

Freedom of information - Publication Scheme

INTRODUCTION

What is the Publication Scheme?

The Publication Scheme ("The Scheme") is a complete guide to the information routinely published by Kensington & Chelsea College, or which it is intended to publish. It is not a list of the actual publications, since this will change as new items are published but rather it is a description of the "classes" or types of information published. The classes of information are described in the scheme.

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations, including Universities and Further Education Colleges).

The Kensington & Chelsea College scheme follows the Model Publication Scheme produced for Universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland.

How you can obtain information covered by the Scheme?

Kensington & Chelsea College will make available items that belong to classes in the Publication 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.

Our preferred means of publication is in electronic format via the college's website www.kcc.ac.uk;

How much do printed publications cost?

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. In certain circumstances the college may waive the charge.

If you are not able to obtain what you require from the website, then please indicate clearly what information you require, and address all applications for information to

The Freedom Of Information Officer
Kensington & Chelsea College
Hortensia road

Tel 020 7573 5239
Fax 020 7376 3742
Email r.lane@kcc.ac.uk

What about information not covered by the publication scheme?

From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including a college such as Kensington & Chelsea College, which they have not already made available through their publication scheme. 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.

Feedback

It is important that this publication scheme meets your needs. 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
Kensington & Chelsea College
Hortensia Road
London
SW10 0QS

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

MAIN GROUPS OF CLASSES OF INFORMATION

1. Governance and Management
2. External relations
3. Student Administration and Support
4. College Information Services
5. Human and Physical Resources
6. Teaching and Learning
7. Research and Development

GOVERNANCE AND MANAGEMENT

Publication class	Governance
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information relating to the way the institution is governed and how decisions are made. Includes: Instrument and Articles of Governance

LEGAL FRAMEWORK

Publication class	Legal Status
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class contains information relating to how the institution was established and its standing from the point of view of the law. Includes: 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: http://www.legislation.hmso.gov.uk/acts.htm

THE COLLEGE'S DECISION-MAKING STRUCTURE

Publication class	Description of Statutory Bodies
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the bodies the college is obliged to have by law. Includes: Statement of Governance – Principles of Governance in relation to operation of the Board, the College business, education, and stakeholders

Publication class	Code of Conduct for members of Governing Body
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	Includes: Code of Ethics Code of Conduct Governor Eligibility

Publication class	Governing Body Sub-Committees structure, Terms of Reference, membership and mode of operation of all Boards and Committees in the formal structure.
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the sub-committees of the Governing Body. Includes: Estates & Facilities Committee Employment & Finance Committee Curriculum & Quality Committee Audit Committee Search & Development Committee Remuneration Committee

Publication class	Minutes and Papers of Governing Body, Governing Body Committees & Academic Boards
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers minutes of college bodies, <i>with the exception of</i> confidential minutes and papers: Includes minutes, agenda & papers of the following: Governing Body and its Committees Confidentiality Policy Academic Board

Publication class	Governing Body & Committee Appointments
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers procedures for appointing members to the Governing Body and its committees. Includes: Governing Body Standing Orders Procedures covering practice for College elections, staff & student. Governor Role Description & Application Form Becoming a College Governor – Fact Sheet Governor Induction and Training Policy

HOW THE INSTITUTION IS ORGANISED

Publication class	Organisational structure charts
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the college organisation and management structure. Includes: College Structure

Publication class	Description of work/responsibilities of units
Availability	By post or email (by request)
Notes	This class covers the responsibilities of units within the college organisation and management structure. Includes: College Structure

External Relations

- **Government & Regulator Relations**

Publication class	Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments
Availability	By post or email (by request)
Notes	This covers returns made by the College to funding and other monitoring bodies. Includes: Individualised Learner Record* HEFCE return (numbers on Higher Education courses) Termly Aggregate Report <ul style="list-style-type: none"> • Exclusions: specific student personal details, by virtue of being personal data under the Data Protection Act 1998. Information is also available at the website of the Skills Funding Agency (or other funding body).

Publication class	OFSTED Inspections, Teaching Quality Assessment and Research Assessment Exercise Policies (See also Teaching and Learning)
Availability	See below
Notes	This class covers reports of external inspection and review bodies. Includes: LSC/FEFC/Skills Funding Agency Inspection Reports – available at the Skills Funding Agency website www.skillsfundingagency.com OFSTED/ALI Inspection Reports – available at the Office for Standards in Education website http://www.ofsted.gov.uk QAA (Quality Assurance Agency for HE) Reviews on Higher Education Provision at the College – available at http://www.qaa.ac.uk

- **Public Relations**

Publication class	Public Relations
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	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 and current 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. Includes: Press releases Prospectus brochures: Full-time Further Education, Part-time and Professional Course Leaflets Subject Area booklets (some curriculum areas only) Kensington & Chelsea College News Courses at Community Venues Publication Scheme (this document)

