



FREEDOM OF INFORMATION PUBLICATION SCHEME

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Introduction

This Publication Scheme is a list of the information that the College publishes and makes available to the public as requirement that under the Freedom of Information Act 2000. South West College has adopted the Information Commissioner's model publication scheme for the education sector. The Scheme identifies the information available and how it can be accessed.

The College is committed to making the following classes of information available to the public, much of which can be found on our website by following the links in the scheme. Where the information is not available on the College website, the Scheme indicates the format in which it is available and how it can be accessed.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Exempted Information

There are some classes of information that the College is not required to make available eg

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form

Alternative Formats

The College will provide information in other forms and formats in accordance with the Disability Discrimination Act 1995.

If you require any of this information in an alternative format please contact the Freedom of Information Officer at foi@swc.ac.uk or at the following postal address:

Freedom of Information Officer South West College
Burn Road
Cookstown

Telephone No. 028 8225 0109

Other Information

Information held by South West College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Please email foi@swc.ac.uk if you cannot find the information that you are looking for.

Charges

The College will not as a matter of course make a charge for the provision of information. However it will consider on an individual basis whether to make a charge for production expenses (eg redacting, printing, photocopying), postage, and supplying the information in the format requested.

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

The Publication Scheme

Governance

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 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 or confidential 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
<p>Legal Framework 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><u><i>Further Education (Northern Ireland) Order 1997</i></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>Paper copy, by purchase from</p> <p>The Stationery Office 16 Arthur Street Belfast BT1 4GD</p> <p>www.legislation.gov.uk</p>
	<p><u><i>College Instrument and Articles of Government</i></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. 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>Paper copy or website:</p> <p>www.swc.ac.uk/discover/about-us/governance</p>
	<p><u><i>College Charitable Status – Confirmation from Inland Revenue</i></u></p>	<p>Paper Copy available from the Head of Finance</p>

	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>How the College is organised</p> <p>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.</p>	<p><u>College Structure</u></p> <p>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></p> <p>Gives details of the student year, the teaching staff year, periods/dates when the College will be closed, for the current year.</p>	<p>Link to SWC website homepage</p>
	<p><u>South West College Management Team Meetings</u></p> <p>Minutes of South West College Management team meetings (1 per month).</p>	<p>Paper copy available from the Risk & Compliance officer</p>
	<p><u>College Health and Safety Committee: Minutes of Meetings</u></p> <p>Minutes of meetings of College Health and Safety Committee (meets approximately 3 times per year)</p>	<p>Paper copy available from the Risk & Compliance officer</p>
	<p><u>College Equality/Good Relations Working Group: Minutes of Meetings</u></p> <p>Minutes of College Equality Working Group which covers all issues relating to Equality/good relations (meets 6 times per year).</p>	<p>Paper copy available from the Risk & Compliance officer</p>
	<p><u>Union – Management Meetings (Lecturing Staff) - Minutes of Meetings</u></p> <p>Minutes of meetings between College management and representatives of UCU and NAS/UWT.</p>	<p>Paper copy available from the Risk & Compliance officer</p>
	<p><u>Union – Management Meetings (Support Staff) - Minutes of Meetings</u></p> <p>Minutes of meetings between College management and representatives of NIPSA.</p>	<p>Paper copy available from the Risk & Compliance officer</p>

<p>Information on the institutional context This class of information includes the College's Mission Statement, Development Plan, Quality Assurance framework and Learning and Teaching Strategy.</p>	<p><u><i>College Development Plan</i></u> Three year Strategic Plan for the College including the College Mission Statement, Vision & Strategic objectives.</p>	<p>Link to the public information page on SWC website</p>
	<p><u><i>Quality Assurance & Improvement Policy and Procedures</i></u></p>	<p>Paper copy available from the Quality & Performance Manager</p>
	<p><u><i>Learning and Teaching Strategy</i></u></p>	<p>Paper copy available from the Quality & Performance Manager</p>
<p>Management Structure 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.</p>	<p><u><i>Governing Body Membership</i></u> Provides a breakdown of Governing Body membership according to category and a pen picture of each governor</p>	<p>Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website</p>
	<p><u><i>Committee Structure and Membership of Committees</i></u> Provides the names and associated membership of the four committees operated by the Governing Body.</p>	<p>Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website</p>
	<p><u><i>Governing Body – Minutes of Meetings</i></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>Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website</p>
	<p><u><i>Audit Committee – Minutes of Meetings</i></u> (normally 4 meetings per year)</p>	<p>Paper copy available from the Secretary to the Board of Governors or Link to minutes of sub committee meetings</p>
	<p><u><i>Finance and General Purposes Committee – Minutes of Meetings</i></u> (normally 5 meetings per year)</p>	<p>Paper copy available from the Secretary to the Board of Governors or Link to minutes of sub committee meetings</p>
	<p><u><i>Staffing Committee – Minutes of Meetings</i></u> (normally 5 meetings per year) Minutes edited to remove sensitive material and references to individuals.</p>	<p>Paper copy available from the Secretary to the Board of Governors or Link to minutes of sub committee meetings</p>

