FREEDOM OF INFORMATION POLICY, PROCEDURES & PUBLICATION SCHEME

Section One: Freedom of Information policy and procedures

Woking College is committed to meeting its obligations under the Freedom of Information Act.

Our publication scheme (see further below) is designed to help identify the documents which are readily available online and many of these may be downloaded free of charge from the Woking College Website. Requests for information which are not published on the website should be made in writing (by letter or by email). We will normally provide the document in electronic format and email it to you. We will also provide documents in an alternative format by post, if required. For this service we may charge a fee to cover our administrative costs, as explained below. We will not release information to which an exemption in the Act legitimately applies, in such cases we will explain why we are not releasing information.

Where to find information online:-

- The Woking College Website www.woking.ac.uk

- In addition for **staff** of the College: SharePoint and Portal may provide you with the information that you require

- For students the College VLE is a useful source of information www.wokmoodle.co.uk.

Other organisations which hold information about Woking College include:-

- Ofsted http://www.ofsted.gov.uk/

Whom to contact for information which is not available online:

Publicity material and further course information 01483 761036, or email ghu@woking.ac.uk.

College Policy, data and other documents (following request), Ray Vogt (Director of Quality).

A written request for a document which is not available online should be addressed to:-

The Principal's Office
Freedom of Information
Woking College
Rydens Way
Woking
Surrey GU22 9DL.

Procedures

When requesting information please provide as much detail as possible, if it is not current information that you require, please specify the applicable time period. If you are willing to tell us the purpose of your request it will help us to identify more precisely the information we hold which is relevant, and to provide you with the information that you need. Every request will undergo an assessment to ensure compliance with the Data Protection Act and the College's Safeguarding obligations.

Written requests for information will be acknowledged within seven working days.

You will be advised of the costs (if any) within 15 working days.
If a charge is made information will be provided within 20 working days plus a number of days between requesting payment and it being received.

If there is no charge, information will be provided within 20 days of receiving your initial request.

You will be informed if the information is not available or if it cannot be released and be given a reason within 20 working days of receiving your initial request.

Charges/Disbursements

Documents published and on the Woking College Website – Free of charge.

Documents published on the College's secure Intranets provided in electronic format (by email) – Free of charge.

Any published document in printed format - £0.05 per printed page plus postage.

Documents not published on our website or Intranets which require a search (electronic format) - £10 per document.

Documents not published on our website or Intranets which require a search (printed format) - £10 per document plus £0.05 per printed page.

Copyright

Most publications listed in this scheme are copyright of Woking College. Written permission must be obtained from Woking College (or the copyright holder) before content provided through FoI can be copied, redistributed or re-published in any manner.

Complaints

In the first instance please discuss any problems or difficulties obtaining the information you require with Ray Vogt, Director of Quality.

If you are still dissatisfied, the Information Commissioners Office has a complaints procedure:

http://www.ico.gov.uk/complaints.aspx

or

Information Commissioner's Office, Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Section Two : Publication Scheme

The eight main groups (and the classes within them) form the Woking College Publication Scheme (WCPS). They are in a logical order and no one single section has a higher status than another.

Our Publication Scheme is designed to help identify documents which are readily available online.

The WCPS has been drawn up in such as way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, **provided** in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the publication scheme are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

1. Governance

Introduction

This section covers information relating to the way the College is governed and how decisions are made. It includes information on the legal status of the College, which individual member of staff or group within the College is responsible for specific functions and where they fit in the overall structure of the College. In some instances information from committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

	Class	Description
1.1	Legal framework	This class contains information relating to how the College was established and its standing from the point of view of the law. Woking College has a legal basis, which forms its legal status as a Sixth Form College. This legal status has been obtained in a variety of ways such as by Instruments and Articles of Government, Charter and Act of Parliament.
1.2	How Woking College is organised	• Organisational structure charts • Description of work/responsibilities of units
1.3	Information on the College context	• The College's mission statement • The approach to Quality Assurance Policies and Procedures

	Class	Description
		• The College's learning and teaching strategy and periodic reviews of progress
1.4	Management structure	• Members of the Corporation • Codes of Conduct for members • Description of the College's committee structures • Terms of reference, membership and mode of operation • Code of practice for any elections and committee procedures • Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc

2.   Financial Resources

Introduction

This section covers information on the College'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 College's commercial interests will be excluded from publication.

