



Innovation. Experience. Excellence.

## Hadlow College Publication Scheme

### The Publication Scheme

There are 8 main categories (and the groups within them) that make up the Publication Scheme. We have not listed every single document that is available from the college but have given examples of the **type** of information that we hold. Under the Freedom of Information Act we will make available those documents that already exist. We are not obliged to produce documents if they are not already available.

### Exemptions

The Publication Scheme has been drawn up 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. Individual items of information within documents could also be exempt and if this is the case then we will omit those documents. If this is the case then we will make clear to you what has been omitted and why. Examples of the kind of information that is exempt includes personal data about an individual or commercial information that affects the commercial operation of the College.

### Classes of information

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](#)

The columns used in the Publication Scheme are shown below with a brief explanation:

Class	Description	Manner
Examples of the type of information that fit in this class	A brief description to help the public in understanding what that type of information is	The media in which the information will be made available, i.e. paper, electronically, (via the Internet or email)

<b>Band A</b> <b>(Up to 10 A4 Sheets)</b>	<b>Band B</b> <b>(11 - 50 A4 Sheets)</b>	<b>Band C</b> <b>(Over 50 A4 Sheets)</b>
£1.00	£5.00	£10.00

### **Fees**

A charge, inclusive of First Class Postage, will be made for documents provided in paper format and this will be reviewed on an annual basis. This fee may be waived at our discretion. An example of charges is shown below for information:

No charges will be made for information received via the Internet or sent electronically.

Hadlow College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments will be made to information provided to ensure that disabled people are not substantially disadvantaged.

## 1. Governance

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 organisation is responsible for specific functions and where they fit in the overall structure of the organisation. 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
1.1	Legal framework	<p>This class contains information relating to how the College was established and its standing from the point of view of the law. Ultimately the corporate status of some FE 'corporations' will be conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p>	<p>Paper</p> <p>Legislation available from HMSO web site www.legislation.hmso.gov</p>
1.2	How the institution is organised	<p>This class contains information relating to how the individual units of the College are organised and where each unit fits in the overall structure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Description of work/responsibilities of units</li> </ul>	<p>Paper Electronic</p>
1.3	Information on the institutional context	<p>This includes information on:</p> <ul style="list-style-type: none"> <li>• The FE corporation's mission statement</li> <li>• Relevant sections of the FE corporation's corporate plan</li> <li>• Statement of the FE corporation's quality assurance policies and procedures</li> <li>• The FE corporation's learning and teaching strategy and periodic reviews of progress</li> </ul>	<p>Paper Electronic Internet</p>
1.4	Management structure	<p>This class contains information relating to how the College's management structure is organised and the</p>	<p>Paper Electronic</p>

		<p>function and purpose of each part of the management structure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Description of Statutory Bodies (eg Governing Body, Corporation).</li> <li>• Members of those bodies</li> <li>• Codes of Conduct for members of governing bodies</li> <li>• Description of the sub-structures and committees supporting them. This may include Academic Boards, Boards of Governors and Steering Groups These may have 'Standing Orders' that indicate the mode of operation</li> <li>• Objectives on which the structure is based</li> <li>• Terms of reference, membership and mode of operation of all boards and committees in the formal structure</li> <li>• Code of practice for college elections and committee procedures</li> <li>• Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc</li> <li>• Appointment committees and procedures</li> </ul>	Internet
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## 2. Financial Resources

This section covers information on the College's strategy and management of financial resources. The Finance Division 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
2.1	Finance	<p>Examples of the type of information in this class include policies and procedures relating to:</p> <ul style="list-style-type: none"> <li>• Budgets and accounts</li> <li>• Contracting</li> <li>• Goods and services</li> <li>• Insurance</li> <li>• Pensions</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and subsistence</li> </ul>	Paper Electronic
2.2	Resource planning	<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>Examples of the type of information include:</p> <ul style="list-style-type: none"> <li>• Financial regulations, including procurement policy</li> <li>• Annual accounts</li> <li>• Annual budget (as appears in the final accounts)</li> <li>• Planning and budgeting procedures</li> <li>• Corporate plan/Mission statement</li> <li>• Annual report</li> </ul>	Paper Electronic

### 3. Human Resources

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).

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
3.1	Employment and employee relations	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> <li>• Salary grades</li> <li>• Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached</li> <li>• Grievance procedures and policies</li> <li>• Disciplinary procedures and policies</li> <li>• Harassment and bullying policy</li> <li>• Health and safety policy and procedures</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Job vacancies</li> <li>• Any other policies relating to staff not included elsewhere in the PS</li> </ul>	Paper Electronic
3.2	Equal opportunities /Diversity	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li> </ul>	Paper Electronic

3.3	Human resources strategy	<p>This class sets out the general aims of the College, priority areas and plans for addressing them.</p> <ul style="list-style-type: none"> <li>• HR Strategy</li> </ul>	Paper Electronic
3.4	Staff development	<p>This class includes information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Induction – details of areas covered and procedures</li> <li>• Policies and procedures relating to probation</li> <li>• Policies and procedures pertaining to appraisal</li> <li>• Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People</li> <li>• Policies on upgrades and promotions</li> </ul>	Paper Electronic

#### 4. Physical Resources

College's 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 (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
4.1	Estates	Examples of the type of information in this class include: <ul style="list-style-type: none"><li>• Estates strategy and plan</li><li>• Tendering policies</li><li>• Catering policies</li><li>• Cleaning policies</li><li>• Grounds maintenance and upkeep</li><li>• Building maintenance and upkeep</li><li>• Recycling policies</li><li>• Disposal policies</li><li>• Map of main site</li><li>• Address of main site and any other locations</li></ul>	Paper Electronic

## 5. Student Administration and Support

This section contains information on how the College manages the administration and progression of our 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
5.1	Information on student admission, progression and completion	<p>The type of information in this class includes:</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>• Student progression, retention and completion data</li> <li>• Data on qualifications awarded to students</li> <li>• Data on employment/training outcomes for graduates/students</li> </ul>	<p>Paper Electronic</p>
5.2	Student accommodation	<p>This class includes information relating to:</p> <ul style="list-style-type: none"> <li>• Accommodation services</li> </ul>	<p>Paper Electronic</p>
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, school/faculty/college staff and the students themselves. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Registry student records policies and procedures documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>	<p>Paper Electronic</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 coordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures</li> </ul>	<p>Paper Electronic</p>

		documents	
5.5	Student discipline	<p>This includes information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents</li> <li>• Internal student complaint and appeals procedures</li> </ul>	Paper Electronic
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. This will also likely appear in the Student Handbook and Prospectus in some form. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Learning development and support</li> <li>• Personal development advice</li> <li>• Services for students with special needs</li> </ul>	Paper Electronic
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Terms of reference of staff/student liaison committee(s)</li> <li>• Minutes of previous staff/student liaison committee(s) meetings</li> </ul>	Paper Electronic
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"> <li>• Policies relating to students <b>not</b> included elsewhere in the PS</li> <li>• Reference to student policies included elsewhere in the PS</li> </ul>	Paper Electronic
5.9	Student welfare	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Welfare/advice services</li> <li>• Health services</li> <li>• Careers services</li> <li>• Sports and recreational facilities</li> <li>• Housing</li> <li>• Finance</li> </ul>	Paper Electronic

5.10	Student Associations and Activities	<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. Examples of information include:</p> <ul style="list-style-type: none"> <li>• Students' Union Constitution, Code of Practice, List of Officers and any other related documents</li> </ul>	Paper Electronic
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## 6. Information Services

This section covers those functions within the College that provides 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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
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>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems</li> <li>• Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access)</li> <li>• 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).</li> <li>• Some of the information may be covered in the student registration details or staff conditions of employment, but it will be necessary to advise how other categories are accepted as users, e.g. temporary, short course or conference use, 'taster sessions' etc.</li> <li>• Other codes of conduct or rules external to the institution which apply to the students (eg Athens registration rules)</li> <li>• Access to/use of Archives, including how far back in time information exists and if so to what extent it is available</li> <li>• Details of logging, monitoring and procedures followed in case of breach of conditions of use</li> </ul>	Paper Electronic

6.2	Mission statements and related documents	This class includes 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 agreements.	Paper Electronic
6.3	Policies with regard to data and information	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. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Security policies (ie how the data is protected). (Where the security policy is explicit enough to include detailed description of implementation this may well not be disclosed as it may lead to risk of a crime being committed).</li> <li>• 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)</li> <li>• Data protection statements/policies</li> <li>• Policies on CCTV monitoring, RIPA etc</li> </ul>	Paper Electronic
6.4	Procurement and disposal policies	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>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Policies relating to the procurement and disposal of equipment</li> <li>• Collection management/preservation strategy (including policy on disposal of stock)</li> </ul>	Paper Electronic
6.5	Scope of collections held	Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Guides to collections</li> <li>• Scope and availability of catalogues</li> </ul>	Paper Electronic

## 7. Teaching and Learning

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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
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).	Paper Electronic
7.2	Further course information	This class includes information relating to particular departments, also information relating to programmes and qualifications. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Term dates</li> <li>• Structure of courses</li> <li>• Qualification gained</li> <li>• Changing courses</li> <li>• Work experience</li> </ul>	Paper Electronic
7.3	Information on internal procedures for assuring academic quality and standards	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. Examples of the type of information in this class include: <p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> <li>• Programme specifications</li> <li>• Annual monitoring and review processes</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> </ul> <p>b) Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> <li>• Assessment strategies, processes and procedures</li> <li>• The range and nature of student work</li> </ul> <p>c) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic and tutorial guidance, support and supervision</li> <li>• Library services and IT support</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning</li> </ul>	Paper Electronic

		<ul style="list-style-type: none"> <li>• Perceptions of the quality of teaching and the range of teaching and learning methods</li> <li>• Assessment arrangements</li> <li>• Quality of pastoral support</li> </ul> <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"> <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>	
7.4	Staffing structure of departments	<p>This class includes information about staff roles within schools and departments, together with organisational charts. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> <li>• Contact details for each school/department</li> </ul>	Paper Electronic
7.5	Student assessment strategy	<p>This class includes information on the regulations and/or policy governing student assessment. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Examination periods</li> <li>• Examination regulations</li> <li>• Appeal procedures</li> <li>• Policy on plagiarism</li> <li>• External examination bodies</li> </ul>	Paper Electronic
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. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Information for home/EU students</li> <li>• Information for international students</li> </ul>	Paper Electronic

		<ul style="list-style-type: none"><li>• Information on other charges</li></ul>	
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## 8. External Relations

This section covers information relating to the College's relationship with its external environment. These include the formal reports the institution 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.

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.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>
8.1	Community liaison	<p>This class contains information about the institution's relationship with their local community. The information included within this class represents the institution's approach to maintaining and fostering that relationship. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> <li>Information relating to the institution's community relations</li> </ul>	<p>Paper Electronic</p>
8.2	Government and Regulator relations	<p>This class relates to the information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc</li> <li>OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)</li> </ul>	<p>Paper Electronic</p>
8.4	Marketing and recruitment	<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. There will be some overlap with Student Administration and Support. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>Prospectus</li> <li>Open days</li> <li>Entry requirements</li> <li>Widening participation</li> </ul>	<p>Paper Electronic Internet</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</p>	<p>Paper Electronic Internet</p>

		<p>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. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"><li>• Press releases</li><li>• Prospectus</li><li>• Course brochures</li><li>• Newsletters and magazines</li><li>• Current information provided to an enrolled student (i.e. Induction pack')</li></ul>	
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