



Freedom of Information Act 2000

Publication Scheme

Introduction

The College's Publication Scheme is a guide to the information The College routinely publishes or intends to publish. It has been produced in line with the model scheme for further education establishments approved by the Information Commissioner.

It 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.

The scheme provides a description of the "classes" or types of information published. It has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed.

How do I obtain information covered by the publication scheme?

The Bournemouth and Poole College will make available items within the classes in the Publications Scheme. Individual items of information or documents have been omitted if they are exempt and an explanatory note has been included to this effect. Personal data and information, which affect the commercial operations of an institution are two examples.

Where possible The College intend progressively to publish all documents covered by the Scheme in electronic format via The College's website at WWW.THECOLLEGE.CO.UK although at the present time, many documents are available in hard copy only.

Please apply in writing to The Principal, Bournemouth and Poole College, North Road, Poole BH14 0LS.

How much do printed publications cost?

Printed information on courses and services offered by The College is available free of charge, as are packs of information issued to people responding to notices of job vacancies. Information on charges for other information is contained within the body of the scheme. There is a minimum charge of £5.00 unless otherwise stated.

If you are not able to obtain what you require, or if you have any questions, comments or complaints about the scheme, please contact:

The Clerk to the Corporation, The Bournemouth and Poole College, North Road, Poole, Dorset BH14 0LS Tel: 01202 205262 e-mail: SRATCLIFFE@BPC.AC.UK

Descriptions of Groups of Classes of Information

There are eight main groups of classes of information in the publication scheme. They are in a logical order and no one single section has a higher status than another.

1. GOVERNANCE

Governance covers information relating to the way the institution is governed and how decisions are made.

2. FINANCIAL RESOURCES

This section covers information on the institution's strategy and management of financial resources.

3. HUMAN RESOURCES

This section covers information on the strategy and management of human resources. As explained above, It is not information relating to individual members of staff which is exempt from disclosure as personal information.

4. PHYSICAL RESOURCES

Physical resources covers information at a strategic level relating to the management of The College's estate.

5. STUDENT ADMINISTRATION AND SUPPORT

This section contains information on how The College manages student information.

6. INFORMATION SERVICES

This section covers those function that provide access to information for students and staff, including Learning Resources, Media and IT and Information Services.

7. TEACHING AND LEARNING

Teaching and learning covers information relating to the management of teaching and learning in The College. It includes information on the Quality framework and Curriculum Strategy.

8. EXTERNAL RELATIONS

This section covers The College's relationships in the local community and partnership working.

1. Governance

Please note: Confidential minutes will be exempt from disclosure where they contains personal information, information that may damage the commercial interests of the institution or threaten the health and safety of specific individuals. (These are classed as confidential items and are not available to the public).

	Class	Description Covers information relating to:	Format	Fee
1.1	Legal status	<p>The Corporation of the Bournemouth and Poole College was established by statute, under the Further and Higher Education Act 1992 as amended by the Learning and Skills Act 2000.</p> <p><i>The actual legislation is already publicly available and can be found on the HMSO web site (www.legislation.hmso.gov.uk/acts.htm).</i></p> <p>The legal status of The Corporation is defined by its Instrument and Articles of Government.</p>	On request to the Clerk to the Corporation	No charge if viewed in the College LRC otherwise minimum fee applies.
1.2	How the institution is organised	<p>Organisational structure charts and Description of work/responsibilities of Centres/Departments</p> <p><i>See 1.4 below</i></p>	Paper copy	No Charge
1.3	Information on the institutional context	<p>Included within the College Annual Report are:</p> <ul style="list-style-type: none"> • The Corporation's mission statement values and aims. • A summary of the Financial and Statistical data for the year. • A summary of the Raising Standards Strategy. • A summary of student support services • A summary report on community and employer partnerships. 	Annual Report In hard copy	No Charge
1.4	Corporate Structure	College Organisation Charts, Committee Structure and a summary of policies and guidance for staff is contained in the College Policies and Procedures Manual	College Policies and Procedures Manual	Individual charts are available free of charge.

		<p>College Policies and Procedures Manual.</p> <p>The Corporation's Annual Report and Financial Statements contain the Governors' Report and Corporate Governance Statement including information on the Governors' service to the Corporation and their service on Committees.</p> <p>The Corporation Standing Orders (currently under review) contain</p> <ul style="list-style-type: none"> • A description of the Corporation Committee Structure. • The Code of Conduct for members of the Corporation. • Terms of reference, membership and mode of operation of all boards and committees. • Code of practice for college elections and committee procedures <p>The Minutes and papers for Corporation Meetings are available for public inspection on request to the Clerk to the Corporation.</p>		<p>Copies of individual policies £5.00 Complete Manual £30.00</p> <p>Hard Copy £5.00</p> <p>On request to the Clerk to the Corporation</p> <p>No charge if accessed via reference section of Learning Resource Centres</p> <p>Otherwise minimum fee payable</p>
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2. Financial Resources

The College's Finance Team provides finance and accounting services and support.

