Description	Postholder Holding Information
8.1	Comm- unity liai- son (Optional)	<p>This class contains information about the institution's relationship with the local community. The information included within this class represents the institution's approach to maintaining and fostering that relationship.</p> <ul style="list-style-type: none">• Policy relating to the institution's community relations	The Principal
8.2	Fund- raising (Optional)	<p>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. An example of the type of information in this class is:</p> <p>Promotional material relating to institutional fundraising objectives including plans, prospectus etc., where their release would not damage the commercial interests of the institution</p>	N/A

² Where these are already in the public domain web links should be provided or details of how they can be obtained.

8.3	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.³ Such material may provide information as to how well the institution is performing.</p> <ul style="list-style-type: none"> • Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies and government departments • OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies 	<p>The Principal</p> <p>The Principal</p>
8.4	Marketing and re-cruitment	<p>This class includes publications relating to student recruitment (UK and International), including the college prospectus. It will also include information related to the learning experience.</p> <ul style="list-style-type: none"> • Prospectus • Open days • Entry requirements • Widening participation 	<p>Vice Principal, Marketing & Admissions</p>
8.5	Public relations	<p>This class contains 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.</p> <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student (i.e. contents of the 'welcome pack') 	<p>Vice Principal, Marketing & Admissions</p>

³ Many of these may already be published, but an institution may wish to provide links to them in these cases.