

## **BCoT PUBLICATION SCHEME**

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## **PART A INTRODUCTION**

### **1. Legal requirement**

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all ‘public authorities’ to make information available proactively, through a publication scheme.
- 1.2 ‘Public authorities’ are defined in the Act and include universities, further education colleges and sixth form colleges.

### **2. What is a publication scheme?**

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, ‘publish’ means to make information available, routinely. These descriptions are called ‘classes of information’. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority’s **commitment** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

### **3. The ‘model’ publication scheme for further education**

- 3.1 BCOT has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

### **4. Who we are**

- 4.1 BCOT is a medium-sized general further education College in the Borough of Basingstoke & Deane in North Hampshire.
- 4.2 The College offers a broad range of qualifications funded by both the Learning & Skills Council and the Higher Education Funding Council for England. Provision is offered at all levels up to and including Foundation degrees. The College has two areas with CoVE status namely Construction

& Interior Skills and Retail & Associated Logistics. The College provides opportunities for education and training to companies in the region and works closely with the local community to support both private business and public sector organisations. It operates a managing agency for apprenticeships and advanced apprenticeships.

- 4.3 The College has a Senior Management Team and is structured into self-directed curriculum and business support delivery departments, each with a Head of Department.
- 4.4 **Mission Statement**  
Our mission is to contribute to the social and economic development of North Hampshire through the delivery of vocational education and professional training that meets the learning ambitions and skill needs of our region.

BCOT will:

- enable individuals to make a positive contribution to their community
- enable learners to gain the knowledge and skills they require to be successful in their working lives
- enable employers to meet the development needs of their workforce

## **5. Accessing information covered by the publication scheme**

- 5.1 The classes of information we publish are described in the second part of the scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the Data Protection Act or commercial sensitivity. We reserve the right to publish some items without certain parts which may be exempt.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. Our preferred means of publication is in printed documentation: where information is available on the web site this is indicated.
- 5.3 Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, we will produce publications in other formats; in these cases we will usually make a charge, amounting to the cost of producing the item in the format requested and sending it, with a minimum charge of £5 per item. In certain circumstances the college may waive the charge
- 5.4 To request information available through our publication scheme, If you are not able to obtain what you require from the website, then please indicate clearly what information you require, and contact :

**The Freedom of Information Officer  
Basingstoke College of Technology  
Worting Road  
Basingstoke  
Hants  
RG21 8TN**

**Tel 01256 354141  
Fax 01256 306444  
Email [FOI@bcot.ac.uk](mailto:FOI@bcot.ac.uk)**

- 5.5 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.
- 5.6 BCOT will be following a Retention Schedule which will specify the periods of time for which various types of records and documents will be stored; after this, they will be destroyed.

## **6. What about information not covered by the publication scheme?**

- 6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

## **7. Feedback**

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

**The Freedom of Information Officer  
Basingstoke College of Technology  
Worting Road  
Basingstoke  
Hants  
RG21 8TN**

**Tel 01256 354141  
Fax 01256 306444  
Email [FOI@bcot.ac.uk](mailto:FOI@bcot.ac.uk)**

- 7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**8. Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **PART B MAIN GROUPS OF CLASSES OF INFORMATION**

1. Governance
  - 1.1 Legal framework
  - 1.2 How the institution is organised
  - 1.3 Information on the institutional context
  - 1.4 Management structure
2. Financial Resources
  - 2.1 Finance
  - 2.2 Resource planning
3. Human Resources
  - 3.1 Employment and employee relations
  - 3.2 Equal opportunities / Diversity
  - 3.3 Human resources strategy
  - 3.4 Staff development
4. Physical Resources
  - 4.1 Estates
5. Student Administration and Support
  - 5.1 Information on student admission, progression and completion
  - 5.2 Student accommodation
  - 5.3 Student administration
  - 5.4 Student admission and enrolment
  - 5.5 Student discipline
  - 5.6 Student learning support services
  - 5.7 Student liaison
  - 5.8 Student policies
  - 5.9 Student welfare
  - 5.10 Student Associations and Activities
6. Information Services
  - 6.1 Availability and conditions of use of facilities
  - 6.2 Mission statements and related documents
  - 6.3 Policies with regard to data and information
  - 6.4 Procurement and disposal policies
  - 6.5 Scope of collections held
7. Teaching and Learning
  - 7.1 Academic year dates
  - 7.2 Further course information
  - 7.3 Information on internal procedures for assuring academic quality and standards
  - 7.4 Staffing structure of schools / departments
  - 7.5 Student assessment strategy
  - 7.6 Tuition fees
8. External Relations
  - 8.1 Community liaison
  - 8.2 Fundraising
  - 8.3 Government and Regulator relations
  - 8.4 Marketing and recruitment
  - 8.5 Public 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 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.