Information that may damage the institution's commercial interests will be excluded from publication.

	Class	Description Covers information relating to:	Format	Fee
2.1	Finance	<p>Information in this class includes policies and procedures relating to:</p> <ul style="list-style-type: none"> • Finance and budgets • Contracting • Goods and services • Insurance 	<p>College Financial Regulations</p> <p>and Purchasing Procedures</p>	£5.00 per document
2.2	Resource planning	<p>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 is included in this class.</p> <p>Examples of the type of information include:</p> <ul style="list-style-type: none"> • Financial regulations, including procurement policy • Annual accounts • Annual budget (as appears in the final accounts) • Mission statement • Annual report <p>The College is subject to national regulation through the Learning and Skills Council. Copies of guidance and other regulatory documentation is available through the LSC Website. http://www.lsc.gov.uk/National/Documents/SubjectListing/default.htm</p>	<p>College Financial Regulations</p> <p>Annual Report and Financial Statements</p>	£5.00 per document

3. Human Resources

The information available covers personnel policies and procedures (including terms and condition of service including all current versions of the information specified in each class).

	Class	Description - covers information relating to:	Format	Fee
3.1	Employment and employee relations	<p>The College Staff Handbook provides information such as:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Generic terms and conditions of employment • 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 • Whistleblowing policy and procedure • All other policies relating to staff. 	Paper On request	£5.00
3.2	Equal opportunities /Diversity	Diversity and Equal Opportunities in The College is co-ordinated and monitored through the Equality Forum. A copy of their terms of reference and policy statement is obtainable on the website and information is available in the Staff Handbook.	Website Hard copy	
3.3	Human resources strategy	The College Human Resource Strategy document sets out the general aims of the institution, priority areas and action plans.	Website Hard copy	
3.4	Job Vacancies	<p>An Internal Vacancies Bulletin is published in electronic format weekly,</p> <p>All vacancies, other than "internal only" are advertised in the Local and/or national press or specialist publications and on the College website.</p> <p>Senior Management posts are advertised nationally.</p>	Local press, Website Paper	
3.5	Staff development	The College has a comprehensive Staff Development Policy and programme of activities. It outlines information on staff development and training, including induction programmes.	Paper	

4. Physical Resources

Information that provides specific details of any future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage commercial interests.¹

	Class	Description	Format	Fee
4.1	Estates	<p>The College is located at six centres in the Bournemouth and Poole area. Site maps are available on request.</p> <p>The College's estates strategy is monitored by the Corporation's Estate Committee.</p> <p>The College Policies and Procedures Manual in relation to its Estate are contained within the policies and procedures manual. Examples of the type of information in this class include:</p> <ul style="list-style-type: none">• Estates strategy and plan (except exempted items)• Tendering procedures• Map of main site• Address of main site and any other locations	Paper Website	

5. Student Administration and Support

Specific student personal information cannot be provided by virtue of being personal information and therefore covered by the provisions of the Data Protection Act 1998.

	Class	Description	Format	Fee
5.1	Information on student admission, progression and completion	<p>The following information is available in the College Prospectus, course information sheets, the College Annual Report and Full-time Students Destination Survey as published from time to time.</p> <ul style="list-style-type: none"> • Student qualifications required on entry • Student Profile. • Student progression, retention and completion data. • Data on qualifications awarded to students • Data on employment/training outcomes for graduates/students <p>Statistical data contained in reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, etc. is available via the following web links.</p> <p>http://www.dfes.gov.uk/performance/tables/16to18_03.shtml</p> <p>http://www.lsc.gov.uk/National/Documents/SubjectListing/default.htm</p> <p>http://www.lsc.gov.uk/bdp/Corporate/default.htm</p> <p>The College OfSTED report was published in August 2003, a copy can be obtained from the web link below.</p> <p>http://www.ofsted.gov.uk/reports/manreports/917.htm</p>	Paper copies available on request	No Charge
5.2	Student accommodation	<p>The College does not directly provide accommodation for students.</p> <p>The College's International Department offers a booking service to provide accommodation for international students and provides the services of an Accommodation Officer who supplies specific information on host families etc.</p>	Information available on request to the International Office	

