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1. Governance and Management

Publication Class	Governance
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers information relating to the way the institution is governed and how decisions are made. Includes: <ul style="list-style-type: none"> • Instrument and Articles of Governance. • Statement of Governance – Principles of Governance in relation to operation of the board, the College business, education and stakeholders.

Legal Framework

Publication Class	Legal Status
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers information relating to the way the institution was established and its standing from the point of view of the law. Includes: <ul style="list-style-type: none"> • Legal status – conferred by the Further and Higher Education Act 1992. • Charitable status – The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992. • This act is available at the HMSO site: www.legislation.hmso.gov.uk/acts.htm

The College's decision-making structure

Publication Class	Description of Statutory Bodies
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers the bodies the College is obliged to have by law. Includes: <ul style="list-style-type: none"> • Statement of Governance – Principles of Governance in relation to operation of the board, the College business, education and stakeholders.

Publication Class	Codes of Conduct for members of Governing Body
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	Includes: <ul style="list-style-type: none"> • Code of Ethics. • Code of Disclosure of Matters of Public Interest.

Publication Class	Sub-structures and Committees supporting them
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers the sub-committees of the Governing Body. Includes: <ul style="list-style-type: none"> • List of sub-committees.

Publication Class	Objectives on which the structure is based
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers the objectives of the Governing Body. Includes: <ul style="list-style-type: none"> • Statement of Governance – Principles of Governance in relation to operation of the board, the College business, education and stakeholders.

Publication Class	Terms of reference, membership and mode of operation of all boards and committees in the formal structure
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers the terms of reference, membership and mode of operation of the sub-committees of the Governing Body. Includes: <ul style="list-style-type: none"> • Corporate Governance statement for the previous financial year.

Publication Class	Code of Practice for College elections and committee procedures
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers procedures for selection of members to the Governing Body and the conduct of sub-committees. Includes: <ul style="list-style-type: none"> • Governing Body Standing Orders. • Corporate Governance statement for the previous financial year.

Publication Class	Minutes and papers of Governing Body, Academic Boards and Steering Groups
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers minutes of College bodies. Includes minutes of the following: <ul style="list-style-type: none"> • Governing Body and its committees. • Academic Board.

Publication Class	Appointment committees and procedures
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers procedures for appointing members of the governing body. Includes: <ul style="list-style-type: none"> • Governing Body Standing Orders. • Corporate Governance statement for the previous financial year.

Publication Class	Honorary degree procedures
Availability	Not applicable.
Notes	Not applicable.

How the institution is organised

Publication Class	Organisational structure charts
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	This class covers the College organisation and management structure. Includes: <ul style="list-style-type: none">• College Structure.

Publication Class	Description of Work/responsibilities of units
Availability	Hard Copy
Notes	This class covers the responsibilities of units within the College organisation and management structure. Includes: <ul style="list-style-type: none">• College Structure.

2. External Relations

Government and Regulator Relations

Publication Class	Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments.
Availability	Hard Copy
Notes	This covers returns made by the College to funding and other monitoring bodies. Includes: <ul style="list-style-type: none">• Individualised Learner Record Audit* HEFCE return (numbers on Higher Education courses) Audit.• Termly Aggregate Report.

* Exclusions: specific student personal details, by virtue of being personal data under the Data Protection Act 1998

Publication Class	Ofsted Inspections, Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)
Availability	See below
Notes	<p>This class covers report of external inspection and review bodies. The College is not assessed under the Research Assessment Exercise.</p> <p>Includes:</p> <ul style="list-style-type: none"> • LSC/FEFC Inspection Reports – available on the Learning and Skills Council website www.lsc.gov.uk • QAA (Quality Assurance Agency for HE) Reviews on Higher Education Provision at the College, available at www.qaa.ac.uk

Public Relations

Publication Class	Public Relations
Availability	Paper copies from Student Services
Notes	<p>This class covers publicity and marketing materials on programmes and facilities offered by the College. Whilst the majority of such information has been created for prospective students, it 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>Includes:</p> <ul style="list-style-type: none"> • Press releases. • Prospectus brochures. <ul style="list-style-type: none"> - Academic Further Education and Higher Education. - Vocational Further Education and Higher Education. • International students' information. • Course leaflets. • Subject Area booklets (some curriculum areas only). • Walsall College news (Inside HR). • Courses at community venues. • Publication Scheme (this document).

Publication Class	Current information provided to an enrolled student
Availability	College website and hard copy www.walsallcollege.ac.uk
Notes	<p>This class covers the information provided to learners when they start a course. The Student Handbook (reissued each academic year) is designed to include this, along with a diary, in one booklet.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Student Handbook. • International Student Information. • Students' Charter.

Community Liaison

Publication Class	Policies relating to the institutions community relations
Availability	Hard Copy
Notes	<p>This class covers the institutions approach to maintaining and fostering the College's relationship with its local community.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Governors' Community Liaison Committee Minutes.

3. Student Administration and Support

Student Welfare and Accommodation Services

Publication Class	Student Welfare and Accommodation Services
Availability	Hard Copy from Student Services
Notes	<p>This class covers information relating to a range of services provided for learners, such as:</p> <p>Welfare/advice services, health services, sports and recreational facilities, chaplaincy services and accommodation services. Most of this is provided in the Student Handbook. A range of additional information is provided in the Student Handbook. A range of additional information is provided for international students, on the website at www.walsallcollege.ac.uk</p> <p>Includes:</p> <ul style="list-style-type: none"> • Student Charter. • Student Handbook (re-issued each academic year). • International Student Information. • Student Counselling Service – in student handbook. • Student Financial Support – in student handbook and in leaflet. • Careers Advice and Guidance – in student handbook. • Health Advice – Health Advice Centre.

Student Support

Publication Class	Learning Development and Support
Availability	In Hard Copy from Student Services
Notes	<p>This class covers information on student support services from an academic and learning perspective.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Service for students with Special Needs.

Publication Class	Personal Development Advice
Availability	In Hard Copy
Notes	<p>This class covers Statements and Procedures relating to Equal Opportunities and Diversity, and for dealing with complaints.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Disability Policy. • Equal Opportunities. • Harassment and Bullying Policy. • Health and Safety Policy. • Race Equality Action Plan.

Student Liaison

Publication Class	Student Liaison
Availability	In Hard Copy
Notes	<p>This class covers information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Governors' Student Affairs Committee Meeting Minutes. • Minutes of previous Governors' Student Affairs Committee Meetings.

Student Administration

Publication Class	Student Administration
Availability	Hard Copy.
Notes	<p>This class covers information relating to the maintenance of individual student records.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Data Protection Policy. • Data Protection – A Guide for Staff. • Data Protection – A Guide for Students. • College Enrolment Form/College Learning Agreement. • College Revision of Learning Agreement. • College Re-enrolment Form.

Exclusions: specific student personal details, by virtue of being personal data under Data Protection Act 1998.

Student Discipline

Publication Class	Student Discipline
Availability	College website and Hard Copy www.walsallcollege.ac.uk
Notes	<p>This class covers information relating to Student Discipline.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Student Disciplinary Procedure.

Student Associations and Activities

Publication Class	Student Associations and Activities
Availability	Hard Copy – Student Union Office
Notes	<p>This class covers information relating to the operation and activities of the Students' Union and other clubs and associations, and non-academic activities organised by/for students.</p> <p>It should be noted that students at Walsall College are (voluntarily) members of the Walsall Students Union, which is a body independent of the College.</p> <ul style="list-style-type: none"> • Student Union Constitution. • List of Officers.

4. College Information Services

(Includes Learning Resources Centres, Computing Services)

Mission Statements and related documents

Publication Class	ILT Strategy
Availability	Hard Copy in LRC
Notes	<p>This class cover the College's strategy in relation to the use of information and learning technology.</p> <p>Includes:</p> <ul style="list-style-type: none"> • ILT Strategy.

Scope of collections held

Publication Class	Scope of collections held
Availability	VLE/Intranet/Hard Copy in LRC
Notes	<p>This class covers how the material in the LRC is catalogued.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Resources lists. • List of new additions to stock. • Library catalogue on Intranet.

Availability and conditions of use of facilities

Publication Class	Availability and conditions of use of facilities
Availability	Hard Copy in LRC
Notes	<p>The class covers opening hours, registration for using the facilities, and general conditions of use.</p> <p>Includes:</p> <ul style="list-style-type: none"> • LRC Guide (which includes the Computer Users' Policy and Guide, with references to relevant legislation, and the LRC Code of Conduct). • Guide to printing documents. • Copyright licences.

Policies with regard to data and information

Publication Class	Policies with regard to data and information
Availability	College website and Hard Copy www.walsallcollege.ac.uk
Notes	<p>This class covers data security, data protection and retention.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Data Protection Policy. • Data Protection – A Guide for Staff.

Procurement and disposal policies

Publication Class	Procurement and disposal of equipment
Availability	Hard Copy
Notes	<p>This class covers policies relating to the purchase and disposal of equipment.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Purchasing policy (within financial regulations). • Disposal policy (within financial regulations).

5. Human and Physical Resources

Physical Resources and Planning

Publication Class	Financial Regulations
Availability	Hard Copy from Finance department
Notes	<p>This class covers financial rules and procedures.</p> <p>Includes:</p> <ul style="list-style-type: none"> Financial Regulations.

Publication Class	Annual Accounts
Availability	Hard Copy from Finance Department.
Notes	<p>This class covers the published accounts of the College.</p> <p>Includes:</p> <ul style="list-style-type: none"> Financial Statements (published within the College's Annual Report of the members of the Corporation and Financial Statements).

Publication Class	Corporate Plan
Availability	Hard Copy from the Principalship
Notes	<p>This class covers the College's Strategic Plan.</p> <p>Includes:</p> <ul style="list-style-type: none"> Three-year Development Plan (sent to the Learning and Skills Council).

Publication Class	Annual Report
Availability	Hard Copy from the Clerk to the Governors
Notes	<p>This class covers the College's Annual Report to the Governing Body for the previous year.</p> <p>Includes:</p> <ul style="list-style-type: none"> Annual Report.

Publication Class	Estates Plan
Availability	Hard Copy from Estates/Finance
Notes	<p>Includes:</p> <ul style="list-style-type: none"> • Estates strategy and plan. • Tendering policies. • Catering policies. • Cleaning policies. • Grounds maintenance and upkeep. • Buildings maintenance and upkeep. • Recycling policies. • Disposal policies. • Map of main site. • Address of main site and any other locations.

Human Resources/Personnel

Publication Class	Staff development and training
Availability	College website and Hard Copy from HR Services http://hrservices.walsallcollege.ac.uk/
Notes	<p>This class covers staff development and training including induction programmes and schemes such as Investors in People.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Induction – details of areas covered and procedures. • Policies and procedures relating to probation. • Policies and procedures pertaining to appraisal. • Policies and procedures relating to the ongoing development of staff, including schemes such as Investors in People.

Publication Class	Equal Opportunities
Availability	Copy from HR Services/ Quality Site
Notes	<p>This class covers Statements and Procedures relating to Equal opportunities and Diversity.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Equal Opportunities Policy. • Disability Policy. • Race Equality Action Plan – Race Relations. • Amendment Act. • Equal Opportunities Policy.

Publication Class	Employment and employee relations
Availability	College website and Hard Copy from HR Services http://hrservices.walsallcollege.ac.uk/
Notes	<p>This class covers policies, statements, procedures and guidelines relating to recruitment and probation.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment. • Generic terms and conditions of employment. • Salary grades. • Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached. • Grievance procedures and policies. • Disciplinary procedures and policies. • Harassment and bullying policy. • Health and Safety policy and procedures. • Public Interest Disclosure (for compliance with the Public Interest Disclosure Act). • Job vacancies. • Capability procedure. • Reducing stress policy document. • Alcohol/drug policy. • Maternity policy. • Paternity policy. • Adoption policy.

6. Teaching and Learning

Marketing and Recruitment

Publication Class	Student recruitment
Availability	Paper based from Student Services
Notes	<p>This class covers materials in relation to student recruitment and entry requirements.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Prospectus brochures. • Full-time Further Education. • Higher Education. • Part-time Further Education. • Professional Course Leaflets. • International Students Information. • Flyers in relation to College Open Days. • Walsall College News (Inside Story).

Publication Class	Subject Review and Institutional Review
Availability	Hard Copy from Quality Improvement Team/ Quality Site
Notes	<p>This class covers information about the institution's internal quality audit programmes and annual review.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Quality policy. • Complaints procedure. <p>Programme specifications are available on the websites of the various award bodies:</p> <p>e.g.</p> <p>Edexcel – www.edexcel.org.uk OCR – www.ocr.org.uk City and Guilds – www.cityandguilds.org.uk NOCN – www.nocn.org.uk LOCN – www.locn.org.uk</p>

Student Assessment Strategy

Publication Class	Student Assessment Strategy
Availability	Hard Copy from Examinations Office
Notes	<p>This class covers information on the regulations and/or policy governing student assessment.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Examination period. • Examination regulations. • Appeal procedures. • Policy on plagiarism. • External examination bodies.

Staffing structure of Schools/Departments

Publication Class	Staff Structure of Curriculum Areas
Availability	Hard Copy from HR Services
Notes	<p>This class covers information about staff within curriculum areas together with organisational charts.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Job titles of academic and support staff. • Contact detail for each School/Department.

External assessment information

Publication Class	External assessment information
Availability	See below
Notes	<p>This class covers information on the institutions ratings, such as 'league tables' and other external accreditation. This is generally published on various national websites.</p> <p>Includes:</p> <ul style="list-style-type: none"> • FEFC – www.lsc.gov.uk • Ofsted – www.ofsted.gov.uk • ALI – www.ali.gov.uk • QAA – www.qaa.ac.uk <p>A level and Vocational qualifications, GCSE results – www.dfes.gov.uk/performance/tables</p>

Tuition Fees

Publication Class	Tuition fees
Availability	Hard Copy from Student Services
Notes	<p>This class covers information relating to tuition fees for students.</p> <p>Includes:</p> <ul style="list-style-type: none"> • International students – prospectus. • UK/EU students (concession information). • Prospectus. • Other charges – prospectus. • Actual course costs are not published.

Term Dates

Publication Class	Term dates
Availability	Hard Copy from the Marketing department.
Notes	<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"> • College term dates.

Graduation Information

Publication Class	Graduation information
Availability	Occasional notices from Marketing Department
Notes	<p>This class covers information on award ceremonies for the current academic year, including dates, ticketing and guests, academic dress, photography facilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Notices from Marketing department.

Honorary Degrees

Publication Class	Corporate plan
Availability	Not applicable
Notes	Not applicable.

7. Research and Development

There are no publications in this class.