INFORMATION COMMISSIONER
FREEDOM OF INFORMATION ACT 2000
MODEL PUBLICATION SCHEME (MPS) FOR FURTHER EDUCATION (FE)
IN ENGLAND, WALES AND NORTHERN IRELAND

THE SHEFFIELD COLLEGE

Note: The Model Publication Scheme is published on the College's Website
www.mysheffcol.ac.uk. A printed version is available from The Sheffield College, Granville Road, Sheffield, S2 2RL

No fee will be charged for the provision of information which is available in printed format.

1.   (Governance) Who we are and what we do

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. In some instances information from committee minutes will be exempt from disclosure where it contains 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	Print	On-Line
1.1	Legal framework	Further and Higher Education Act 1992	✓	
		Instrument and Articles of Government of Further Education Institutions	✓	✓
1.2	How the Institution is organised	Organisational Structure Chart	✓	X
3	Information on the institutional context	Strategic Framework (relevant sections) Quality Assurance Policies and Procedures Learning and Teaching Strategy	✓ ✓ ✓	✓ ✓ ✓
1.4	Management Structure Committees'	Governing Body Membership Governors' Code of Conduct Governing Body Standing Orders Governing Body Committees' Terms of Reference and Membership College Health & Safety Committee Terms of Reference and Membership College Equality and Diversity Operational Group Terms of Reference and Membership Election Procedures – Staff members Minutes of meetings (Governing Body, Governing Body Committees, Health & Safety Committee) Application for Governing Body membership Summary of Governors roles and responsibilities	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

2.   Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides 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.

Note: FR – Financial Regulations

	Class	**Description**	**Print**	**On-Line**
2.1	**Finance**	• **Budgets and accounts** • **Contracting** • **Goods and services** • **Insurance** • **Pensions** • **Remuneration of senior staff as published in annual accounts** • **Travel and subsistence**	✓ FR FR ✓ ✓ ✓ FR	
2.2	**Resource planning**	• **Financial regulations, including procurement policy** • **Annual accounts** • **Annual budget (as appears in the final accounts)** • **Planning and budgeting procedures** • **Strategic Framework**	FR ✓ ✓ ✓ ✓ see 1.3	 ✓ ✓

3.   Human Resources

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).

Note: SH – Staff Handbook

	Class	**Description**	**Print**	**On-Line**
3.1	**Employment and employee relations**	• **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 & 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**	✓ SH ✓ SH ✓ ✓ ✓ ✓ ✓SH ✓SH ✓ ✓SH	 ✓
3.2	**Equal opportunities**	• **Policies, statements, procedures and guidelines relating to equality and diversity (Single Equality Scheme)**	✓	✓
3.3	**Human resources strategy (optional)**	**N/A**		
3.4	**Staff development**	• **Induction – details of areas covered and procedures** • **Policies and procedures relating to probation** • **Policies and procedures pertaining to performance development review** • **Policies and procedures relating to the on-going development of staff, including schemes such as investors in People** • **Policies on upgrades and promotions**	✓ ✓ SH ✓ See 3.1	

4.   Physical Resources

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 management of its physical resources. Information that provides specific details of 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	Print	On-Line
4.1	**Estates**	**Examples of the type of information in this class include:**		
		• **Archive Policy**	✓	
		• **Energy Policy**	✓	
		• **Use of College buildings**	✓	
		• **Approved contractor**	✓	
		• **Car Parking Policy**	✓	
		• **Minibus Drivers Handbook**	✓	
		• **Minibus Hiring Procedure**	✓	✓
		• **Telephone Policy**		✓
		• **PAT Testing Policy**		✓
		• **Nursery Provision**		✓
		• **Food Safety Policy**		✓
		• **Food Safety Code of Practice/ HACCP**	✓ ✓	
		• **Site addresses**	✓	✓
		• **Map of Sites**	✓	✓