5.3	Student administration	<p>This class includes information relating to the maintenance of individual student records, including policies and procedures covering the management of the student records system.</p> <ul style="list-style-type: none"> • Information Services student records policies and procedures documents • IT Security and Data Protection refer to 6.1, 6.3 and 6.4 		
5.4	Student admission and enrolment	<p>General admission procedures, entry requirements, fee arrangements and financial assistance are detailed within the College Prospectus.</p> <p>Policies in respect of Student assessment and admissions is available as part of the College Policies and Procedures Manual.</p> <p><i>See section 1.4 for details and costs</i></p>	College Prospectus on request.	No Charge
5.5	Student discipline	<p>Information relating to the conduct of student disciplinary proceedings is available in The Student Handbooks.</p> <p>Copies of the full Policy documentation is available as part of the College Policies and Procedures Manual.</p> <p><i>See section 1.4 for details and costs</i></p>	Issued to all students at induction	No Charge
5.6	Student learning support services	<p>Information on learning support and student support services is available in the College Prospectus and in Student Handbooks.</p> <p>In addition, supplementary and more detailed information is published from time to time.</p>	Paper format available on request	No Charge
5.7	Student liaison	<p>General information on the various forums for students to input into College life, e.g. students councils and feedback conferences are available in the Student Handbooks.</p> <p>Specific Terms of Reference, minutes and agendas and Student Representative Handbooks are issued to student representatives as appropriate.</p>	<p>Paper format</p> <p>Issued to Members</p>	No Charge

		The College employs a Student Liaison Officer to facilitate this task.		
5.8	Student policies	All Student Policy documents are available as part of College Policies and Procedures Manual <i>See section 1.4 for details and costs.</i>		
5.9	Student welfare	Information on College Welfare Services including careers, counselling, general welfare, financial support, health and chaplaincy are outlined in the College Prospectus. Further detailed information is available in the Student Handbooks. In addition, supplementary and more detailed information is published from time to time.		
5.10	Students' Union	Information on Students' Union activities and membership is contained within the College Prospectus and Student Handbooks. The Students' Union Constitution, Code of Practice and minutes of meetings are available on request to the Students' Union Office.	Paper On request	No Charge Minimum Fee

		<ul style="list-style-type: none"> ▪ Copyright Legislation <p>College Procedures have been produced to inform staff about how Copyright legislation impacts on their copying of published materials for instructional purposes.</p> <p>Guides for students are prominently displayed beside photocopiers, scanners and printers.</p> <ul style="list-style-type: none"> ▪ Guides to Collections <p>Guides to LRC Resources, E-Learning materials and other general software applications and collections are available on request.</p> <ul style="list-style-type: none"> ▪ Athens Management System <p>A guide to the College Athens Management System is available on request. Information is also available on the Bournemouth University Athens service available to franchise students.</p>	<p>Paper Intranet</p> <p>CLA Posters</p> <p>Paper Intranet Website</p> <p>Website</p>	
6.2	Mission statements and related documents	<p>The Learning Resource Service Mission Statement and Aims and Objectives are contained within the Business Plan and regularly updated.</p> <p>The College Mission Statement, Aims and Objectives and Student Quality Charter are displayed in all LRC Service Points and other locations throughout the College buildings.</p> <ul style="list-style-type: none"> ▪ LRC Catalogue <p>The LRC catalogues lists the full range of books and audio visual material available to staff and students.</p> <p>The LRC Journals list is available in hard copy only.</p>	<p>Paper Departmental Business Plan</p> <p>Paper Website</p> <p>Paper Intranet Website</p> <p>Paper</p>	No Charge To staff and students
6.3	Policies with regard to data and information	<ul style="list-style-type: none"> ▪ Disaster Recovery <p>The College Disaster Recovery Plan in respect of its IT, Communications and Data Systems includes the data backup strategy and off-site</p>		

		<p>data storage.</p> <ul style="list-style-type: none"> ▪ IT Security policies and procedures <p>The IT Security Policy and Procedures are subject to regular review and annual external audit.</p> <ul style="list-style-type: none"> ▪ Student Logins <p>Lists of student logins are available only to college staff.</p> <ul style="list-style-type: none"> ▪ RIPA <p>These procedures are currently being prepared.</p>		
6.4	Procurement and disposal policies	<p>The College Purchasing Procedures incorporating the Tendering Procedures apply in respect of all purchases of supplies, services and equipment. They should be used in conjunction with The College's Financial Regulations as approved by the Board of the Corporation.</p> <p>Inventories - The College inventory is administered by Reception Services at Lansdowne and hosted by Dorset County Council.</p> <p>IT and AV Inventories - All IT and AV equipment is purchased centrally through the College Media and IT section.</p> <p>A Software Licence Database is maintained to ensure compliance with copyright.</p> <p>An up to date list of the specifications of College standard IT equipment is maintained.</p> <p>The College is currently investigating options for the disposal of IT equipment to comply with directives.</p> <p><u>Data Protection</u></p> <p>The Data Controller is the Clerk to the Corporation.</p> <p>The College has published procedures in</p>	Paper Intranet	

		respect of the provisions of the Data Protection Act 1998 which include a retention and destruction policy (to be completed).		
6.5	Scope of collections held	Catalogues for Exhibitions and visiting Art Collections to the Study Gallery	On request Paper as appropriate	

7. Teaching and Learning

	Class	Description	Format	Fee
7.1	Academic year dates	<p>The College Calendar provides information on the term dates for the current academic year as well as future academic years (as far as is known).</p> <p>Term Dates are published in the College Course Prospectus "Opportunities" and "Next Steps"</p>	Paper Website	No charge
7.2	Course information	<p>Course information is published in the College Course Prospectus "Opportunities" and "Next Steps" as well as in specialist course guides as published from time to time.</p> <p>Course details, qualifications gained, progression opportunities etc., are detailed on individual Course Information Sheets.</p>	<p>Paper Website</p> <p>On request to the College Helpline</p>	No fee payable for course prospectus
7.3	Information on internal procedures for assuring academic quality and standards	<p>The College Quality Assurance Framework is designed to create a quality assurance process which delivers and monitors the raising of standards.</p> <p>This framework is contained within the Quality Handbook which provides explicit details of the framework including key outcomes and monitoring of performance indicators against which The College will be measured both internally and externally.</p> <p>The College prepares a Self Assessment Report which is submitted to the Learning and Skills Council.</p> <p>Through its Curriculum Strategy, The College provides a framework of:</p> <p>a) 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>Paper</p> <p>The Education Approvals and Development Committee (EADC)</p>	Copies of the Quality Handbook Are available on request to the Quality and Development Department at a cost of £50.00

		<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) student satisfaction surveys are undertaken on a regular basis, through the College SPOC (Students Perception of College) Reports.</p> <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 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. 	Self Assessment Report And Quality Framework	
7.4	Staffing structure of Centres/ Departments	<ul style="list-style-type: none"> • See item 1.2 in the Governance section 		
7.5	Student assessment strategy	<p>The College Student Assessment Policy is contained within the College Policy and Procedures Manual (see 1.4 for information and costs).</p> <p>Examination procedures and regulations are contained on the College Enrolment Form and information relating to external examination bodies and timetables are displayed as appropriate in each College Centre.</p> <p>The Examination Appeals procedures are available from the Examination Office.</p> <p>Other relevant information, including the policy on plagiarism is currently contained within the Tutor Handbook.</p>	On request	<p>See 1.4</p> <p>Minimum Fee applies</p>

7.6	Tuition fees	Details of tuition fees payable by UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay is published in the relevant College Course prospectus.		No fee is payable for Course Prospectus
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8. External Relations

This class covers areas such as the formal reports the institution is required to provide to its funding bodies², and its relationship with the local community.

	Class	Description	Format	Fee
8.1	Government and Regulator relations	<p>The College is legally obliged to make available information to the Department for Education and Skills and the Learning and Skills Council. This information provides information as to how well the institution is performing. Examples of the type of information in this class include:</p> <p>Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc. The funding framework and information on performance as submitted to the funding bodies is available via the following web links.</p> <p>http://www.dfes.gov.uk/performance/tables/16to18_03.shtml</p> <p>http://www.lsc.gov.uk/National/Documents/SubjectListing/default.htm</p> <p>http://www.lsc.gov.uk/bdp/Corporate/default.htm</p> <p>The College OfSTED report was published in August 2003, a copy can be obtained from the web link below.</p> <p>http://www.ofsted.gov.uk/reports/manreports/917.htm</p>		
8.2	Marketing and recruitment	<p>Cross reference: 7.2</p> <p>Course Information is published in the College Course Prospectus "Opportunities" and "Next Steps" as well as in specialist course guides as published from time to time.</p> <p>These publications contain details of:</p> <ul style="list-style-type: none"> ▪ open days, ▪ entry requirements, ▪ access and progression routes 	Brochure	No Charge

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

		<ul style="list-style-type: none"> ▪ enrichment, ▪ enjoying college life ▪ support for students ▪ other useful information <p>Course details, qualifications gained, progression opportunities etc. are detailed on individual Course Information Sheets.</p>		
8.3	Public relations	<p>Information that is created specifically to help publicise facilities and activities. The majority of this information has been created for prospective and current students, but may be of interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • The College Newspaper • Student Handbook 	<p>The College Website</p> <p>Hard Copy</p>	<p>No Charge for College Prospectus.</p> <p>Otherwise Minimum fee will be payable</p>