|     | Class                        | Description   | Manner  | Fee                                 |
|-----|------------------------------|---|---|-------------------------------------|
| 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.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• Legal status - conferred by the Further and Higher Education Act 1992</li><li>• Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</li><li>• Instrument &amp; Articles of Government 2001</li><li>• Education Reform Act 1988</li></ul> | <p>Available in paper format</p> <p>This Act is available at the HMSO site:<br/><a href="http://www.legislation.hmso.gov.uk/acts.htm">http://www.legislation.hmso.gov.uk/acts.htm</a></p> <p>Available in printed format</p> <p>Available in printed format</p> | See section 5.3 of the introduction |
| 1.2 | How the College 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 of the college.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• College Structure/Organisation charts</li><li>• Senior Management Team minutes</li><li>• College Calendar (current and following academic year)</li></ul>   | <p>Available in paper format from Personnel Department</p> <p>Available in paper format from LRC Web site <a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a></p>   | See section 5.3 of the introduction |

|     | Class                                    | Description   | Manner  | Fee                                 |
|-----|--|---|---|-------------------------------------|
| 1.3 | Information on the institutional context | <p>This class includes information on:</p> <ul style="list-style-type: none"> <li>• The college's mission and strategic priorities</li> <li>• Three-year Strategic Plan (as sent to the Learning and Skills Council)</li> <li>• Risk Management Policy</li> <li>• Quality Policy</li> <li>• The college's quality assurance statement</li> <li>• The college's Policy Statement on Effective Learning</li> <li>• Self Assessment Report</li> <li>• Complaints Procedure</li> </ul>  | <p>From the documents listed below Strategic Plan Part 1 – the College's Mission and Strategic Priorities:<br/> <a href="http://www.bcot.ac.uk/f/BCOT_StratPlanPart1_1.pdf">http://www.bcot.ac.uk/f/BCOT_StratPlanPart1_1.pdf</a></p> <p>All documents available in paper format</p>  | See section 5.3 of the introduction |
| 1.4 | Management structure                     | <p>This class contains information relating to how the college is governed. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Statement of Governance – Principles of Governance in relation to operation of the Board, the College business, education, and stakeholders. From the documents listed below:</li> <li>• Membership of Board of Corporation</li> <li>• Academic Board minutes</li> <li>• Statement of Governance</li> <li>• Governance Functions</li> <li>• Governing Body minutes</li> <li>• Governing Body Standing Orders</li> </ul> <p>Codes of Conduct for members of the governing body, including:</p> <ul style="list-style-type: none"> <li>• Code of conduct for members</li> <li>• Code of ethics</li> <li>• Code of Disclosure of Matters of Public Interest</li> </ul> | <p>Documents available in paper format</p> <p>Minutes are available in paper format for the current and one previous year and on the web site address:<br/> <a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a>. Previous years are available in paper format from the Clerk to the Governors or in the College Learning Resource Centre.</p> | See section 5.3 of the introduction |

| Class | Description   | Manner  | Fee |
|-------|---|---|-----|
|       | <ul style="list-style-type: none"> <li>• List of sub-committees of the Governing Body; terms of reference, membership, mode of operation and minutes of the sub-committees of the Governing Body</li> <li>• Code of practice for college elections and committee procedures, and procedures for appointing members of the Governing Body.</li> <li>• Minutes of Governing Body, except for reserved items</li> <li>• Minutes of the Academic Board (College Learning Board), except for reserved items</li> <li>• Codes of Conduct are contained in Governing Body Standing Orders and the Governance Functions document (– functions of Search Committee).</li> <li>• The sub-committees of the governing body are listed within the Governors Standing Orders.</li> <li>• Their terms of reference, membership and mode of operation are contained within the Governance Functions document.</li> </ul> | <p>Minutes are available in paper format for the current and one previous year and on the web site address:<br/> <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a>.<br/> Previous years are available in paper format from the Clerk to the Governors or in the College Learning Resource Centre.</p> <p>Available at:<br/> <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a></p> <p>Available at:<br/> <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a></p> <p>Available at:<br/> <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a></p> |     |