Publication class	Current information provided to an enrolled student
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the information provided to learners when they start a course. The Student Handbook (re-issued each academic year) is designed to include this, in one booklet. Includes: Student Handbook

- **Community Liaison**

Publication class	Policies relating to the institution's community relations
Availability	By post or email (by request)
Notes	This class covers the institution's approach to maintaining and fostering the college's relationship with its local community. Includes: Community Strategy

1. Student Administration and Support

• Student Welfare and Accommodation Services

Publication class	Student Welfare
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information relating to a range of services provided for learners, such as: welfare/advice services, careers services, Most of this is provided in the Student Handbook. Includes: Student Charter Student Handbook (re-issued each academic year)

• Student Support

Publication class	Learning Development and Support
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information on student support services from an academic and learning perspective. Includes: Tutorials Additional and Learning Support Counselling

Publication class	Student Accommodation
Availability	
Notes	Not Applicable

Publication class	Personal Development Advice
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers Statements and Procedures relating to Equal Opportunities and Diversity, and for dealing with complaints. Includes: Disability Statement, Equal Opportunities and Diversity Policy Procedure for Dealing with Harassment & Bullying

• Student Liaison

Publication class	Student Liaison
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers Student Surveys, Student Newsletters

• Student Admission and Registration

Publication class	Student Admission and Registration
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information relating to student applications and the admission of new students. Includes: College application form for full-time FE courses Fees and Finance Procedures for applying to courses (The last two are both within the various college prospectus documents and course listing publications)

- **Student Administration**

Publication class	Student Administration
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information relating to the maintenance of individual student records. Includes: 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
Exclusions	specific student personal details, by virtue of being personal data under the Data Protection Act 1998.

- **Student Discipline**

Publication class	Student Discipline
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers Includes: Student Disciplinary Procedure (in Student Handbook)

- **Student Associations and Activities**

Publication class	Student Associations and Activities
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers details of the student council, membership, constitution etc.

2. College Information Services

(includes Learning Resource Centres, Computing Services)

- **Mission Statements and related documents**

Publication class	ILT Strategy
Availability	By post or email (by request)
Notes	This class covers the college's strategy in relation to the use of Information and Learning Technology. Includes: ILT Strategy

- **Scope of collections held**

Publication class	Scope of collections held
Availability	By post or email (by request)
Notes	This class covers how the material in the Learning Resources Centre is catalogued. Includes: Classification Guide

▪ **Availability and conditions of use of facilities**

Publication class	Availability and conditions of use of facilities
Availability	By post or email (by request)
Notes	This class covers opening hours, registration for using the facilities, and general conditions of use. Includes: 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) Guide to Printing Documents Internet Policy for Students Email Policy for Students Data Protection – Guide for Students

• **Policies with regard to data and information**

Publication class	Data Protection & Security of Information
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers data security, data protection and retention. Includes: Data Protection Policy Policy on Access to Information Data Protection – A College Guide Data Protection – A Guide for Students Data Security Policy Guidelines for Retention of Personal Data Forms: Standard Request Form for Access to Data Consent to Process Personal Data Notification of Personal Data Held by College

• **Procurement and disposal policies**

Publication class	Procurement and disposal of equipment
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers policies relating to the purchase and disposal of equipment. Includes: Purchasing policy (within Financial Rules) Disposal policy (within Financial Rules)

3. Human and Physical Resources

Physical Resources & Planning

Publication class	Financial regulations
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers financial rules and procedures. Includes: Financial Rules Financial Procedures Fraud and Corruption Policy Fraud Response Plan Code of Disclosure of Matters of Public Interest

Publication class	Annual Accounts
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the published accounts of the college. Includes: Financial Statements (published within the college's Annual Report of the Members of the Corporation and Financial Statements) Finance Record (sent to the Learning and Skills Council)

Publication class	Annual Budget
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the overall budget for the college. Includes: Budget Income and Expenditure Summary

Publication class	Planning and Budgeting Procedures
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers procedures for setting and monitoring budgets. Includes: Budget Manual Scheme of Delegation for Teams

Publication class	Corporate/Development plan
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the college's Strategic Plan. Includes: Three-year Strategic Plan (sent to the Learning and Skills Council) Three-year Financial Forecast (sent to the Learning and Skills Council) Risk Management Strategic Plan Key Facts
Need to look at this re development plan and its contents	

Publication class	Annual Report
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers the college's Annual Report to the Governing Body for the previous year. Includes: Annual Report

Publication class	Accommodation Strategy
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers Includes: Details of College sites Accommodation strategy College Facilities Map of College Centres
Check this out	

HUMAN RESOURCES

Publication class	Trade Union Consultation
Availability	By post or email (by request)
Notes	<p>This class covers procedures and consultation with college staff, recognised Trades Unions and Professional Organisations, and agreements reached.</p> <p>Includes: Recognition Agreement (Trades Unions) Trade Unions (section within Staff Handbook)</p>

Publication class	Staff Development and Training
Availability	By post or email (by request)
Notes	<p>This class covers staff development and training including Induction programmes and schemes such as Investors in People.</p> <p>Includes: Induction – policy and procedures Appraisal - policy and procedures Staff Development - policy and procedures Investors in People accreditation</p>

Publication class	Equality & Diversity
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	<p>This class covers Statements and Procedures relating to Equal Opportunities and Diversity.</p> <p>Includes: Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability.</p>

Publication class	Race Relations
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	<p>This class covers the college's Race Relations scheme and plan.</p> <p>Includes: Race Relations Equality Scheme and Action Plan Annual Report on Race Equality, as required under the Race Relations Amendment Act of 2000</p>

Publication class	Recruitment
Availability	College website www.kcc.ac.uk Or by post or email (by request). Job vacancies are published in the press, on recruitment websites and on the College's website.
Notes	<p>This class covers policies, statements, procedures and guidelines relating to recruitment.</p> <p>Includes: Job vacancies Policies, statements, procedures and guidelines relating to recruitment Probation - policy and procedures</p>

Publication class	Induction
Availability	By post or email (by request)
Notes	This class covers the aims of staff induction and procedures for the induction of new staff or staff into new roles Includes: Induction of New Staff Induction Booklet to Support Part Time Tutors

Publication class	General HR Policies and Procedures
Availability	By post or email (by request)
Notes	This class covers general personnel items; much of this is contained in the Staff Handbook and Employment Policies. Includes: Staff Handbook and Employment Policies Employment terms & conditions Salary grades Grievance procedures Harassment & Bullying Disciplinary procedures Health & Safety Code of Disclosure of Matters of Public Interest Mentoring policy

4. Teaching and Learning

- **Marketing and Recruitment**

Publication class	Student recruitment
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers materials in relation to student recruitment and entry requirements. Includes: Prospectus brochures: Full-time Further Education Higher Education Part-time and Professional Adult & Community Learners Course Leaflets Course Listings Flyers in relation to college Open Days Kensington & Chelsea College News

Publication class	Further Course Information
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	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. Includes: Course Leaflets & Fact Sheets

Publication class	Subject Review & Institutional Review
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information about the institution's internal quality audit programmes and annual review. Includes: Quality Policy Equal Opportunities and Diversity Policy Equal Opportunities and Diversity Policy – Code of Working Practice Self Assessment Report Complaints Procedure Programme specifications are available on the websites of the various awarding bodies e.g. Edexcel www.edexcel.org.uk OCR www.ocr.org.uk City & Guilds www.cityandguilds.org.uk NOCN www.nocn.org.uk LOCN www.locn.org.uk

- **Student Assessment strategy**

Publication class	Student Assessment Strategy
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information on the regulations and/or policy governing student assessment. Includes: Assessment Regulations for Further & Higher Education Courses Appeals Procedure Examination Timetables – these are updated frequently and can be viewed within the college Procedures and codes of practice relating to Awarding and Examination Bodies and External Verifiers are available from these bodies.

- **Staffing structure of Schools/Departments**

Publication class	Staffing Structure of Curriculum Areas
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information about staff within curriculum areas together with organisational charts Includes: College Structure (in Staff Handbook)

- **External assessment information**

Publication class	External assessment information
Availability	See below
Notes	This class covers Information on the institution's ratings, such as 'league tables' and other external accreditation. This is generally published on various national websites. Includes: Inspections and Reviews FEFC www.lsc.gov.uk Ofsted www.ofsted.gov.uk ALI www.ali.gov.uk QAA Reviews of Higher Education www.qaa.ac.uk A level and Vocational qualifications, GCSE results http://www.dfes.gov.uk/performance/tables Investors in People – college website Charter Mark – college website Matrix – College website

- **Tuition Fees**

Publication class	Tuition Fees
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers information relating to tuition fees for students. Includes: Fees information for Students, including information on other charges such as examination fees or materials costs – this is within the college’s full-time prospectus brochures (Full-time Further Education, Higher Education Part-time and Professional)

- **Term Dates**

Publication class	Term Dates
Availability	College website www.kcc.ac.uk Or by post or email (by request)
Notes	This class covers term dates for the current academic year, and, from about February, the dates for the following academic year. Includes: Term Dates – Full-time FE Term Dates – Part-time FE Term Dates – Adult & Community Learners Term Dates – Higher Education

- **Graduation Information**

Publication class	Graduation Information
Availability	
Notes	Not Applicable

- **Honorary Degrees**

Publication class	Honorary Degrees
Availability	
Notes	Not applicable

5. **Research and Development**

There are no publications in this class.