

The Sixth Form College Farnborough



Publications Scheme

(Policy and procedures for the release of information and documents)

February 2004

Introduction

The College recognises its obligations under the Freedom of Information Act 2000 and wishes to make publicly available College policies, College records and other information.

The policies, records and other information available from the College are based on the Model Publication Scheme agreed between the Association of Colleges and the Information Controller at the Data Protection Agency. The College Publication Scheme was submitted to the Information Controller and duly approved in February 2004.

Fees

The College as a rule would wish to issue information free of charge. Where information requested consists of simple hardcopies of an available document, then no fees will be required.

However, fees will be requested where either:

- a) A large number of copies of a single document are requested
- b) A large number of copies of separate documents are requested
- c) A request is made for information which has to be specifically extracted from the College systems and records

In these instances, it will involve the College in having to allocate specific resources to ensure the information is collated and despatched as soon as possible. Fees will depend on the amount of time required by College staff but will be a minimum of £10 and a maximum of £50. Any fees required will be advised at the time the request is made and will be payable in advance.

College Website

Many of the College papers and policy documents are available on the College Website and this is indicated against each individual item in the following sections. The College website address is www.farnboroughsfc.ac.uk.

Index of Sections

College papers and documents are divided into eight sections as indicated below. Where documents cover one or more sections, reference is made to them in each of the relevant sections.

1. Governance
2. Financial Resources
3. Human Resources
4. Physical Resources
5. Student Administration and Support
6. Information Services
7. Teaching & Learning
8. External Relations

Any comments or queries concerning this Publication Scheme should be referred to Gordon Dodds, Assistant Principal (Finance & Administration), The Sixth Form College Farnborough, Prospect Avenue, Farnborough, Hampshire, GU14 8JX. E-mail: gdodds@farnboroughsfc.ac.uk; Direct Line: 01252 -688212; Main Switchboard: 01252 - 688200

1. Governance

	Class	Description	Manner / Media	Available from
1.1	Legal framework	<p>a) Summary Status and Responsibilities Statement</p> <p>b) Articles and Instrument of Government</p> <p>b) Detailed Status and Responsibilities Statements</p> <p>c) Details of members of the Corporation and of the Committees</p> <p>d) Governors Code of Conduct</p>	<p>Hardcopy – ‘General Information about the College’ sheet</p> <p>i) Hardcopy - Higher and Further Education Act 1992</p> <p>ii) Website – www.legislation.hmsso.gov - Higher and Further Education Act 1992</p> <p>i) Hardcopy - Higher and Further Education Act 1992</p> <p>ii) Website – www.legislation.hmsso.gov - Higher and Further Education Act 1992</p> <p>i) Hardcopy ii) College Website</p> <p>Hardcopy</p>	<p>Principal’s P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk</p> <p>HMSO National Shops</p> <p>HMSO National Shops</p> <p>Principal’s P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk</p> <p>Principal’s P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk</p>
1.2	Corporation Information and Updates	a) Mission Statement	<p>i) Hardcopy ii) College Website</p>	<p>Principal’s P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk</p>

		<p>b) Annual Report & Accounts</p> <p>c) Minutes of Corporation Meetings</p> <p>d) Register of Interests (Governors)</p>	<p>Hardcopy</p> <p>i) College Website ii) Available for inspection at the College</p> <p>Hardcopy</p>	<p>Assistant Principal (Finance & Administration) Tel: 01252 -688212 e-mail: gdodds@farnboroughsfc.ac.uk</p> <p>Contact: Principal's P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk</p> <p>As above</p>
1.3	Management Structure	<p>Organisational structure charts including summary responsibilities for:</p> <ul style="list-style-type: none"> - the Senior Management Team - Curriculum Areas - Support Staff 	Hardcopy	<p>HR Administrator Tel: 01252 -688269 e-mail: jpearson@farnboroughsfc.ac.uk</p>
1.4	Management Information and Updates	<p>a) College Newsletters</p> <p>b) Press Releases</p>	<p>College Website</p> <p>College Website</p>	

2. Financial Resources

	Class	Description	Manner/ Media	Available from
2.1	Finance	a) Corporation Financial Objectives and Achievements	Hardcopy – Annual Report and Accounts, Report of Members Section	Assistant Principal (Finance & Administration) Tel: 01252 – 688212 e-mail; gdodds@farnboroughsfc.ac.uk
		b) College Income, Expenditure and Balance Sheet.	Hardcopy – Annual Report and Accounts, Financial Statements	As above
		c) Credit Policy	Hardcopy – Annual Report and Accounts, Notes to the Accounts	As above
		d) Summary salary costs of Senior Staff and other staff	Hardcopy – Annual Report and Accounts, Notes 7 & 8	As above
		d) Procurement and Tendering Policy	Hardcopy	As above
		e) Project Management Policy	Hardcopy	As above
		f) Summary of Insurance Cover	Hardcopy	As above