	Class	Description
2.1	Finance	• Budgets and accounts • Contracting • Goods and services • Insurance • Pensions • Remuneration of senior staff as published in annual accounts • Travel and subsistence
2.2	Resource planning	• 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

3.   Human Resources

Introduction

This section covers information on the College'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).

	Class	Description
3.1	Employment and employee relations	• 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 • Disciplinary procedures and policies • Harassment and bullying policy • Health and safety policy and procedures • Job vacancies • Any other policies relating to staff not included elsewhere in the PS
3.2	Equal opportunities /Diversity	• Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation. • Policies on Equality and Diversity
3.4	Staff development	• Induction – details of areas covered and procedures • Policies and procedures pertaining to professional reviews • Policies and procedures relating to the on-going development of staff

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 College's management of its physical resources. Information that provides specific details of the College'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 College's commercial interests.

	Class	**Description**
4.1	Estates	• Estates strategy • Tendering policies • Catering policies • Cleaning policies • Grounds maintenance and upkeep • Building maintenance and upkeep • Disposal policies • Map of main site • Address of main site and any other locations

5. Student Administration and Support

Introduction

This section contains information on how the College 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.

	Class	Description
5.1	Information on student admission, progression and completion	• Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to the Educational Funding Agency (EFA) and the Skills Funding Agency (SFA) • Student progression, retention and completion data • Data on qualifications awarded to students • Data on employment/training outcomes for graduates/students
5.2	Student administration	• Registry student records, policies and procedures documents • Registry security and data protection policy and procedure documents
5.3	Student admission and enrolment	• Admissions and enrolment policies and procedures documents
5.4	Student discipline	• Code of Conduct for students and other policy and procedure documents • Internal student complaint and appeals procedures
5.5	Student learning support services	• Learning development and support • Personal development advice • Services for students who require additional support
5.6	Student policies	• Policies relating to students **not** included elsewhere in the WCPS • Reference to student policies included elsewhere in the WCPS
5.7	Student welfare	• Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Housing • Finance
5.8	Student Associations and Activities	• Students' Council Constitution plus list of members

6.   Information Services

Introduction

This section covers those functions within the College 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.

	Class	**Description**
6.1	Availability and conditions of use of facilities	- Opening hours - Who is allowed to use the facilities - 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). - IT User Agreement - Access to/use of Archives, including how far back in time information exists and if so to what extent it is available - Details of logging, monitoring and procedures followed in case of breach of conditions
6.2	Policies with regard to data and information	- Security policies (i.e. how the data is protected). If provision of information on this could risk a crime being committed, it might be exempt or certain parts would not be published. - 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 - RIPA
6.3	Procurement and disposal policies	- Policies relating to the procurement and disposal of equipment - Collection management/preservation strategy (including policy on disposal of stock)

7. Teaching and Learning

Introduction

This section contains information regarding the management of teaching and learning within the College including mechanisms for reviewing and ensuring the quality of teaching provided.

	Class	Description
7.1	Academic year dates	Website
7.2	Further course information	• Term dates • Structure of courses • Qualification gained • Changing courses • Work experience
7.3	Information on internal procedures for assuring academic quality and standards	a) Quality Cycle b) Teaching and Learning Protocol c) Information on student satisfaction with their college experience d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to: • 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
7.4	Staffing structure of College/ departments	• Job titles of academic staff and support staff • Contact details for each school/department
7.5	Student assessment strategy	• Examination periods • Examination regulations • Appeal procedures • Plagiarism • External examination bodies
7.6	Tuition fees	• Information for home/EU students • Information for international students • Information on other charges

8.   External Relations

Introduction

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

	Class	**Description**
8.1	Government and Regulator relations	• Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc • OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)
8.2	Marketing and recruitment	• Prospectus • Open days • Entry requirements • Widening participation
8.5	Public relations	• Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-	Please Tick Box	
	YES	NO
1. On minority ethnic groups?		X
2. Due to gender?		X
3. Due to disability?		X
4. Due to sexual orientation?		X
5. Due to their religious beliefs (or none)?		X
6. On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-		
7. On people due to their age?		X
8. On people due to their marital or civil partnership status?		X
9. On people with dependants/caring responsibilities?		X

Date of Review Jun 2016	Did you make changes?		

If YES please speak with The Assistant Principal as a full Equality Analysis may be required.