	<u><i>Education, Quality and Performance Committee – Minutes of Meetings</i></u> (normally 5 meetings per year)	Paper copy available from the Secretary to the Board of Governors or Link to minutes of sub committee meetings
	<u><i>Committee Terms of Reference</i></u> Available for each of the four committees operated by the Governing Body	Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website
	<u><i>Code of Conduct for Governing Body Members</i></u> Provides guidance to Governing Body members on the standards of conduct expected of them in fulfilling their governor responsibilities.	Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website
	<u><i>Governing Body Standing Orders</i></u> Procedures relating to meetings of the Governing Body and, where applicable, committees of the Governing Body.	Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website
	<u><i>Articles of Government</i></u>	Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website
	<u><i>Instruments of Government</i></u>	Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website
	<u><i>Governing Body Register of Interests</i></u>	Paper copy available for inspection during normal office hours by arrangement with the Secretary to the Governing Body
	<u><i>Procedure for Election of Staff Governors/Information for Potential Staff Governors</i></u>	Paper copy available from the Secretary to the Board of Governors
	<u><i>Calendar of Governing Body and Committee Meetings</i></u>	Paper copy available from the Secretary to the Board of Governors
	<u><i>Guide for Governors of Further Education Colleges</i></u>	Paper copy available from the Secretary to the Board of Governors or Link to governance section of SWC website

Financial Resources

This section covers information on the College's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities.

Information that may damage the College's commercial interests will be excluded from publication.

Class	Description	Availability
<p>Finance</p> <p>The type of information in this class includes 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><u><i>Accounts</i></u></p> <p>Annual Report and Financial Statements cover accounting periods 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 DfE by the end of November each year.</p>	<p>Paper Copy available from the Head of Finance or Link to the public information page on SWC website</p>
	<p><u><i>Budgeting</i></u></p> <p>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>Paper Copy available from the Head of Finance</p>
	<p><u><i>Contracting</i></u></p> <p>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 be dealt with by the College until the successful tender has been notified.</p>	<p>Paper copy from South West College Accounting Manual – Section Financial Regulations Appendix 1 available from the Head of Finance</p>
	<p><u><i>Goods and Services</i></u></p> <p>This document 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>Paper copy from South West College Accounting Manual – Section Financial Regulations Appendix 1 available from the Head of Finance</p>

Class	Description	Availability
	<p><u><i>Insurance</i></u> All aspects of College Insurance are brokered through Marsh & McLennan. Policies give full details of the cover provided to the College</p>	Paper copy from the Risk & Compliance Officer
	<p><u><i>Pensions</i></u> The College operates within two different types of pension schemes:</p> <ul style="list-style-type: none"> • NILGOSC (business support staff) • Superannuation (academic staff) 	<p>Paper Copy available from the Head of Finance or</p> <p>Link to NILGOSC website</p> <p>Link to education ni website</p>
	<p><u><i>Remuneration of Senior Staff as published in the Annual Accounts</i></u> Details of remuneration of senior staff includes salary, social security costs and pension contributions.</p>	<p>Included in the College financial statements. Paper Copy available from the Head of Finance or</p> <p>Link to the public information page on SWC website</p>
	<p><u><i>Travel and Subsistence Policy</i></u> Details of what can be claimed for and how it can be claimed with regard to travel together with details on subsistence allowances.</p>	Paper Copy available from the Head of Finance
<p>Resource Planning This class includes information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.</p>	<p><u><i>Financial Regulations including Procurement Policy</i></u> This document 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>	Paper Copy available from the Head of Finance
	<p><u><i>Financial Accounts</i></u> Annual Report and Financial Statements cover accounting periods 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</p>	Paper Copy available from the Head of Finance