5.   Student Administration and Support

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	Print	On-Line
5.1	Information on student admission, progression and completion	• Student qualifications on entry • The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin • Student progression, retention and completion data • Data on qualifications awarded to students • Data on employment/training outcomes for students	Student Handbook ✓ ✓ ✓ ✓	 ✓ ✓
5.2	Student accommodation	• Accommodation services – for overseas exchange students	✓	✓
5.3	Student administration	• Registry student records policies and procedures documents • Registry security and data protection policy and procedure documents	✓ Student Handbook	
5.4	Student admission and enrolment	• Admissions and enrolment policies and procedures documents	✓	
5.5	Student discipline	• Positive Engagement Plan and other policy and procedure documents	Student Handbook	✓
5.6	Student learning support services	• Learning development and support • Personal development advice • Services for students with special needs	Student Handbook " "	✓ ✓ ✓
5.7	Learner Engagement	• Student Union Constitution • Student Experience	✓ ✓	✓ ✓
5.8	Student policies	• Code of Conduct • Substance use and misuse • How to make a complaint • Positive Engagement Plan • Attendance policy • Data protection • Regulations for use of IT facilities • Health & Safety • Emergency evacuation • Personal property • Criminal convictions	Student Handbook " " " " " " " " " "	✓ ✓ ✓ ✓ ✓ ✓

5.9	Student welfare	• Nursery & Childcare Services	✓	✓
		• Support Services for Students with Disabilities / Learning Difficulties	✓	✓
		• Progression	✓	✓
		• Student Enrichment Programme	✓	✓
		• Worship	✓	✓
		• Financial Support	✓	✓
		• Safeguarding	✓	✓
		• Alumni		✓
5.10	Student Associations and Activities	• Students' Union Constitution	✓	✓

6.   Information Services

Introduction

This section covers those functions within the institution that provide 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	Print	On-Line
6.1	Availability and conditions of use of facilities	• Opening hours of Learning Resource Centres • The South Yorkshire Access to Libraries for Learning Scheme • The general rules and conditions of use • ICT users policy • Nursery Provision	✓ ✓ ✓ Section 4.1	✓ ✓ ✓ ✓
6.2	Mission statements and related documents		See section 1.3	
6.3	Policies with regard to data and information	• ICT users policy • Data protection Policy • Data protection – record retention • Policies on CCTV monitoring	✓ ✓ ✓ ✓	✓
6.4	Procurement and disposal policies	• Policies relation to the procurement and disposal of equipment • Disposal of assets	FR FR	
6.5	Scope of collections held	• Scope and availability of catalogues in LRCs	✓	

7. Teaching and Learning

Introduction

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

	Class	Description	Print	On-Line
7.1	Academic year dates	• Current academic year • Future academic years	✓ ✓	
7.2	Further course information	• Term dates • Structure of course • Qualification gained • Changing courses • Work experience	✓ ✓ ✓ ✓ ✓	

7.3	Information on internal procedures for assuring academic quality and standards	• Annual monitoring and review processes (Self Assessment Review)
		
		• Accreditation and monitoring reports by professional, statutory or regulatory bodies
		• Assessment strategies, processes and procedures
		• Information on student satisfaction with their college experience
		
		Including:-
		  - Arrangements for academic and tutorial guidance, support and supervision
		  - Learning Resource Centres 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
		• Information and evidence available to teams undertaking internal Quality Reviews and Self Assessment, including
		  - Teaching and Learning
		  - Leadership and Management
		  - Value added
		  - External benchmarks and other comparators
			✓
			
			✓
			✓
			✓
			
			✓
				✓
				
				✓
				✓

7.4	**Staffing structure of schools/departments**	• **Job titles of academic staff and support staff** • **Contact details of each school/department**	**See section 1.4** ✓	
7.5	**Student assessment strategy**	• **Examination periods** • **Examination regulations** • **Appeal procedures** • **Policy on plagiarism**	✓ ✓ ✓ ✓	
7.6	**Tuition fees**	• **Information for home/EU students** • **Information for international students**	✓ ✓	

8.   External Relations

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	Print	On-Line
8.1	Community liaison	• Business Gateway • Sports Facilities • Training Restaurant • Hair and Beauty Salons • News		✓ ✓ ✓ ✓ ✓
8.2	Fundraising (Optional)	• Students Charitable Trust Fund	✓	
8.3	Government and regulator relations	• Reports/returns to funding councils, inspectorates, standards bodies, government departments etc • OFSTED Inspections (for FE), Teaching Quality • QAA Reviews	✓ ✓ ✓	 ✓ ✓
8.4	Marketing and recruitment	• Prospectus • Open days • Entry requirements • Widening participation	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
8.5	Public relations	• Press releases • Prospectus • Course brochures • Newsletters and magazines • Current information provided to an enrolled student (ie contents of the induction pack / student handbook)	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