



Freedom of Information Publication Scheme

Policy and Procedure



Bringing talent to life...

DEPARTMENT	CONTRACTS AND DATA PROTECTION
DATE ISSUED	AUGUST 2023
REVIEW DATE	AUGUST 2024
VERSION	FINAL



To request a copy of this document in an alternative format such as large print, please contact 01922 657000.

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Introduction

This publication scheme commits the College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the College. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

How to access information

Walsall College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website at www.walsallcollege.ac.uk or other websites as indicated. Other documents are only available in hard copy and will be provided on request. We ask that requests are made in writing and a response will normally be made within 20 working days. A Freedom of Information Request Form is attached to this policy as Appendix 1.

Charging Policy

Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

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Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

The college will consider each request and may either waive its right to charge or, if it is considered necessary for a charge to be levied, will adhere to the charges outlined in the table below.

<u>Service Provided</u>	<u>Charges</u>
Postage	Standard postage rates
Courier	Courier charges incurred by the college
Photocopying	A4 Black on white single sided £0.05
	A4 Black on white double sided £0.10
	A3 Black on white single sided £0.10
	A3 Black on white double sided £0.20
	A4 Colour print single sided £0.10
	A4 Colour print double sided £0.20
	A3 Colour print single sided £0.18
	A3 Colour print double sided £0.36

The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (the Fees Regulations) govern the College’s ability to charge for information requests under the above acts. The regulations detail the requirements placed upon public bodies on what is considered appropriate for them to charge for requests, made under the Freedom of Information and the Data Protection Acts. Full details of the regulations can be found under www.legislation.gov.uk. In summary, the College is allowed to charge a fee for providing information in response to a Freedom of Information Act 2000 request, and the fee must be determined in accordance with the Fees Regulations.

The College does not have to comply with a request for information if the cost of compliance exceeds the appropriate limit, as set out in the Fees Regulations. The appropriate limit for the College is £450.

The College must still confirm or deny whether it holds the information requested, unless the cost of this alone would exceed the appropriate limit.

In estimating whether complying with a request would exceed the appropriate limit, the College can only take into account the costs it reasonably expects to incur in:

- determining whether it holds the information;
- locating the information, or a document containing it;
- retrieving the information, or a document containing it; and

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- extracting the information from a document containing it.

Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

The Data Protection Officer
Walsall College
Littleton Street West
Walsall
WS2 8ES
Tel 01922 657014
Email dataprotection@walsallcollege.ac.uk

If the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body that regulates the implementation of the Freedom of Information Act 2000. The address is:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113

MAIN CLASSES OF INFORMATION

1. Who we are and what we do

Organisational information – structures, locations, contacts

2. What we spend and how we spend it

Published accounts

3. What our priorities are and how we are doing

Strategies and plans, performance indicators, inspections and reviews

4. How we make decisions

Decision-making processes, records of decisions

5. Our policies and procedures

Current written protocols, policies and procedures for delivery of College services and responsibilities

6. Lists and registers

Information legally required to be held in publicly available registers and logs

7. The Services we offer

Prospectuses, leaflets, advice and guidance, newsletters

1. Who we are and what we do
Organisational information – structures, locations, contacts

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.

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

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	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	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.

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

Publication Class	Student Associations and Activities
Availability	Hard Copy – Student Union Office
Notes	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. 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. Includes: <ul style="list-style-type: none"> • Student Union Constitution. • List of Officers.

2. What we spend and how we spend it Published accounts

Note: The College is committed to upholding the principles and ethics of the Freedom of Information policy, however requests for information related to College finances and financially sensitive information will be assessed on a 'per request' basis to gauge its impact of disclosure. As a minimum, the information below will be made available.

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

Publication Class	Annual Accounts
Availability	College website and Hard Copy from Finance department www.walsallcollege.ac.uk
Notes	This class covers the published accounts of the College. Includes: <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	Procurement and disposal of equipment
Availability	Hard Copy
Notes	This class covers policies relating to the purchase and disposal of equipment. Includes: <ul style="list-style-type: none"> Purchasing policy (within financial regulations). Disposal policy (within financial regulations).

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

3. What our priorities are and how we are doing
Strategies and plans, performance indicators, inspections and reviews

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"> ESFA Inspection Reports – available on the Education and Skills Funding Agency website www.gov.uk/government/organisations/education-and-skills-funding-agency QAA (Quality Assurance Agency for HE) Reviews on Higher Education Provision at the College, available at www.qaa.ac.uk Ofsted inspection – available at https://www.gov.uk/government/organisations/ofsted

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.