Class	Description	Availability
	submitted to DfE by the end of November each year.	
	<u><i>Annual Budget</i></u> Prepared each year to cover the period 01 August to 31 July. Used as a measure against actual income and expenditure each year.	Paper Copy available from the Head of Finance
	<u><i>Planning and Budgeting Procedures</i></u> As described above.	Paper Copy available from the Head of Finance
	<u><i>Mission Statement, Vision & Strategic objectives</i></u> Corporate Mission, Vision & Strategic objectives for the South West College	Link to college information

Human Resources

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

Class	Description	Availability
Employment and employee relations.	Lecturing Staff Constitution for Negotiating the Salaries and Conditions of Service of Directors, Deputy Directors and Lecturers Employed in Incorporated Colleges of Further Education	Paper copy available from the Head of HR or Link to ucu website
	<u><i>Contract of Employment for Permanent Lecturers (Standard Template)</i></u>	Paper copy available from the Head of HR or Link to ucu website
	<u><i>Contract of Employment for Part-Time Lecturers (Standard Template)</i></u>	Paper copy available from the Head of HR or Link to ucu website
	<u><i>Policy and Procedure for the Recruitment of Part-Time Teaching Staff</i></u>	Paper copy available from the Head of HR
	<u><i>College Induction Profiles for New Employees</i></u>	Paper copy available from the Head of HR
	<u><i>Contract of Employment for Principal/Directors and Chief Executives in Institutes/Colleges of Further/Higher Education (Standard Template)</i></u>	Paper copy available from the Head of HR
	<u><i>Contract of Employment for Deputy Directors in Institutes/Colleges of Further/Higher Education (Standard Template)</i></u>	Paper copy available from the Head of HR
	<u><i>Circulars</i></u> Circulars dealing with issues such as pay awards and contracts of employment, agreements reached by Non-Teaching Staff Negotiating Committee etc	A list of circular titles is available from the College Human Resources Office. Copies of individual circulars can also be made available.
	Business Support Staff <u><i>Statement of Terms and Conditions of Service – Non-Teaching Staff (Standard Template)</i></u>	
	<u><i>Recruitment and Selection Policy</i></u> Manual covering all aspects of the College's recruitment policy and procedure.	Paper copy available from the Head of HR

	<u><i>Sickness Absence Management Policy and Procedure</i></u>	Paper copy available from the Head of HR
	<u><i>Internet, Email Usage and Monitoring Policy</i></u>	Paper copy available from the Head of HR
	<u><i>Acceptable Use Policy</i></u>	Paper copy available from the Head of HR
	<u><i>Information relating to Vetting / Access NI Procedures</i></u>	Paper copy available from the Head of HR
	<u><i>Maternity Leave Scheme</i></u>	Paper copy available from the Head of HR
	<u><i>Paternity Leave Scheme</i></u>	Paper copy available from the Head of HR
	<u><i>Discretionary Leave</i></u>	Paper copy available from the Head of HR
	<u><i>Employee Standards Policy</i></u>	Paper copy available from the Head of HR
Equal Opportunities/Diversity	<u><i>Equal Opportunities Policy</i></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.	Paper copy available from the Head of HR
	<u><i>Whistleblowing Policy</i></u>	Paper copy available from the Head of HR
	<u><i>College Equality Scheme</i></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 College's commitment to these objectives and outlines a plan of action for the duration of that scheme.	Paper copy available from the Head of HR
	<u><i>College Fair Employment Monitoring Return</i></u>	Paper copy available from the Head of HR

	<u>Equality & Diversity Information</u>	Paper copy available from the Head of HR
	<u>Good Relations & Cultural Diversity Policy</u>	Paper copy available from the Head of HR
	<u>Disability Policy for Students</u>	Paper copy available from the Head of HR
	<u>Disability Policy for Employees</u>	Paper copy available from the Head of HR
Staff Development	<u>Workforce Development Policy</u>	Paper copy available from the Head of HR

Physical Resources

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) and may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

Class	Description	Availability
Estates	<p>A range of policies, strategies and maps are available including:</p> <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 	Paper Copy available from the Head of Services

Student Administration and Support

This section contains information on how the College manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

Class	Description	Availability
Information on student admission, progression and completion	The College collects student data qualifications on entry, age, gender, ethnicity etc, student progression, retention and completion data, qualifications awarded and data on employment/training outcomes.	Paper copy available on request from the Risk & Compliance Officer Subject to Data Protection Legislation
Student administration and enrolment	South West College provides Admission and Enrolment policies and procedures.	Paper copy on request from the Head of Services or www.swc.ac.uk/discover/public-information/data-protection
Student discipline	<u><i>Promotion of Positive Student Behaviour policy</i></u> 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.	Link to policies and procedures section of SWC website
	<u><i>Code of Conduct</i></u> Outlines inappropriate conduct and gross misconduct in the context of the Student Disciplinary Procedure.	Link to policies and procedures section of SWC website
	<u><i>Computer and Internet Acceptable User Policy</i></u> Outlines issues of eligibility and access to the College IT Network and to the Internet using the network, defines unacceptable use and gives examples of acceptable use.	Paper copy on request from the Head of Services
	<u><i>Student Charter</i></u> 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.	www.swc.ac.uk/student-life

Class	Description	Availability
	<u><i>Use of Student Mobile Phones in the College</i></u> Outlines unacceptable uses of mobile phones within the College.	Online Student handbook
	<u><i>Use of Student IT Centre</i></u> Details unacceptable uses of the resources in the Student IT Centre	Online Student handbook
Student learning support services	<u><i>Learning Support Policy</i></u>	Paper copy on request from the Head of Services
Student Liaison and Engagement	<u><i>Student Engagement Policy</i></u>	Link to policies and procedures section of SWC website
Student Focused Policies	<u><i>Safeguarding, Care and Welfare Policy</i></u> Describes the legal context of the policy and procedure, the procedures for reporting suspected or disclosed child abuse in relation to students of the College who are under 18, or are vulnerable adults.	Link to policies and procedures section of SWC website
	<u><i>Support Fund Policy (Financial)</i></u> College policy and procedure in relation to making grants to students from the Support Fund (Discretionary), covers the procedure to be used by students for making applications; the criteria used to assess the applications; issue of eligibility and priority; costs which may be met from the Funds; and general Arrangements for administration of the allocation to the College from the Funds.	Paper copy on request from the Head of Services
	<u><i>Department for the Economy Circulars re Support Funds</i></u> Sets out terms and conditions for the payment of Support Funds available to FE students.	DfE website www.economy-ni.gov.uk/publications
Student Welfare	South West College provides a range of services including: <ul style="list-style-type: none"> • Student Counselling Service • Career Guidance Service, • Sports and recreational facilities • Financial information services. 	Information is available on the College intranet or by request from the Head of Services

Class	Description	Availability
Student Associations and Activities	<u><i>Student Union</i></u>	www.swc.ac.uk/swcsu

Information Services

This section covers those functions within the College that provides access to information to the student body and both academic and support 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
Availability and conditions Of use of facilities 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.	<u><i>Services and Facilities</i></u> <ul style="list-style-type: none"> • 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. 	Paper Copy available on request from the Head of Services
Mission statements and related documents	<u><i>Mission Statement and Values</i></u>	www.swc.ac.uk/discover/about-us/college-information
Policies with regard to data and information	<u><i>Data Protection Policy</i></u>	Link to SWC data protection policy
	<u><i>Privacy Notices</i></u>	Link to policies and procedures section of SWC website

Class	Description	Availability
	<u><i>Student Data Management Procedures</i></u>	Paper Copy available on request from the Head of Services
	<u><i>Cookie Policy</i></u>	Link to information on cookies on SWC website
Procurement and disposal policies	<u><i>ILT Acquisition and Disposal Policy Procurement Policy</i></u>	Paper Copy available on request from the Head of Services

Teaching and Learning

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

Class	Description	Availability
Academic year dates	Details of College academic year dates	www.swc.ac.uk/discover/public-information/term-dates
Further course information	<u><i>College Prospectus</i></u> Usually 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.	College prospectus – full time and part-time at Link to SWC homepage
	<u><i>Course Leaflets</i></u> Leaflets describing some individual courses offered by the College. Where courses have specific entry requirements, these are described.	Paper copies available on request from College Admissions
	<u><i>Course Timetables</i></u> 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.	Paper copy available on request from Head of Services
	<u><i>Work Experience</i></u> Guidance re student work placements	Paper copy available on request from Head of Services

Class	Description	Availability
<p>Information on internal procedures for assuring academic quality and standards</p> <p>This class includes information about the College's internal quality audit programmes and annual review. It also includes information on the College's internal procedures for assuring academic quality and standards.</p>	<p><u><i>ISEF 'Inspection and Self Evaluation Framework!</i></u></p> <p>Outlines The Education and Training Inspectorate approach to issues of quality in further education and training.</p>	<p>Paper copy available on request from the Quality and Performance Manager</p>
	<p><u><i>Inspection Reports</i></u></p> <p>Report of inspections of the College carried out by the Education and Training Inspectorate</p>	<p>Link to ETNI homepage</p>
	<p><u><i>Course Reports</i></u></p> <p>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>Paper copy available on request from the Quality and Performance Manager</p>
	<p><u><i>External Verifier reports</i></u></p> <p>Independent reports provided by external verifiers appointed by awarding bodies in relation to specific course programmes.</p>	<p>Paper copy available on request from the Quality and Performance Manager</p>
	<p><u><i>Quality Assurance Policy and Procedure</i></u></p> <p>States the College Policy & Procedure in respect of the quality aspects of programme delivery including internal review and audit.</p>	<p>Paper copy available on request from the Quality and Performance Manager</p>
<p>Staffing Structure of Schools</p>	<p>Job titles of academic staff and support staff with contact details for each faculty and department.</p>	<p>Paper copy available on request from the Head of HR</p>
<p>Student assessment strategy</p>	<p><u><i>Submission of Student Assignments- Guidelines</i></u></p> <p>States guideline to be followed when submitting material for assessment.</p>	<p>Paper copy available on request from the Quality and Performance Manager</p>
	<p><u><i>Appeals Procedure</i></u></p> <p>Outlines process to be followed if a student wishes to appeal an assessment decision.</p>	<p>Paper copy available on request from the Quality and Performance Manager</p>

Class	Description	Availability
Tuition fees	<u><i>Fees and Charges Policy</i></u>	Paper copy available on request from the Head of Finance
	<u><i>Guidance in place to help students pay their fees</i></u>	Link to webpage for student finance information

External Relations

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

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
Government and Regulator relations	<u><i>Annual Monitoring Survey (AMS) Return</i></u> Annual Return made to the Department for the Economy 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.	Paper copy available on request from the Risk & Compliance Officer
	<u><i>Further Education Student Return (FESR-1)</i></u> "Snapshot" of student enrolments in the College at 1 November/1 February. Report submitted to the Department for the Economy in January.	Paper copy available on request from the Risk & Compliance Officer
	<u><i>Further Education Student Return (FESR-2)</i></u> Report submitted to Department for the Economy in January of enrolments in the College in the previous academic year, covering such issues as multiple enrolments, vocational enrolments, etc	Paper copy available on request from the Risk & Compliance Officer

Class	Description	Availability
	<u><i>Inspection Reports</i></u> Reports of inspections of the College carried out by the Education and Training Inspectorate	Link to ETNI homepage
Marketing and recruitment	<u><i>Further Education Leavers Survey (FELS) Report</i></u> Report covering enrolments, retention and successes of students on vocational courses (courses leading to recognised qualifications) in the previous year.	Paper copy available on request from the Risk & Compliance Officer
	<u><i>Marketing Plan</i></u> Details College's planned marketing and publicity activities for the year ahead.	Paper copy available on request from the Head of Services
Public Relations	<u><i>College Website</i></u> Contains information about the College under the categories: Courses, About, Business & Industry Services, Campus Services, Recruitment and Contact details	Link to SWC homepage
	<u><i>Full Time Prospectus (online)</i></u> Reviewed and updated 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, they are described. Course structures and target qualification are also described, where applicable.	Link to SWC homepage
	<u><i>Part Time Prospectus</i></u> Published in July each year for the following academic year. Contains information on part-time higher education, further education, recreational courses and training provision. Where courses have specific entry requirements, they are described.	Link to SWC homepage
	<u><i>Course Leaflets</i></u> Leaflets describing individual courses offered by the College. Where courses have specific entry requirements, they are described. Course structures and target qualification are also described, where applicable.	Paper copy available on request from Admissions

Class	Description	Availability
	<p><u><i>Complaints Policy and Procedure</i></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</p>	<p>Link to policies and procedures section of SWC website</p>
	<p><u><i>Hospitality and Gifts Policy</i></u> 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.</p>	<p>Paper copy available on request from the Head of Finance</p>