## 2. Financial Resources

### Introduction

This section covers information on the college's strategy and management of financial resources. The Finance team 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  | Manner                              | Fee                                 |
|-------|--|-------------------------------------|-------------------------------------|
| 2.1   | Finance<br><br>This class includes policies and procedures relating to: <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><li>• Annual Accounts (last year)</li><li>• Annual Accounts (two years ago)</li><li>• Code of Disclosure of Matters of Public Interest (see class 1.4)</li><li>• Financial Procedures</li><li>• Financial Regulations</li></ul> | Documents available in paper format | See section 5.3 of the introduction |
| 2.2   | Resource planning<br><br>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.<br><br>Examples of the type of information in this class include: <ul style="list-style-type: none"><li>• Financial regulations, including procurement / tendering policy</li></ul>   | Available in paper format           | See section 5.3 of the introduction |

| Class | Description  | Manner                              | Fee |
|-------|--|-------------------------------------|-----|
|       | <ul style="list-style-type: none"> <li>• Annual accounts (most recent two years) (2.1)</li> <li>• Annual budget (as it appears in the final accounts)</li> <li>• Budget Income and Expenditure Summary</li> <li>• Budget manual</li> <li>• Planning and budgeting procedures</li> <li>• Annual report</li> <li>• Financial Statements (published within the college's Annual Report of the Members of the Corporation and Financial Statements)</li> <li>• Finance Record (sent to the LSC)</li> <li>• Financial Procedures (2.1)</li> <li>• Financial Rules (2.1)</li> <li>• Purchasing and disposal policies (within Financial Rules)</li> <li>• Scheme of Delegation for Teams</li> </ul> | Documents available in paper format |     |

### 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.

|     | Class                             | Description   | Manner   | Fee                                 |
|-----|-----------------------------------|---|--|-------------------------------------|
| 3.1 | Employment and employee relations | <p>Much of the information in this class is contained in the printed Staff Handbook and Employment Policies.</p> <p><b>Job Vacancies</b></p> <p><b>Documents - General</b></p> <ul style="list-style-type: none"><li>• Human Resources Policy Statement.</li><li>• Standard Terms and Conditions of Employment.</li><li>• Document Retention Schedule.</li></ul> <p><b>The Personnel Policies and Procedures: Employment Lifecycle</b></p> <ul style="list-style-type: none"><li>• Recruitment and Selection of Staff</li><li>• Recruitment Bonus Scheme</li><li>• Induction</li><li>• Criminal Records Bureau Disclosures and the Recruitment of Ex-Offenders</li><li>• Probation</li><li>• Employment References</li><li>• Performance and Development Review</li><li>• Staff Development</li><li>• Staff Development Policy for Higher Education</li></ul> | <p>Available from the Personnel Department in paper format</p> <p>Advertised in local newspapers and on the College Intranet site. Support roles and majority of Academic roles are exceptionally Times Ed/National Press.</p> <p>Documents available in paper format</p> <p>Documents available in paper format</p> | See section 5.3 of the introduction |

| Class | Description   | Manner  | Fee |
|-------|---|---|-----|
|       | <ul style="list-style-type: none"> <li>• Skills for Life</li> <li>• Attendance Management</li> <li>• Stress Management</li> <li>• Job Evaluation</li> <li>• Workforce Development Planning</li> <li>• Redundancy</li> <li>• Retirement</li> <li>• Exit Interview</li> <li>• Electronic Communications Acceptable Use Staff</li> </ul> <p><b>Employee Relations</b></p> <ul style="list-style-type: none"> <li>• Capability</li> <li>• Grievance</li> <li>• Disciplinary (College management)</li> <li>• Disciplinary (other staff)</li> <li>• Bullying and Harassment</li> <li>• Local Recognition – Business Support &amp; Support Staff</li> <li>• Public Interest Disclosure</li> </ul> <p><b>Compensation and Benefits/Remuneration</b></p> <ul style="list-style-type: none"> <li>• Pay and Salary</li> <li>• Ordinary Leave</li> <li>• Voluntary Premature Retirement Arrangements for Members of the Teachers Pension Scheme (TPS)</li> <li>• Policy Statement on Discretionary Powers Under the Local Government Pension Scheme Regulations</li> <li>• Eye Tests for Users of DSE</li> <li>• Staff Season Ticket Loans</li> <li>• Expenses</li> </ul> | Documents available in paper format<br><br>Documents available in paper format<br><br>Documents available in paper format |     |