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"> Resource lists. List of new additions to stock. Library catalogue on Intranet.

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 Education and Skills Funding Agency).

Publication Class	Annual Report
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Availability	College website and hard Copy from the Clerk to the Governors www.walsallcollege.ac.uk
Notes	This class covers the College's Annual Report to the Governing Body for the previous year. Includes: <ul style="list-style-type: none"> • Annual Report.

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

4. How we make decisions Decision-making processes, records of decisions

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.

5. Our policies and procedures
Current written protocols, policies and procedures for delivery of College services and responsibilities

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	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	Student Administration
Availability	Hard Copy from the Data Protection team
Notes	This class covers information relating to the maintenance of individual student records. Includes: <ul style="list-style-type: none"> • Data Protection Policy. • College Enrolment Form/College Learning Agreement.

Exclusions: specific student personal details, by virtue of being personal data under Data Protection Act 2018.

Publication Class	Student Discipline
Availability	Hard copy from Student Journey
Notes	This class covers information relating to Student Discipline. Includes <ul style="list-style-type: none"> • Student Disciplinary Procedure.

Publication Class	Availability and conditions of use of facilities
Availability	Hard Copy in LRC
Notes	The class covers opening hours, registration for using the facilities, and general conditions of use. Includes: <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.

Publication Class	Policies with regard to data and information
Availability	College website and Hard Copy www.walsallcollege.ac.uk
Notes	This class covers data security, data protection and retention. Includes: <ul style="list-style-type: none"> • Data Protection Policy. • Retention Schedule (Hard copy only). • Freedom of Information Policy. • Data Breach Plan.

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.

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 on-going 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. 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.

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. Includes:</p> <ul style="list-style-type: none"> • Examination period. • Examination regulations. • Appeal procedures. • Policy on plagiarism. • External examination bodies.

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 Includes:</p> <ul style="list-style-type: none"> • Job titles of academic and support staff. • Contact detail for each School/Department.

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"> • Education and Skills Funding Agency https://www.gov.uk/government/organisations/education-and-skills-funding-agency • Ofsted – www.ofsted.gov.uk • QAA – www.qaa.ac.uk <p>A level and Vocational qualifications, GCSE results – https://www.compare-school-performance.service.gov.uk/</p>

6. Lists and registers

Information legally required to be held in publicly available registers and logs

Publication Class	Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments.
Availability	Hard Copy
Notes	<p>This covers returns made by the College to funding and other monitoring bodies.</p> <p>Includes:</p> <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 2018.

7. The Services we offer
Prospectuses, leaflets, advice and guidance, newsletters

Publication Class	Public Relations
Availability	Paper copies from Marketing
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 Story) • Publication Scheme (this document).

Publication Class	Current information provided to an enrolled student
Availability	hard copy from Student Journey
Notes	<p>This class covers the information provided to learners when they start a course. The Induction 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"> • Induction Handbook. • Students' Charter.

Publication Class	Student Welfare and Accommodation Services
Availability	Hard Copy from Student Journey
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 Induction Handbook. A range of additional information is provided in the Induction Handbook.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Student Charter. • Induction Handbook (re-issued each academic year). • International Student Information. • Student Counselling Service – in Induction Handbook. • Student Financial Support – in Induction Handbook and in leaflet. • Careers Advice and Guidance – in Induction Handbook. • Health Advice – Health Advice Centre.

Publication Class	Learning Development and Support
Availability	In Hard Copy from Marketing
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 from Student Journey and Quality
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.

Publication Class	Student recruitment
Availability	Paper based from Student Journey and Marketing department
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	Term dates
Availability	College website and 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 www.walsallcollege.ac.uk/term-dates/</p> <p>Includes:</p> <ul style="list-style-type: none"> • College term dates.

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.

**Appendix 1: Freedom of Information Request Form
Walsall College – Freedom of Information**

Request for Information

Please complete this form with as much detail as possible, so that we may provide you with the information that you are seeking.

College Department: _____

Date(s) that Information refers to: _____

Class of Information in Publication Scheme: _____

Details of Information required: _____

Name and Contact Details of requester: _____

Date of Request: _____

Send to:
Data Protection Officer
Freedom of Information Request
Walsall College
Wisemore Campus
Littleton Street West
Walsall
WS2 8ES

Email: dataprotection@walsallcollege.ac.uk

Tel: 09122 657014

Fax: 01922 657086

For Office Use Only:

Date Request Received:	Date Acknowledge:
Date Completed:	Completed by: