

SOUTH WEST COLLEGE

FREEDOM OF INFORMATION SCHEME

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Section 1 - 4. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, ~~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 and how it is organised.~~ In some instances information from Governing Body and Committee minutes will be exempt from disclosure where it contains, for example, personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	Class	Description	Availability	Fee
1.1	Legal Framework	<p>Section guidance for user: This class contains information relating to how the institution was established and its standing from the point of view of the law.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p> <p>South West College Provides: <u>Further Education (Northern Ireland) Order 1997</u> This Order provided for the setting up of institutions of further education in Northern Ireland as incorporated institutions separate from the Education and Library Boards. Transfer to incorporated status was effective from 1 April 1998. The Order deals inter alia with the duties and powers of the Department; the transfer of management to incorporated Governing Bodies; the constitution, duties and powers of Governing Bodies; the conduct of institutions of further education.</p> <p><u>College Instrument and Articles of Government</u> The Instrument of Government provides for the constitution of the College and stipulates inter alia the manner of the appointment and constitution of the Governing Body, the tenure of office of members, persons ineligible to be members, the Code and Register of Interests for members, the appointment of Chairman and Vice-Chairman, the appointment of a Secretary.</p>	<p>Paper copy, by purchase from the Stationery Office, 16 Arthur Street, Belfast, BT1 4GD</p> <p>Paper copy or website: www.swc.ac.uk</p>	

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		<p>The Articles of Government provide for the functions and responsibilities of the Governing Body and the Director, the proceedings of the Governing Body, the Committees of the Governing Body, the appointment and promotion of staff, the conduct, discipline, grievances and dismissal of staff, issues to do with students and finance (including audit).</p> <p><u>College Charitable Status – Confirmation from Inland Revenue</u> Letter from Inland Revenue confirming that institutes of further education in Northern Ireland will be accepted as charities for tax purposes on the basis of their Instrument and Articles of Government.</p>	Paper copy	Formatted: Font: Not Bold
1.2	How the institution is organised	<p>Section guidance for user: This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Organisational structure charts • Description of work/responsibilities of units <p>South West College Provides: <u>College Organisation Chart Structure</u> Provides an overview of the different academic and support sections of the College, along with interrelationships and line management structures.</p> <p><u>College Calendar – Current Academic Year</u> Gives details of the student year, the teaching staff year, periods/dates when the College will be closed, for the current year.</p> <p><u>South West College Management Team Meetings</u> Minutes of South West College Management team meetings (1 per month).</p> <p><u>College Health and Safety Committee: Minutes of Meetings</u> Minutes of meetings of College Health and Safety Committee (meets approximately 3 times per year).</p> <p><u>College ILT Committee: Minutes of Meetings</u> Minutes of College ILT Committee, which considers issues of policy and development in relation to College ILT resources (1 per</p>	Paper copy Paper copy or Website: www.swc.ac.uk Paper copy Paper copy Paper copy	Formatted: Justified Formatted: Font: Not Bold Formatted: Font: Not Bold Formatted: Font: Not Bold Formatted: Font: Not Bold Formatted: Font: Not Bold

		<p>term/month).</p> <p>College Equality/Good Relations Working Group: Minutes of Meetings Minutes of College Equality Working Group which covers all issues relating to Equality/good relations (meets 6 times per year).</p> <p>Union – Management Meetings (Lecturing Staff) - Minutes of Meetings Minutes of meetings between College management and representatives of UCU and NAS/UWT.</p> <p>Union – Management Meetings (Support Staff) - Minutes of Meetings Minutes of meetings between College management and representatives of NIPSA.</p>	<p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p>	
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1.3	Information on the institutional context	<p>Section guidance for user: This class should include information to be made available by FE corporations on:</p> <ul style="list-style-type: none"> • South West College mission statement (2.2.5): • College Development Plan: • Statement of the FE corporation's quality assurance policies and procedures: • The FE corporation's learning and teaching strategy and periodic reviews of progress. <p>If some or all of the information listed above appears in another class(es), then cross-reference(s) to where in the publication scheme (PS) it appears should be included here.</p> <p>South West College Provides: College Development Plan South West College Three year Strategic Plan for College. College Mission Statement, Vision & Strategic objectives.</p> <p>Quality Assurance Policy and Procedure</p> <p>Customer Care Policy</p>	<p>College Intranet restricted access: Paper Copy</p> <p>College Intranet</p>	<p>Formatted: Justified</p> <p>Formatted: Justified, Indent: Left: 0 cm, Hanging: 0.59 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p>
1.4	Management structure	<p>Section guidance for user: This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Description of Statutory Bodies (eg Governing Body, Corporation). In many cases it will be appropriate to list the names of people who are members of the above, as they are matters of public interest: • Codes of Conduct for members of governing bodies: • Description of the sub-structures and committees supporting them. This may include Academic Boards, Boards of Governors and Steering Groups. These may have 'Standing Orders' that indicate the mode of operation: • Objectives on which the structure is based: • Terms of reference, membership and mode of operation of all boards and committees in the formal structure: • Code of practice for college elections and committee procedures: 		<p>Formatted: Justified</p> <p>Formatted: Justified, Indent: Left: 0 cm, Hanging: 0.34 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm</p> <p>Formatted: Justified, Indent: Left: 0.34 cm</p> <p>Formatted: Justified, Indent: Left: 0 cm, Hanging: 0.34 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm</p>

	<ul style="list-style-type: none"> • Minutes and papers of Governing Body, Corporation meetings and Steering Groups etc; • Appointment committees and procedures. <p>South West College Provides:</p> <p><u>Governing Body Membership</u> <u>Provides a breakdown of Governing Body membership according to category and a pen picture of each governor.</u></p> <p><u>Committee Structure and Membership of Committees</u> <u>Provides the names and associated membership of the four committees operated by the Governing Body.</u></p> <p><u>Governing Body – Minutes of Meetings</u> Minutes of meetings of the College Governing Body (normally 6 per year). Minutes edited to remove sensitive material and references to individuals.</p> <p><u>Governing Body: Audit Committee – Minutes of Meetings</u> (normally 4 <u>meetings</u> per year)</p> <p><u>Governing Body: Finance and General Purposes Committee – Minutes of Meetings</u> (normally 6 meetings per year)</p> <p><u>Governing Body: Staffing Committee – Minutes of Meetings</u> -(normally 6 meetings per year) Minutes edited to remove sensitive material and references to individuals.</p> <p><u>Governing Body: Education, Quality and Performance – Committee – Minutes of Meetings</u> (normally 6 meetings per year)</p> <p><u>Committee Terms of Reference</u> <u>Available for each of the four committees operated by the Governing Body.</u></p> <p><u>Governing Body: Code of Conduct for Governing Body Members</u> <u>Provides guidance to Governing Body members on the standards of conduct expected of them in fulfilling their governor responsibilities. This forms part of the Instrument of Government. It is not a separate document.</u></p> <p><u>Governing Body Standing Orders</u></p>	<p>Paper copy, website: www.swc.ac.uk</p> <p><u>Paper copy, intranet</u></p> <p>Paper copy, website: www.swc.ac.uk (<u>last 3 approved sets of minutes</u>)</p> <p>Paper copy, intranet</p> <p>Paper copy, intranet</p> <p>Paper copy, intranet</p> <p>Paper copy, intranet</p> <p>Paper copy, intranet</p> <p>Paper copy, intranet</p> <p><u>Paper copy, intranet</u></p> <p><u>Paper copy, intranet, website:</u></p>	
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	<p>Procedures relating to meetings of the Governing Body and, where applicable, committees of the Governing Body.</p> <p><u>Governing Body :-Register of Interests of Members</u></p> <p><u>Governing Body: Procedures for Election of Staff MembersGovernors</u></p> <p><u>Governing Body: Procedures for Election of Student Member please remove completely- Student Union Constsitution provides that the President is the student governor</u></p> <p><u>Governing Body: Calendar of Governing Body and Committee Meetings</u></p> <p><u>Governing Body: Guide for Governors of Further Education in Colleges in Northern Ireland</u></p>	<p>www.swc.ac.uk</p> <p>Paper copy available for inspection during normal office hours by arrangement with the Secretary to the Governing Body</p> <p>Paper copy, intranet</p> <p>Paper copy</p> <p>Paper copy ???</p> <p>Paper copy, intranet</p> <p>Paper copy, -from Secretary to the Governing Body Website: www.delni.gov.uk</p>	
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Section 2 -

2. Financial Resources (Celine – please check/update)

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Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides an accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

	Class	Description	Availability	Fee
2.1	Finance	<p>Section guidance for user: Examples of the type of information in this class include policies and procedures relating to:</p> <ul style="list-style-type: none"> • Budgets and accounts • Contracting • Goods and services • Insurance • Pensions • Remuneration of senior staff as published in annual accounts • Travel and subsistence <p>South West College Provides:</p> <p>2.1.1 Accounts Accounts cover the period 01 August to 31 July annually. The full report on the College's financial activities for the year includes various reports from the Chairman of the Governing Body, the Governing Body, the Director and the Internal and External Auditors. The report is then submitted to DEL by the end of November each year.</p> <p>2.1.2 Budgeting This document details the process required in order to prepare and distribute budgets. It also details virement of monies within College Budgets, Capital Budgeting and Review of Budgets.</p> <p>2.1.3 Contracting This document contains details of estimate thresholds for purchasing in sterling and euros together with details on how to obtain quotations. It also details how quotes should be submitted to the College by those tendering and how these submissions should</p>	<p>Paper copy Intranet</p> <p>Paper copy available</p> <p>Paper copy from South West College Accounting Manual – Section Financial Regulations Appendix 1.</p>	

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		<p>be dealt with by the College until the successful tender has been notified.</p> <p>2.1.4 Goods and Services This section details the controls and processes in place with regard to setting up suppliers, ordering goods and services for the College, dealing with deliveries to the College, normal payment for goods and services, exceptional/emergency payments of same and dealing with catering and hospitality consumables.</p> <p>2.1.5 Insurance (Celine please check) All aspects of College Insurance are brokered through AIG Ltd. Chartis. Policies give full details of the cover available to the College.</p> <p>2.1.6 Pensions The College operates within two different types of pension schemes:</p> <ol style="list-style-type: none"> 1. NILGOSC (non academic staff) 2. Superannuation (academic staff) <p>2.1.7 Remuneration of Senior Staff as published in the Annual Accounts Details of remuneration of senior staff includes, salary, social security costs and pension contributions.</p> <p>2.1.8 Travel and Subsistence Details of what can be claimed for and how it can be claimed with regard to travel together with details on subsistence allowances.</p>	<p>Paper copy available from South West College Accounting Manual - Section Purchase Orders and Payments.</p> <p>Paper copy</p> <p>Paper copies or at the various websites: -</p> <ol style="list-style-type: none"> 1. NILGOSC www.nilgosc.org.uk 2. Superannuation www.deni.gov.uk <p>Paper copy, included in the College financial statements</p> <p>Paper copy College Intranet.</p>	<p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified, Indent: Hanging: 2.49 cm, Tab stops: 0.8 cm, List tab + Not at 2.54 cm</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p>
2.2	Resource planning	<p>Section guidance for user: This class should include 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. Examples of the type of information include:</p> <ul style="list-style-type: none"> • Financial regulations, including • procurement policy • Annual accounts • Annual budget (as appears in the final accounts) 		<p>Formatted: Justified</p> <p>Formatted: Justified, Indent: Left: 0 cm, Hanging: 0.55 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm</p>

	<ul style="list-style-type: none"> • <u>Planning and budgeting procedures</u> • <u>Corporate plan/Mission statement</u> • <u>Annual report</u> <p>South West College Provides:</p> <p><u>2.2.1 Financial Regulations including Procurement Policy</u> This section details definitions of terms, details of all accounting records maintained responsibilities for operation of the financial system, financial planning and budgetary control, authorisation and control of expenditure, control of income, details of accounting and safeguard of assets, details on investments and borrowings where applicable, procedures on external appointments such as auditors, insurers, solicitors and a summary of other regulations such as V.A.T., student union, gifts and irregularities.</p> <p><u>2.2.2 Financial Accounts</u> Prepared each year in August/September period covering 01 August to 31 July. Final accounts presented to Governing Body in November for approval and submission to DEL by the end of November. Accounts detail the College's financial activities for the year.</p> <p><u>2.2.3 Annual Budget</u> Prepared each year to cover the period 01 August to 31 July. Used as a measure against actual income and expenditure each year.</p> <p><u>2.2.4 Planning and Budgeting Procedures</u> As described in 2.1.2</p> <p><u>2.2.5 Mission Statement, Vision & Strategic objectives</u> Corporate Mission, Vision & Strategic objectives for the South West College</p> <p><u>2.2.6 Annual Report</u> As described in 2.1.1 above.</p>	<p>Paper copy</p> <p>Paper copy Intranet.</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy College Intranet.</p> <p>Paper copy and College Intranet.</p>	<p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p>
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Section 3 -

3. Human Resources (Eimear please check / update update)

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

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Class	Description	Availability	Fee
3.1 Employment and employee relations	<p>Section guidance for user: Examples of the type of information in this class include:</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; • Any other policies relating to staff not included elsewhere in the PS. <p>South West College provides: TEACHING STAFF Constitution for Negotiating the Salaries and Conditions of Service of Directors, Deputy Directors and Lecturers Employed in</p>	Paper copy	

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		<p>Incorporated Colleges of Further Education</p> <p><u>Contract of Employment for Permanent Lecturers</u></p> <p><u>Contract of Employment for Part-time lecturers</u></p> <p><u>College Employers' Forum Circulars Relating to Agreements Reached by Lecturers Negotiating Committee</u></p> <p>A list of circular titles is available from the College Personnel Office. Copies of individual circulars can also be made available.</p> <p><u>Policy and Procedure for the Recruitment of Part-Time Teaching Staff</u></p> <p><u>College Induction Profiles for New Employees Handbook (Teaching Staff)</u></p> <p><u>Constitution for Negotiating the Salaries and Conditions of Service of Directors and Lecturers Employed in Incorporated Colleges of Further Education</u></p> <p><u>Contract of Employment for PPrincipal / Directors and Chief Executives in Institutes / Colleges of Further / Higher Education</u></p> <p><u>Contract of Employment for Deputy Directors in Institutes / College of Further / Higher Education</u></p> <p><u>College Employers' Forum Circulars Relating to Agreements Reached by Directors' Negotiating Committee</u></p> <p>Circulars dealing with issues such as pay awards and contracts of employment.</p> <p><u>NON-TEACHING STAFF</u></p> <p><u>Constitution for Negotiating the Terms, Conditions of Service and Remuneration of Non-Teaching Staff Employed in Incorporated Colleges of Further Education</u></p> <p>College Employers' Forum Circulars Relating to Agreements Reached by Non-Teaching Staff Negotiating Committee</p> <p>[Note: on issues of pay and conditions Further Education Colleges in Northern Ireland adopt for non-teaching staff agreements reached at the National Joint Council for Local</p>	<p>Paper copy Intranet</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy,</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p>	
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		<p>Government Services (England and Wales)]</p> <p><u>Circulars Issued by the Negotiating Machinery for Education and Library Boards January 1975 – December 1997</u></p> <p><u>Statement of Terms and Conditions of Service – Non-Teaching Staff</u></p> <p><u>Support Staff Induction Handbook</u> <u>Booklet</u></p> <p><u>GENERAL Recruitment and Selection Policy</u> Manual covering all aspects of the College's recruitment policy and procedure.</p> <p><u>Sickness Absence Management Policy and Procedure</u></p> <p><u>Internet and Computer Access Policy</u></p> <p><u>Acceptable Use Policy Internet and Computer Access Policy</u></p> <p><u>Vetting Procedures</u></p> <p><u>Maternity Leave Procedures</u></p> <p><u>Discretionary leave</u></p> <p><u>Employee Standards Policy</u></p>	<p>Employers' Forum at ANIG Colleges NI</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy / Intranet</p> <p>Paper copy Intranet</p> <p>Paper copy / intranet</p> <p>Paper copy / intranet</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy / Intranet</p> <p>Paper copy / Intranet Paper copy / Intranet</p>	
3.2	Equal opportunities/ Diversity	<p>Section guidance for user: Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • 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 • Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000 <p>The South West College provides:</p>		

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	<p><u>Equal Opportunities Policy Statement</u></p> <p><u>Equal Opportunities -Policy and Fair Employment Code of Practice</u> States the College's commitment to fair employment and equal opportunities in its employment and working practices, as well as its commitment to a neutral working environment.</p> <p><u>College Policy on Public Interest Disclosure ("Whistleblowing Policy")</u></p> <p><u>College Equality Scheme</u> The College is required to have an Equality Scheme which is approved by the Equality Commission of Northern Ireland under Section 75 of the Northern Ireland Act 1998. As a public body, the College is required by the Act to promote equality of opportunity between different categories of persons, and good relations between persons of different religious belief, political opinion or racial group. The scheme details the Colleges commitment to these objectives and outlines a plan of action for the next xxx years. (Celine please check)</p> <p><u>Fair Employment & Treatment Order (NI) 1998 (Article 55)</u></p> <p><u>College Fair Employment Monitoring Return</u></p> <p><u>Equality & Diversity Leaflet—Information</u></p> <p><u>Good Relations & Cultural Diversity Policy</u></p> <p><u>Disability Policy for Students</u></p> <p><u>Disability Policy for Employees for Staff</u></p>	<p>Paper copy, intranet</p> <p>Paper copy</p> <p>Paper copy</p> <p>Paper copy Website: www.swc.ac.uk</p> <p>Paper copy</p> <p>Paper copy</p> <p><u>Paper copy</u></p> <p><u>Paper copy</u> <u>Paper copy</u></p> <p><u>Paper copy</u> <u>Paper copy</u> eP</p>	<p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Centered</p> <p>Formatted: Indent: Left: 0 cm</p> <p>Formatted: Justified</p> <p>Formatted: Justified</p> <p>Formatted: Centered, Indent: Left: 0 cm</p> <p>Formatted: Centered</p> <p>Formatted: Body Text 2, Centered, Indent: Left: 0 cm</p>
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3.3	Staff Development	<p>Section guidance for user:</p> <p>This class should include information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • 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 • Policies on upgrades and promotions <p>South West College provides: <u>Staff Development Policy</u></p>	Paper copy	
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Section 4 -

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4. Physical Resources (Celine please check / update)

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Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description	Availability	Fee
4.1	Estates	Section guidance for user: Examples of the type of information in this class include: <ul style="list-style-type: none">• Estates strategy and plan• Tendering policies• Catering policies• Cleaning policies• Grounds maintenance and upkeep• Building maintenance and upkeep• Recycling policies• Disposal policies• Map of main site• Address of main site and any other locations South West College provides: ?		

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Section 5 -

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5. Student Administration and Support (Leo/Sharon Pritchard – please check/Claire please update)

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Introduction

This section contains information on how the institution 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	Section guidance for user: This class should include information on: <ul style="list-style-type: none">• Student qualifications on entry;• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC;• Student progression, retention and completion data;		

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		<ul style="list-style-type: none"> • Data on qualifications awarded to students; • Data on employment/training outcomes for graduates/students. <p>South West College provides: Student data qualifications on entry, age, gender, ethnicity etc, student progression, retention and completion data, qualifications awarded, data on employment/training outcomes. Details of student statistical information relating to the specific areas.</p>	Paper copy Subject to Data Protection Legislation	
5.2	Student accommodation	<p>Section guidance for user: This class should include information relating to:</p> <ul style="list-style-type: none"> • Accommodation services <p>South West College provides: List of accommodation available within local areas.</p>	Available through College Student Services	
5.3	Student administration	<p>Section guidance for user: This class should include information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Registry student records policies and procedures documents • Registry security and data protection policy and procedure documents <p>South West College provides: <u>Data Protection Policy (Students)</u></p>	Paper copy	

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5.4	Student administration and enrolment (MIS)	<p>Section guidance for user: This class should include information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> • Admissions and enrolment policies and procedures documents <p>South West College provides: Admissions and enrolment policies and procedures documentation.</p>	Paper copy	
5.5	Student discipline	<p>Section guidance for user: This class should include information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Code of student discipline and other policy and procedure documents; • Internal student complaint and appeals procedures. <p>South West College provides: 5.5.1 States College policy on student discipline, the procedures to be followed, the levels of warning to be administered, the type of behaviour in relation to which the procedure may be invoked, and the role of the Director and Governing body when students are expelled.</p> <p>5.5.2 Code of Conduct Outlines inappropriate conduct and gross misconduct in the context of the Student Disciplinary Procedure.</p> <p>5.5.3 Computer and Internet Acceptable User Policy Outlines issues of eligibility and access to the College IT Network and to the Internet using the network,</p>	<p>College intranet.</p> <p>Student handbook/ Student Charter.</p> <p>Available from College Intranet.</p>	

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		<p>defines unacceptable use and gives examples of acceptable use.</p> <p>5.5.4 Student Charter Outlines the College's duties and responsibilities to prospective and actual students of the College and includes the rights of the prospective or actual students of the College.</p> <p>5.5.5 Use of Student Mobile Phones in the College Outlines unacceptable uses of mobile phones within the College</p> <p>5.5.6 Use of Student IT Centre Details unacceptable uses of the resources in the Student IT Centre.</p>	<p>In Student handbook</p> <p>In Student handbook</p> <p>In Student handbook</p>	
5.6	Student learning support services (Policy and Procedure)	<p>Section guidance for user: This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also likely appear in the Student Handbook and Prospectus in some form. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Learning development and support • Personal development advice • Services for students with special needs <p>South West College provides: <u>Learning Support Policy</u></p> <p>Individual Student Learning Agreement (ISLA) Format for agreement between College and Student concerning what the College will provide, and what is required from the student. Contains templates for Student's Learning/Training Plan and Record of Progress and Achievement.</p>	<p>Available from College web site</p> <p>Available from College website and College Intranet.</p>	
5.7	Student Liaison	<p>Section guidance for user: This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups. Examples of the type of information in this class include:</p>		

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		<p>Funds (Discretionary) Sets out terms and conditions for the payment of Support Funds (Discretionary) from 1 August 2003. The Support Funds 'are to be used by College to provide financial help to students whose access to and participation in further education is inhibited by financial considerations, or who, for whatever reason, including physical or other disabilities, face financial difficulties'.</p>	www.delni.gov.uk/home.htm	
5.9	Student Welfare	<p>Section guidance for user: Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Housing • Finance <p><i>Note. In many institutions this information will be published as part of a Student Handbook</i></p> <p>The South West College provides:</p> <ol style="list-style-type: none"> 1. Student Student Counselling Service, Career Guidance Service, Sports and recreational facilities, Financial information services. 2. Provides Information/advice on a number of issues relating to students. <p><u>Western Education & Library Board (WELB) – Discretionary Awards Policy and Procedure</u> Outlines the Board's policy for the allocation of discretionary awards to students, describing the types of award, eligibility criteria and administrative arrangements.</p>	<p>College intranet – Student Counselling Service College intranet – Career Guidance Service College intranet – Sports and Recreational facilities College intranet – Financial Information Services – College Support Fund</p> <p>Available from WELB website: - www.welbni.org</p>	
5.10	Student Associations and Activities	<p>Section guidance for user: This class should contain information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic</p>		

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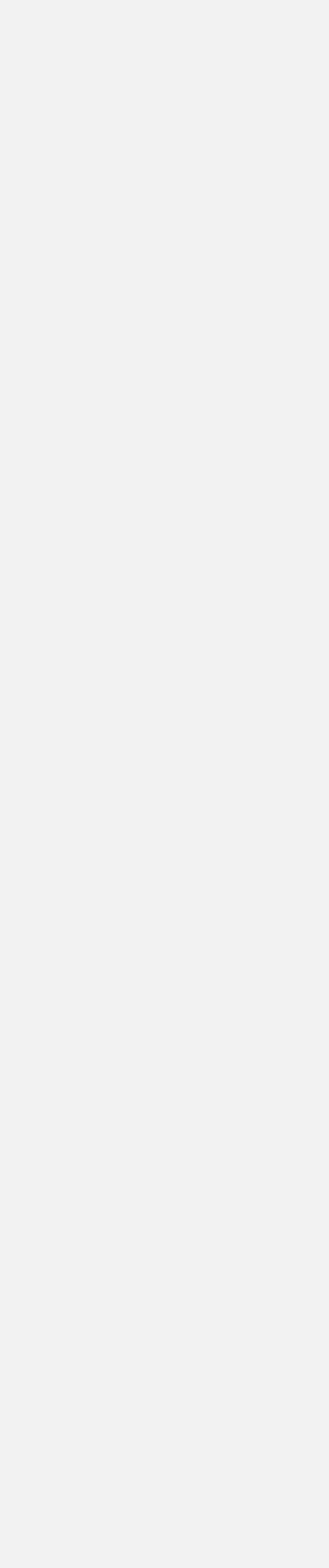
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<p> </p> <p> </p>		<p>activities that are organised for or by the students. Examples of information include:</p> <p>South West College provides: <u>Students' Union Constitution, Code of Practice, List of Officers and any other related documents</u></p> <p>Outlines the provision for Student Associations and additional Student Activities.</p>	<p>Student handbook</p>	
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Section 6 -

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6. Information Services (Sharon McGrath – please check / update)

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Introduction

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

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section.

Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

	Class	Description	Availability	Fee
6.1	Availability and conditions of use of facilities	<p>Section guidance for user:</p> <p>Information in these classes provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (eg breach of copyright, email spamming of an external site) are appropriately dealt with.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none">• Opening hours of Learning Resource Centre, helpdesks, etc, scheduled maintenance times of systems• Who is allowed to use the facilities (for example, categories of persons and their associated rights/levels of access)• The general rules and conditions of use (eg no smoking/drinking/eating, the existence of policies with regard to		

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		<p>law such as copyright, computing code</p> <ul style="list-style-type: none"> • <u>of practice, data protection</u>). For other student policies, see reference to other relevant student policies in PS • <u>Some of the information may be covered in the student registration details or staff conditions of employment, but it will be necessary to advise how other categories are accepted as users, eg temporary staff, short course or conference use, 'taster sessions' etc</u> • <u>There should be a pointer to other codes of conduct or rules external to the institution which may apply to the user (eg JANET acceptable use rules, Athens registration rules)</u> • <u>Access to/use of Archives, including how far back in time information exists and if so to what extent it is available</u> • <u>Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here</u> <p>South West College provides: <u>Services and facilities</u> Opening hours of Learning Resource Centre/helpdesks etc, who is allowed to use the facilities. The general rules and condition of use. Codes of conduct, rules external to the institution. Details of logging, monitoring and procedures followed in case of breach of conditions of use.</p>	<p>Paper copy College Intranet</p>	
6.2	Mission statements and related documents	<p>Section guidance for user: This class should include information regarding the aims of the organisation, a definition of the service provided and, where appropriate, service level agreements.</p> <p>South West College provides: <u>Computer services</u> Information on the aims of the department and the services provided.</p>	<p>Paper copy from computer services and on College Intranet</p>	
6.3	Policies with regard to data and information	<p>Section guidance for user: Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorized access or disclosure. Examples of the type of</p>		

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		<p>information in this class include:</p> <ul style="list-style-type: none"> • Security policies (ie how the data is protected). It could be argued that provision of information on this could risk a crime being committed, so it might be exempt or certain parts would not be published. (This • is only really an issue where the security policy is explicit enough to include detailed description of implementation. Clearly disclosure of this sort of information could potentially lead to a crime under the Computer Misuse Act) • Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics) • Data protection statements/policies • Policies on CCTV monitoring, RIPA etc <p>South West College provides: Security Policy How data and user information is protected.</p> <p>Data retention and archive policies</p>	<p>Paper copy</p> <p>Paper copy</p>	
6.4	Procurement and disposal policies	<p>Section guidance for user: Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment • Collection management/preservation strategy (including policy on disposal of stock) <p>South West College provides: Refer to 2.1.3 Contracting</p>	<p>Paper copy</p>	
6.5	Scope of collections held	<p>Section guidance for user: Examples of the type of information in this class include:</p>		

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	<ul style="list-style-type: none"> — —• Guides to collections: • •— Scope and availability of catalogues <p>South West College provides: Catalogues and guides to collections. This includes prospectus from other Colleges, catalogues on IT etc.</p>	Paper copy and College Intranet.	
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Section 7 -

7. Teaching and Learning (Eileen please check / update)

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Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

	Class	Description	Availability	Fee
7.1	Academic year dates	<p>Section guidance for user: This class should include information on the dates for the current academic year as well as future academic years (as far as is known).</p> <p>The South West College provides: Details of College academic year dates.</p>	College Intranet, student calendar handbook	
7.2	Further course information	<p>Section guidance for user: This class should include information relating to particular schools and departments, also information relating to programmes and qualifications. Examples of the type of information in this class include:</p>		

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		<ul style="list-style-type: none"> • Term dates • Structure of courses • Qualification gained • Changing courses • Work experience <p>South West College provides: Available in January/February each year for the following academic year. Contains information on full-time FE courses, Training for Success, Higher education and other part-time courses. Where courses have specific entry requirements these are described. Course structures and target qualification are also described, where applicable.</p> <p>Course Leaflets Leaflets describing individual courses offered by the College where courses have specific entry requirements these are described.</p> <p>Course Timetables Outline of the weekly pattern of teaching and learning for the course in question/particularly applicable in relation to full time and major part-time courses.</p> <p>Work Experience Outlines College policy and procedure in relation to placement of students for work experience.</p>	<p>College website www.swc.ac.uk College prospectus – full time and part-time (paper copy)</p> <p>Paper and College website</p> <p>College Intranet, paper copy</p> <p>College Intranet.</p>	
7.3	Information on internal procedures for assuring academic quality and standards	<p>Section guidance for user: This class should include information about the institution's internal quality audit programmes and annual review. It should also include information on the FE college's internal procedures for assuring academic quality and standards. Examples of the type of information in this class include:</p> <p>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> • Programme specifications • Annual monitoring and review processes • Accreditation and monitoring 		

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reports by professional, statutory or regulatory bodies

b) Information on assessment procedures and outcomes:

- Assessment strategies, processes and procedures
- The range and nature of student work

c) Information on student satisfaction with their college experience, covering the views of students on:

- Arrangements for academic and tutorial guidance, support and supervision
- Library services and IT support
- Suitability of accommodation, equipment and facilities for teaching and learning
- Perceptions of the quality of teaching and the range of teaching and learning methods
- Assessment arrangements
- Quality of pastoral support

d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:

- The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time
- The range of teaching methods used
- The availability and use of specialist equipment and other resources and materials to support teaching and learning
- Staff access to professional development to improve teaching performance, including peer observation and mentoring programmes
- The use of external benchmarking and other comparators

South West College provides:

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www.deni.gov.uk/inspection-services
College intranet

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		<p><u>IQRS 'Improving Quality Raising Standards'</u> Outlines The Education and Training Inspectorate approach to issues of quality in further education and training. Address three key areas:-</p> <ol style="list-style-type: none"> 1. Teaching & Learning 2. Leadership & Management 3. Standards & Outcomes <p><u>Inspection Reports</u> Report of inspections of the College carried out by the Education and Training Inspectorate</p> <p><u>Course Reports</u> Internal reports produced annually by course teams providing a self - assessment and grading of course and student performance. Includes analysis of student feedback.</p> <p><u>External Verifier reports</u> Independent reports provided by external verifiers appointed by awarding bodies in relation to specific course programmes.</p> <p><u>Quality Assurance Policy and Procedure</u> States the College Policy & Procedure in respect of the quality aspects of programme delivery including internal review and audit.</p>	<p>Paper copy DEL website www.deni.gov.uk/inspection-services</p> <p>Paper copy</p> <p>Paper copy</p> <p>College Intranet</p>		<p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p>
7.4	Staffing structure of schools	<p>Section guidance for user: This class should include information about staff roles within schools and departments, together with organisational charts. Examples of the type of information in this class include:</p> <p>South West College provides:</p> <ul style="list-style-type: none"> • Job titles of academic staff and support staff • Contact details for each school/department <p>Lists staff within each school and their designations.</p>	<p>Paper copies</p>		<p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified, Indent: Left: 0 cm, Hanging: 0.57 cm, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm</p> <p>Formatted: Justified</p>
7.5	Student assessment strategy	<p>Section guidance for user: This class should include information on the regulations and/or policy governing student assessment.</p>			<p>Formatted: Justified</p>

		<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Examination periods • Examination regulations • Appeal procedures • Policy on plagiarism • External examination bodies <p>South West College provides: Submission of Student Assignments- Guidelines States guideline to be followed when submitting material for assessment.</p> <p>Appeals Procedure Outlines process to be followed if a student wishes to appeal an assessment decision.</p>	<p>Available from College Intranet.</p> <p>Paper copy - Available in Student diary/handbook</p>	
7.6	Tuition Fees	<p>Section guidance for user: This class should include information relating to tuition fees for UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Information for home/EU students; • Information for international students; • Information on other charges. <p>The South West College provides: Document describing how all pricing structures within the College are compiled. The systems in place to help students pay their fees Department of Employment and Learning guidelines on obtaining relevant documentation required to qualify for reduced fees.</p> <p>Other fee details included are for overseas/non EU students.</p>	<p>Paper copy (access restricted).</p> <p>Paper copy</p>	

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8. Section 8 - External Relations (Eileen / Shauna / Laura / Troy – check / update)

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Introduction

This section covers information relating to the institution’s relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

Class	Description	Availability	Fee
8.1 Government and Regulator relations	<p>Section guidance for user: This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc • ETI Inspections (for FE), Teaching Quality <p>Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)</p> <p>South West College provides: <u>Annual Monitoring Survey (AMS) Return</u> Annual Return made to the Department for Employment and Learning reporting the College’s enrolments for the previous academic year for the purposes of funding the College in the academic year following the return, and for determining the College grading.</p> <p><u>Further Education Student Return (FESR-1)</u> “Snapshot” of student enrolments in the</p>	<p>Paper copy</p> <p>Paper copy</p>	

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		<p>College at 1 November/1 February. Report submitted to DEL in January.</p> <p>Further Education Student Return (FESR-2) Report submitted to DEL in January of enrolments in the College in the previous academic year, covering such issues as multiple enrolments, vocational enrolments, etc.</p> <p>Inspection Reports Reports of inspections of the College carried out by the Education and Training Inspectorate.</p>	<p>Paper copy</p> <p>Paper copy, Website: www.deni.gov.uk/inspection-services</p>	
8.2	Marketing and recruitment	<p>Section guidance for user: This class should include publications relating to student recruitment (UK and International), including the college prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Prospectus • Open days • Entry requirements • Widening participation <p>South West College provides: Further Education Leavers Survey (FELS) Report Report covering enrolments, retention and successes of students on vocational courses (courses leading to recognised qualifications) in the previous year.</p> <p>Marketing Plan Details College's planned marketing and publicity activities for the year ahead.</p>	<p>Paper copy</p> <p>Paper copy (Restricted access)</p>	
8.3	Public relations	<p>Section guidance for user: This class should contain information that is created specifically by the institution 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 institution has to offer and the activities of its students and staff.</p>		

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	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student (ie contents of the 'welcome pack') <p>South West College provides:</p> <p>College Website <u>Contains information about the College under the categories: Information, Courses, Student Services, News, Events, Application Forms, Contact Us, Links.</u></p> <p>Prospectus <u>Published in February each year for the following academic year. Contains information on full-time further education courses, training provision, Higher education and other part-time courses. Where courses have specific entry requirements, there are described. Course structures and target qualification are also described, where applicable.</u></p> <p>Course Leaflets <u>Leaflets describing individual courses offered by the College. Where courses have specific entry requirements, there are described. Course structures and target qualification are also described, where applicable.</u></p> <p>Mailshot <u>Prospectus describing full-time and part-time course provision, distributed free in August to all addresses in the College core catchment area.</u></p> <p>Complaints Policy and Procedure <u>Details the College Policy and Procedure in relation to complaints about any aspect of provision or services, or about the provision or services of bodies associated with the College.</u></p> <p>Hospitality and Gifts Policy</p>	<p>Website: www.swc.ac.uk</p> <p>Paper copy / website</p> <p>Paper copy Not necessarily produced forby all courses</p> <p>Paper copy</p> <p>Paper copy</p>	<p>Formatted: Justified, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p> <p>Formatted: Font: Not Bold</p> <p>Formatted: Justified</p>
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		Contains the College policy on giving or receiving gifts or hospitality to or from anyone who is not a member of staff of the College.	Paper copy	
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SECTION 9: EXEMPTIONS

The Freedom of Information Act creates a general right of access to information held by public bodies (from 1 January 2005), but it also sets out 23 exemptions where that right will either not be allowed or will be qualified.

The following notes constitute general guidance and should not be taken as legal advice.

Apart from vexatious or repeated requests, to which the South West College need not respond, there will be two general categories of exemption:

1. where, even though an exemption exists, the College will have a duty to consider whether disclosure is required in the public interest
2. where there will be no duty to consider the public interest.

The 'public interest test' will require the College to determine whether the public interest in withholding the exempt information outweighs the public interest in releasing it, by considering the circumstances of each particular case and the exemption that covers the information. The balance will lie in favour of disclosure, because information may only be withheld if the public interest in withholding it is greater than the public interest in releasing it, for example where disclosure of institutional information would harm a police investigation.

Guidance as to how exemptions might apply in particular circumstances will be developed by the office of the Information Commissioner in time and in the light of case by case experience.

Some detailed guidance is currently available on the Department for Constitutional Affairs website at <http://www.foi.gov.uk/guidance/index.htm> and the Information Commissioner's website at <http://www.informationcommissioner.gov.uk/eventual.aspx?id=77>

Exemptions where the public interest test applies

Exemptions for which the College will have a duty to consider whether disclosure is required in the public interest are listed below. Where the College considers that the public interest in withholding the information requested outweighs the public interest in releasing it, the College will be obliged to inform the applicant of its reasons, unless providing the reasoning would effectively mean releasing the exempt information.

<u>s22</u>	<u>Information intended for future publication</u>
<u>s24</u>	<u>National security (other than information supplied by or relating to named security organisations, where the duty to consider disclosure in the public interest does not arise)</u>
<u>s26</u>	<u>Defence</u>
<u>s27</u>	<u>International relations</u>

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<u>s28</u>	<u>Relations within the United Kingdom</u>
<u>s29</u>	<u>The economy</u>
<u>s30</u>	<u>Investigations and proceedings conducted by public authorities</u>
<u>s31</u>	<u>Law enforcement</u>
<u>s33</u>	<u>Audit functions</u>
<u>s35</u>	<u>Formulation of government policy, and so on</u>
<u>s36</u>	<u>Prejudice to effective conduct of public affairs (except information held by the House of Commons or the House of Lords)</u>
<u>s37</u>	<u>Communications with Her Majesty, etc. and honours</u>
<u>s38</u>	<u>Health and safety</u>
<u>s39</u>	<u>Environmental information</u>
<u>s40</u>	<u>Personal information ¹</u>
<u>s42</u>	<u>Legal professional privilege</u>
<u>s43</u>	<u>Commercial interests</u>

1 If the South West College believes that disclosure would not breach any of the data protection principles, but the individual who is the subject of the information has properly served notice under s.10 DPA 1998 that disclosure would cause unwarranted substantial damage or distress, or the individual who is the subject of the information would not have a right to know about it or a right of access to it under the DPA 1998, there will be no absolute exemption, and the institution will be obliged to consider the public interest in deciding whether to release the information

Absolute exemptions

Absolute exemptions are the exemptions for which it will not be necessary to go on to consider disclosure in the public interest.

<u>s21</u>	<u>Information accessible to applicant by other means</u>
<u>s23</u>	<u>Information supplied by, or relating to, bodies dealing with security matters</u>
<u>s32</u>	<u>Court records, and so on</u>
<u>s34</u>	<u>Parliamentary privilege</u>
<u>s36</u>	<u>Prejudice to effective conduct of public affairs ²</u>
<u>s40</u>	<u>Personal information ³</u>
<u>s41</u>	<u>Information provided in confidence</u>
<u>s44</u>	<u>Prohibitions on disclosure where a disclosure is prohibited by an enactment or would constitute contempt of court</u>

2 Applies only to information held by House of Commons or House of Lords

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3 There is an absolute exemption from the provisions of the FoIA if an applicant making a request for information under the FoIA is the subject of the information requested and they already have the right of 'subject access' under the DPA 1998. There is also an exemption from the provisions of the FoIA if the information requested under the FoIA concerns a third party and disclosure by the institution would breach one of the Data Protection Principles

Whole category exemptions

These are exemptions where the College will be obliged to consider whether particular information falls within a particular category (or class) of information, such as:

s30	<u>Information relating to investigations and proceedings conducted by public authorities</u>
s32	<u>Court records</u>
s35	<u>Formulation of government policy</u>

If information falls into the category described in one of these exemptions, the College will not be required to release it. There is no requirement to consider whether releasing the particular information requested would prejudice a particular activity or interest.

Prejudice test exemptions

These are exemptions where the institution concerned must consider whether disclosure of particular information would, or would be likely to, prejudice:

s27	<u>The interests of the United Kingdom abroad</u>
s31	<u>Law enforcement</u>

The information therefore will only become exempt if disclosing it would, or would be likely to prejudice either of these factors.

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SECTION 10: Request Form

FREEDOM OF INFORMATION ACT 2000

REQUEST FOR INFORMATION

Please complete, sign and return this form **ONLY**, if you are requesting information under the Freedom of Information Act 2000

Name: _____ Prof/Dr/Mr/Mrs/Miss/Ms
Please Circle

Address for Correspondence: _____
Post Code: _____

Home Tel No: _____ Work Tel No: _____ Mobile Tel No: _____

Email Address for Correspondence: _____

Company Name and Address (if applicable): _____

It may be necessary for the Freedom of Information Officer to contact the Requester to clarify the request and assist in identifying records

Details of Information Requested (please give as much detail as possible including dates etc or any information which may assist us in identifying, retrieving and providing specific information within timescale)

SUBMIT

Signed: _____ Date: _____

Please return/submit to:
Mr Leo Murphy, Freedom of Information Officer
South West College, Enniskillen Campus, Fairview,
1 Dublin Road, Enniskillen, Co Fermanagh, BT74 6AE
Email: leo.murphy@swc.ac.uk

Alternatively Requests can be made **in writing or faxed** to Mr Leo Murphy at the above address, Tel: 0845 603 1881 or Fax: 028 6632 6357

FOR OFFICE USE ONLY

<u>Date request received</u>	<u>Date request acknowledged</u>	<u>Information available on Web/Hardcopy/Department/Filed/Computer/Location/Other</u>
<u>Request forwarded to</u>	<u>Date request forwarded</u>	<u>Department request forwarded to</u>
<u>Date information required by FOI Officer</u>	<u>Information Disclosed/Not Disclosed/ Disclosed in Part</u> <u>Breach of Schedule 7 DPA? YES/NO</u>	<u>Reasons for Non Disclosure/Disclosure in Part Only - Exemptions</u>
<u>Date information sent to Requester</u>	<u>Person dispatching information</u>	<u>If Access denied/date Requester informed/Reviewed/Appealed</u>

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SECTION 11: GUIDANCE NOTES

Freedom of Information – Publication Scheme Guidance

INTRODUCTION

What is the Publication Scheme?

The Freedom of Information Act 2000 gives members of the public the right to access information held by public authorities (i.e. Government and other public sector bodies, including Universities and Further Education Colleges). As a public authority, we are obligated to produce a “publication scheme”, which is a guide to the information routinely published, internally or externally, by the public authority in question. The purpose of the Act is to promote greater openness by public authorities and to enable more public access to the information published internally or externally by them.

SCOPE OF POLICY:

Obtaining Information Covered by the Scheme

South West College will make available upon request copies of information/publications listed in the scheme. Some of the information/publications will be available on the College website— (www.swc.ac.uk) but most will be available only as paper copies initially. Requests for information will be dealt with within a maximum of 20 working days. If a publication is commercially sensitive or contains personal information this will be removed prior to release. Requests can be made by email to leo.murphy@swc.ac.uk. If you wish to obtain a copy of any of the documents included in the scheme please make your request to **Mr Leo Murphy, Freedom of Information Officer, South West College, Fairview, 1 Dublin Road, Enniskillen, Co Fermanagh, BT74 6AE, Telephone No. 0845 603 1881.**

Other Formats

Upon request, the College will endeavour (where possible) to supply copies of publications / information in other formats (audit, Braille etc).

Requests for Information:

Charges

Copyright

The material available through this Publication Scheme is subject to the College's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme are being republished or copied to others, you must identify the source of material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is

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the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned.

Complaints:

In the case of a complaint about the scheme, the College will endeavour to respond quickly. If it is unable to resolve a complaint satisfactorily the matter may be raised with the Information Commissioner, at the address below:

The Information Commissioner, Information Commissioner's Office – Northern Ireland, Room 101, Regus House, 33 Clarendon Dock, Laganside, Belfast, BT1 3BG, Northern Ireland.
FREEDOM OF INFORMATION – PUBLICATION SCHEME GUIDANCE

Introduction

DRAFT