|     | Class                           | Description  | Manner                              | Fee                                 |
|-----|---------------------------------|--|-------------------------------------|-------------------------------------|
|     |                                 | <b>Family Friendly Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Adoption Leave</li> <li>• Career Breaks</li> <li>• Maternity Leave</li> <li>• Special Leave</li> <li>• Parental Leave</li> <li>• Paternity Leave</li> <li>• Female Workers of Childbearing Age and New and Expectant Mothers</li> <li>• Flexible Working</li> <li>• Job Share</li> </ul>                                       | Documents available in paper format |                                     |
| 3.2 | Equal opportunities / Diversity | From the documents listed below: <ul style="list-style-type: none"> <li>• Annual Report on Equality &amp; Diversity</li> <li>• Disability Statement</li> <li>• Race Equality Statement</li> <li>• Gender equality statement</li> <li>• Equal pay statement</li> <li>• Single equality scheme</li> <li>• Equality &amp; Diversity policy &amp; procedure</li> <li>• Quick guides to equality &amp; diversity</li> </ul> | Documents available in paper format | See section 5.3 of the introduction |
| 3.3 | Human resources strategy        | <p>This class sets out the general aims of the college, priority areas and plans for addressing them.</p> <p>Includes:<br/>Workforce Development Plan</p>  | Available in paper format           | See section 5.3 of the introduction |
| 3.4 | Staff development               | <p>This class includes information on staff development and training, including induction programmes, probation and appraisal.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Induction</li> </ul>   | Documents available in paper format | See section 5.3 of the introduction |

| Class | Description  | Manner  | Fee |
|-------|--|---|-----|
|       | Induction of New Staff<br>Induction Booklet to Support Part Time Tutors<br><ul style="list-style-type: none"> <li>• Policies and procedures relating to probation and induction</li> <li>• Personal Development Review Process</li> <li>• Probationary Periods Policy</li> <li>• Staff Development Policy</li> </ul>   | Documents available in paper format   |     |
|       | <ul style="list-style-type: none"> <li>• Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People</li> </ul> Staff Development Policy which includes a Code of Practice on the Access of Staff to Training and Development<br>Personal Development Review process<br>Investors in People accreditation | Documents available in paper format<br><br>Paper format/BCOT web site:<br><a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a> |     |

## 4. Physical Resources

### Introduction

This section covers information at a strategic level relating to the college's management of its physical resources, including land and property. 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   | Manner  | Fee                                 |
|-------------|---|---|-------------------------------------|
| 4.1 Estates | <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"><li>• Estates strategy and plan</li><li>• Accommodation Strategy</li><li>• Code of Safe Working Practice for Contractors</li><li>• Grounds and Gardens</li><li>• Recycling</li><li>• Waste Disposal</li><li>• Map of main site</li><li>• Address of main site and any other locations</li><li>• Wheelchair access and facilities for people with disabilities</li><li>• Traffic Regulations</li><li>• Catering specification</li><li>• Cleaning specification</li></ul> | <p>Via the college website<br/><a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a></p> <p>College Facilities<br/><a href="http://www.bcot.ac.uk/everyone/college">http://www.bcot.ac.uk/everyone/college</a></p> <p>Map of College, and surrounding area<br/><a href="http://www.bcot.ac.uk/everyone/college/location.asp">http://www.bcot.ac.uk/everyone/college/location.asp</a></p> <p>Contact details of main site and other centres<br/><a href="http://www.bcot.ac.uk/everyone/contact">http://www.bcot.ac.uk/everyone/contact</a></p> <p>Other documentation available in paper format</p> | See section 5.3 of the introduction |

## 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  | Manner   | Fee                                 |
|-----|--|--|--|-------------------------------------|
| 5.1 | Information on student admission, progression and completion | <p>This class includes the following information:</p> <ul style="list-style-type: none"><li>• Student qualifications on entry</li><li>• Admissions Policy</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>• Destination Survey – full-time students</li></ul> | <p>Via the college website:<br/><a href="http://www.bcot.ac.uk/course_info/the_best.htm">http://www.bcot.ac.uk/course_info/the_best.htm</a></p> <p>or contact Customer Services on 01256 306484 to ask for a copy of a course information sheet</p> <p>Available in paper format</p> | See section 5.3 of the introduction |
| 5.2 | Student accommodation  | <p>This class includes information relating to:</p> <ul style="list-style-type: none"><li>• Accommodation services</li><li>• Accommodation list</li></ul>  | Available in paper format from Welfare team  | See section 5.3 of the introduction |
| 5.3 | Student administration                                       | <p>This class includes information relating to all areas of the maintenance of individual student records.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"><li>• Data Protection Policy and Guides (see class <a href="#">6.3</a>)</li><li>• College Enrolment and Learning Agreement Forms</li><li>• Access to College Information Policy</li></ul>   | Available in paper format  | See section 5.3 of the introduction |

|     | Class                           | Description  | Manner  | Fee                                 |
|-----|---------------------------------|--|---|-------------------------------------|
|     |                                 | Exclusions: specific student personal details, by virtue of being personal data under the Data Protection Act 1998.  |   |                                     |
| 5.4 | Student admission and enrolment | <p>This class includes information relating to the admission/enrolment of new students.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Full-time prospectus</li> <li>• How to apply for courses</li> <li>• Admissions Policy for HE and FE students</li> <li>• College application form for full-time FE courses</li> <li>• Fees and Finance</li> <li>• Procedures for applying to courses</li> <li>• Application process for international students</li> <li>• Fees Policy including Remission of Fees</li> <li>• Policy &amp; Procedure for the Admission of Individual Students under 16 who have attended or are attending local secondary schools</li> <li>• Under the age of 16 to part-time programmes which take place outside of normal school hours</li> </ul> | <p>Available in paper format from Customer Services or via the college website:<br/> <a href="http://www.bcot.ac.uk/school/apply.asp">http://www.bcot.ac.uk/school/apply.asp</a></p> <p>Available in paper format</p>                               | See section 5.3 of the introduction |
| 5.5 | Student discipline              | <p>This class includes information relating to the conduct of disciplinary proceedings against students.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Student Disciplinary Policy &amp; Procedure</li> <li>• Student Complaints Policy &amp; Procedure</li> <li>• Student Assessment Appeals Policy &amp; Procedure</li> </ul>   | <p>Via the college website:<br/> <a href="http://intranet/v2/staff/forms/content.asp?sub=16&amp;department=1">http://intranet/v2/staff/forms/content.asp?sub=16&amp;department=1</a> or paper format</p> <p>Documents available in paper format</p> | See section 5.3 of the introduction |

|     | Class                             | Description  | Manner   | Fee                                 |
|-----|-----------------------------------|--|--|-------------------------------------|
|     |                                   | <ul style="list-style-type: none"> <li>• Trainee Disciplinary</li> <li>• Electronic Communications Acceptable Use Policy &amp; Procedure for Students</li> <li>• Academic Misconduct Policy</li> </ul>   | Available in paper format  |                                     |
| 5.6 | Student learning support services | <p>This class includes information on learner support from an academic and learning perspective. Much of this is on the College VLE and in the “virtual” Student Diary &amp; Handbook and in Prospectuses.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• College Ethos Statement</li> <li>• Statement on Tutorial Provision</li> <li>• Learning Support and Key Skills Policy</li> <li>• Statement on Provision for Students with Learning Disabilities</li> <li>• Policy &amp; Procedure for Supplying Support Stu<br/>17</li> </ul> | Available in paper format from Learning Development Department and College VLE | See section 5.3 of the introduction |
| 5.7 | Student liaison                   | <p>This class includes information relating to consultation with learners.</p> <p>From the documents listed below:</p> <ul style="list-style-type: none"> <li>• Evaluation of Course Review &amp; Evaluation</li> <li>• Framework for Excellence outcomes</li> <li>• Minutes of Departmental Councils and Learner Parliament</li> <li>• Student Union constitution</li> <li>• Terms of Reference and minutes of Committee for Student Affairs</li> </ul>   | Available in paper format  | See section 5.3 of the introduction |

|     | Class            | Description  | Manner  | Fee                                 |
|-----|------------------|--|---|-------------------------------------|
| 5.8 | Student policies | <p>This class includes a student guide to key policies issued by the college.</p> <p>College policies and procedures:</p> <ul style="list-style-type: none"> <li>• Admissions Policy (<a href="#">5.4</a>)</li> <li>• Electronic Communications Acceptable Use Policy and Procedure for Students</li> <li>• Learning Resources Centre Guide (which includes the Computer Users' Policy and Guide, with references to relevant legislation, and the Learning Resources Centre Code of Conduct) (<a href="#">6.1</a>)</li> <li>• Equality &amp; Diversity Policy</li> <li>• Drugs Policy (Substance Use, Misuse or Abuse)</li> <li>• Learner Involvement Strategy</li> <li>• Student Entry and On-going Guidance Policy &amp; Procedure</li> <li>• Careers Education Policy</li> <li>• Work Experience Placements for Full Time students</li> <li>• APL (Accreditation of Prior Learning)</li> <li>• Student Complaints</li> <li>• Policy &amp; Procedure for the Admission of Individual Students under 16 who have attended or are attending local secondary schools</li> <li>• Student in-year Withdrawal/Transfer</li> <li>• Child (Student) Protection</li> <li>• Policy Statement on the Admittance of Students under the age of 16 to part-time programmes which take place outside of normal school hours</li> <li>• Policy Statement on Effective Learning</li> <li>• Academic Misconduct Policy</li> <li>• Student Lateness/Absence</li> </ul> | Via the college website/paper format<br><a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a> | See section 5.3 of the introduction |

|      | Class                               | Description   | Manner  | Fee                                 |
|------|-------------------------------------|---|---|-------------------------------------|
|      |                                     | <ul style="list-style-type: none"> <li>• Learner Support Funds</li> <li>• Anti Bullying P&amp;P</li> </ul>  | Available in paper format   |                                     |
| 5.9  | Student welfare                     | <p>This class covers information relating to a range of services provided for learners. Most of this is provided in the “virtual” Student Handbook (re-issued each academic year via the student intranet)</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• BCOT Charter</li> <li>• Welfare/advice services</li> <li>• Health services</li> <li>• Careers services</li> <li>• Counselling services</li> <li>• Accommodation list</li> <li>• Finance</li> <li>• Sports and recreational opportunities</li> <li>• Nursery</li> <li>• Travel scheme</li> <li>• Enrichment</li> <li>• Learner Support Funds Policy and Procedure</li> </ul> | Available in printed format from the Welfare team or via the student intranet.  | See section 5.3 of the introduction |
| 5.10 | Student Associations and Activities | <p>It should be noted that students at BCOT are (voluntarily) members of the BCOT Student Union, which is a body independent of the college.</p> <p>This class includes the following information:</p> <ul style="list-style-type: none"> <li>• Student Union constitution</li> <li>• List of Student Union officers</li> <li>• Minutes of Learner Parliament</li> <li>• Student Union Accounts</li> </ul>  | <p>College website and student intranet<br/> <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a></p> <p>Available in printed format from Student Services</p> | See section 5.3 of the introduction |

## 6. Information Services

### Introduction

This section covers those functions within the college which provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

In BCOT, each of these functions is provided by a business support team. 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                                      | Manner   | Fee  |                                     |
|-------|--|--|--|-------------------------------------|
| 6.1   | Availability and conditions of use of facilities | Borrower Information – <ul style="list-style-type: none"><li>• Opening hours of Learning Resources Centre and information regarding the subject range</li><li>• Loan categories and fines</li><li>• Information for the College staff and students visiting other libraries</li><li>• College's Codes of Conduct</li><li>• General College policies</li><li>• Electronic Acceptable Use Policy</li></ul> | Available in printed format from Learning & Resources Centre   | See section 5.3 of the introduction |
| 6.2   | Mission statements and related documents         | <ul style="list-style-type: none"><li>• LRC business plan</li><li>• LRC user survey report</li><li>• LRC strategic plan</li></ul>  | Available in paper format  | See section 5.3 of the introduction |
| 6.3   | Policies with regard to data and information     | <ul style="list-style-type: none"><li>• Access to Athens gateway</li><li>• Access to external information providers</li><li>• Access and use of purchased on-line information systems</li><li>• Copyright</li><li>• Data Protection Policy</li></ul>   | <a href="http://www.athens.ac.uk">http://www.athens.ac.uk</a><br><a href="http://www.findit.org.uk/">http://www.findit.org.uk/</a><br><a href="http://eduserv.org.uk/chest">http://eduserv.org.uk/chest</a><br>Displayed by photocopiers and available in printed format | See section 5.3 of the introduction |

|     | Class                             | Description   | Manner   | Fee                                 |
|-----|-----------------------------------|---|--|-------------------------------------|
|     |                                   | <ul style="list-style-type: none"> <li>• Electronic Communications Acceptable Use Policy</li> </ul>               | Available in paper format  |                                     |
| 6.4 | Procurement and disposal policies | <ul style="list-style-type: none"> <li>• Stock management policy</li> </ul>                                       | Available in printed format  | See section 5.3 of the introduction |
| 6.5 | Scope of collections held         | <ul style="list-style-type: none"> <li>• Subject guides to the collection</li> <li>• On-line Catalogue</li> </ul> | Available in printed format<br><a href="http://www.bcot.ac.uk/heritage/">http://www.bcot.ac.uk/heritage/</a> | See section 5.3 of the introduction |

## 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   | Manner   | Fee                                 |
|-----|--|---|--|-------------------------------------|
| 7.1 | Academic year dates                                      | <p>This class covers term dates for the current academic year, and, from about February, the dates for the following academic year.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• Term Dates – Full-time Further Education</li><li>• Term Dates – Part-time Further Education</li><li>• Term Dates – Higher Education</li></ul>  | Via the college website<br><a href="http://www.bcot.ac.uk/school/college/facilities/termdates.asp">http://www.bcot.ac.uk/school/college/facilities/termdates.asp</a> | See section 5.3 of the introduction |
| 7.2 | Further course information                               | <p>This class covers more detailed information relating to particular curriculum areas, such as entry requirements, course structure, content, qualifications, work experience where applicable, and assessment.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"><li>• Course Information sheets</li><li>• Full-time FE Prospectus</li><li>• HE Prospectus</li><li>• Part-time Course Directory</li></ul> | Available in printed format from Customer Services, or via the college website: <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a>                          | See section 5.3 of the introduction |
| 7.3 | Information on internal procedures for assuring academic | 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.   | Via the college website:<br><a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a><br>the external links below or in paper format                               | See section 5.3 of the introduction |

|     | Class                                      | Description  | Manner  | Fee                                 |
|-----|--|--|---|-------------------------------------|
|     | quality and standards                      | <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Quality Policy</li> <li>• IV of NVQ programmes policy &amp; procedure</li> <li>• IV of BTEC programmes policy &amp; procedure</li> <li>• Self Assessment Report policy &amp; procedure</li> <li>• CRAE policy &amp; procedure</li> <li>• ILT Policy</li> <li>• Skills for Life Strategy</li> <li>• Programme specifications – these are drawn up by the course team leaders</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> </ul> <p>Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> <li>• Assessment Regulations for Higher Education Courses</li> <li>• Guide to Internal Verification</li> <li>• Guide to Quality Assurance at BCOT</li> <li>• Course Review and Evaluation reports</li> </ul> <p>Information on student satisfaction with their college experience – results of Course Review &amp; Evaluation process</p> | <p>Programme specifications – these are drawn up by, and are available on the websites of, the various awarding bodies</p> <p>e.g. Edexcel <a href="http://www.edexcel.org.uk">http://www.edexcel.org.uk</a><br/> OCR <a href="http://www.ocr.org.uk">http://www.ocr.org.uk</a><br/> City &amp; Guilds<br/> <a href="http://www.cityandguilds.org.uk">http://www.cityandguilds.org.uk</a><br/> NOCN <a href="http://www.nocn.org.uk">http://www.nocn.org.uk</a></p> <p>Accreditation and monitoring reports are generally published on various national websites, such as:</p> <p>Inspections and Reviews</p> <p>LSC <a href="http://www.lsc.gov.uk">http://www.lsc.gov.uk</a><br/> Ofsted <a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a><br/> ALI <a href="http://www.ali.gov.uk">http://www.ali.gov.uk</a><br/> QAA Reviews of Higher Education<br/> <a href="http://www.qaa.ac.uk">http://www.qaa.ac.uk</a></p> <p>A level and Vocational qualifications, GCSE results<br/> <a href="http://www.dfes.gov.uk/performancetables">http://www.dfes.gov.uk/performancetables</a></p> <p>Charter Mark accreditation – college website: <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a></p> <p>Procedures and codes of practice relating to Awarding and Examination Bodies and External Verifiers are available from these bodies</p> |                                     |
| 7.4 | Staffing structure of schools/ departments | This class covers information about staff within areas of the college, together with organisational charts.  |   | See section 5.3 of the introduction |

|     | Class                       | Description  | Manner  | Fee                                 |
|-----|-----------------------------|--|---|-------------------------------------|
|     |                             | <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• College Structure/organisation charts</li> <li>• Generic job descriptions</li> </ul>  | Available in paper format from Personnel  |                                     |
| 7.5 | Student assessment strategy | <p>This class covers information on the regulations and/or policy governing student assessment.</p> <p>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>• Assessment regulations</li> <li>• Appeal procedures</li> <li>• Policy on plagiarism</li> <li>• External examination bodies</li> <li>• Student Assessment Policy &amp; Appeals Procedure</li> </ul>  | <p>Examination Timetables are updated frequently and can be viewed within the college on Examination Notice boards</p> <p>Procedures and codes of practice relating to Awarding and Examination Bodies and External Verifiers are available from these bodies.</p> <p>College information is available via the college website or paper copies<br/> <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a></p>                   | See section 5.3 of the introduction |
| 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> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Fee Policy including Remission of Fees</li> <li>• Information for home/EU students</li> <li>• Information for international students</li> <li>• Information on other charges (Equipment policy</li> </ul> | <p>Fees information for Home / EU Students, including information on other charges such as examination fees or materials costs, is within the college's course information sheets (Full-time Further Education, Higher Education Part-time and Professional), and is also available via the college website</p> <p>Fees for international students – college website: <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a></p> | See section 5.3 of the introduction |

## 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.

Members of the public are also likely to find the same or related information is available from the external partners with which the college has links.

|     | Class                              | Description  | Manner   | Fee                                 |
|-----|------------------------------------|--|--|-------------------------------------|
| 8.1 | Community liaison                  | <p>This class covers the college's relationship with its local community.</p> <p>An example of the type of information in this class is:<br/>Community relations policy</p>  | Under development  | See section 5.3 of the introduction |
| 8.2 | Fundraising                        | <p>Information included within this class relates to the activities undertaken by the college to raise additional revenue to that provided by its main funding bodies.</p> <p>Nothing currently published in this class.</p>   | Nothing currently published in this class.   | N/A                                 |
| 8.3 | Government and Regulator relations | <p>This class covers the information that the college is legally obliged to make available to its funding and/or monitoring bodies, and to reports of external inspection and review bodies. (The College is not assessed under the Research Assessment Exercise.)</p> | <p>LSC aggregated returns and Inspection Reports are available at the Learning and Skills Council website<br/><a href="http://www.lsc.gov.uk">http://www.lsc.gov.uk</a></p> <p>HEFCE aggregated returns are available at the HEFCE website<br/><a href="http://www.hefce.ac.uk/">http://www.hefce.ac.uk/</a></p> | See section 5.3 of the introduction |

|     | Class                     | Description  | Manner  | Fee                                 |
|-----|---------------------------|--|---|-------------------------------------|
|     |                           | <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Student number reports for FE and HE</li> <li>• OFSTED and ALI Inspections, QAA (Quality Assurance Agency for HE) Reviews on Higher Education Provision at the College (see also <a href="#">class 7</a> Teaching and Learning)</li> <li>• Self Assessment Report (paper copy)</li> <li>• Audited Financial Statements</li> </ul>   | <p>Inspections and Reviews</p> <p>LSC <a href="http://www.lsc.gov.uk">http://www.lsc.gov.uk</a></p> <p>Ofsted <a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a></p> <p>ALI <a href="http://www.ali.gov.uk">http://www.ali.gov.uk</a></p> <p>QAA Reviews of Higher Education<br/><a href="http://www.qaa.ac.uk">http://www.qaa.ac.uk</a></p> <p>College information is available via the college website or from the document listed below:</p> <p>Student numbers (FE &amp; HE)</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.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Prospectus brochures</li> <li>• Open days</li> <li>• Entry requirements (within prospectus)</li> </ul> | <p>Prospectus brochures:</p> <ul style="list-style-type: none"> <li>• Full-time Further Education</li> <li>• Higher Education</li> <li>• Part-time and Professional Course Directory including courses at Community Venues</li> </ul> <p>Information on Open days advice and guidance sessions – via the college website: <a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a></p> <p>Brochures are also available in public libraries.</p>  | See section 5.3 of the introduction |
| 8.5 | Public relations          | <p>This class contains information that is created specifically by the college 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 college has to offer and the activities of its students and staff.</p>  | <p>Press releases: via the college website<br/><a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a></p> <p>Course information; available in printed format from Customer Services, or via the College website<br/><a href="http://www.bcot.ac.uk/everyone/courses/">http://www.bcot.ac.uk/everyone/courses/</a><br/><a href="http://www.bcot.ac.uk/school/">http://www.bcot.ac.uk/school/</a></p>  | See section 5.3 of the introduction |

| Class | Description  | Manner  | Fee |
|-------|--|---|-----|
|       | <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus (see class <a href="#">8.4</a>)</li> <li>• Course leaflets (see class <a href="#">7.2</a>)</li> <li>• Subject Area booklets, for some curriculum areas only (see class <a href="#">7.2</a>)</li> <li>• Newsletters, magazines and leaflets</li> <li>• International Applicants</li> <li>• Enrolment pack for full-time students</li> </ul> | <p>Available on college website:<br/> <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a><br/> or in printed format</p> <p>Prospectus brochures:</p> <ul style="list-style-type: none"> <li>• Full-time Further Education</li> <li>• Higher Education</li> <li>• Part-time and Professional Course Directory including courses at Community Venues</li> </ul> <p>Information pack sent to full time students – available in paper format from Student Admin</p> |     |