3. Human Resources

	Class	Description	Manner / Media	Available from
3.1	Employment and employee relations	a) Health and Safety policy	Hardcopy	Assistant Principal (Finance & Administration) Tel: 01252 -688212 e-mail; gdodds@farnboroughsfc.ac.uk
		b) Whistleblower Policy	Hardcopy	HR Administrator Tel: 01252 – 688269 e-mail: jpearson@farnboroughsfc.ac.uk
		c) Grievance procedures and policies	Hardcopy	As above
		d) Disciplinary procedures and policies	Hardcopy	As above
		e) Staff Assessment Scheme (Support Staff)	Hardcopy	As above
		f) Salary Scales and Grades	Hardcopy	As above
		g) Job Descriptions	Hardcopy	As above
		h) Current Job Vacancies and application packs	i) Hardcopy ii) College Website (Job outline only)	As above
		i) Register of Interest (Staff)	Hardcopy	As above

3.2	Equal opportunities /Diversity	<p>a) Equal Opportunity Policy</p> <p>b) Disability Policy</p>	<p>i) Hardcopy ii) College Website</p> <p>i) Hardcopy ii) College Website</p>	<p>HR Administrator Tel: 01252 – 688269 e-mail: jpearson@farnboroughsfc.ac.uk</p> <p>As above</p>
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4. Physical Resources

	Class	Description	Manner / Media	Available from
4.1	Estates	a) Visitors directions to the College and site map.	i) Hardcopy ii) College Website	Reception Office Tel: 01252 -688202 / 3 Fax: 01252 -688208
		b) Procurement and Tendering Policy	Hardcopy	Assistant Principal (Finance & Administration) Tel: 01252 -688212 e-mail: gdodds@farnboroughsfc.ac.uk
		c) List of Contractors	Hardcopy	Estates Manager Tel: 01252 – 688266 e-mail: ljenkins@farnboroughsfc.ac.uk
		d) Recycling policies	Hardcopy	As above

5. Student Administration and Support

	Class	Description	Manner / Media	Available from
5.1	Summary information on student admission, progression and completion	<p>a) The range of student entrants classified by age, gender and ethnicity</p> <p>b) Student progression, retention and completion data</p> <p>c) Data on qualifications awarded to students</p>	<p>i) Hardcopy ii) College Website</p> <p>Hardcopy</p> <p>i) Hardcopy ii) College Website</p>	<p>Assistant Registrar Tel: 01252 -688215 e-mail: ablood@farnboroughsfc.ac.uk</p> <p>As above</p> <p>As above</p>
5.2	Student Administration	<p>a) Student Records – Policies and Procedures</p> <p>b) Access to Student Records - Control of Information, Section 4</p> <p>c) Guidelines for References</p> <p>d) Guidelines for UCAS Predicted Grades</p>	<p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p> <p>Hardcopy</p>	<p>Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk</p> <p>As above</p> <p>As above</p> <p>As above</p>

5.3	Student Admission & Enrolment	a) Guidance Policy	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) Induction Policy and Procedures	i) Hardcopy ii) College Website	As above
		c) Enrolment Briefing Information for Students and Parents (updated annually)	Hardcopy	As above
		d) Fees Policy	i) Hardcopy ii) College Website	As above
		e) Transport Policy	i) Hardcopy ii) College Website	As above
5.4	Student discipline	a) Code of Conduct - including student grievance and appeals procedures	Hardcopy	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) College Charter	i) Hardcopy ii) College Website	As above

5.5	Student learning support services	a) Study Support – Policy and Procedures	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) Equal Opportunities including Disability Policy	i) Hardcopy ii) College Website	As above
		c) Guidelines to Learning Support Funds (Access Scheme)	i) Hardcopy ii) College Website	As above
		d) Counselling Code of Conduct	i) Hardcopy ii) College Website	As above
		e) Careers Guidance Policy	i) Hardcopy ii) College Website	As above
		f) Learning Resource Centre Guidelines	Hardcopy	As above
		g) Learning Agreement	Hardcopy	As above
5.6	Student policies	Index of Student Policies	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
5.7	Student welfare	a) Access Funds Policy	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk

		b) Counselling Code of Practice	i) Hardcopy ii) College Website	As above
		c) Careers Education and Guidance Policy	i) Hardcopy ii) College Website	As above
		d) Enrichment Guide	i) Hardcopy ii) College Website	As above
		e) Student Diary	i) Hardcopy ii) College Website	As above
		f) Enrolment Briefing Pack	Hardcopy	As above
5.8	Student Associations and Activities	Student Association Committee – Activities and Membership	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk

6. Information Services

	Class	Description	Manner / Media	Available from
6.1	Availability and conditions of use of facilities	<p>a) Learning Resource Centre – Guidelines for Users</p> <p>b) Use of Other Facilities</p> <p>c) Use of College Facilities Out of Hours Policy</p> <p>d) Use of College facilities by outside Users</p>	<p>Hardcopy</p> <p>Hardcopies: – Code of Conduct for Students – College Diary</p> <p>Hardcopy</p> <p>Hardcopy – Guidelines and Costs for Hire of Facilities</p>	<p>Help Desk, Learning Resource Centre tel: 01252 688271</p> <p>Office Manager, Student Services Office Tel. 01252 688317 e-mail: mmarsh@farnboroughsfc.ac.uk</p> <p>Director of Resources Tel: 01252 -688275 e-mail: sdavine@farnboroughsfc.ac.uk</p> <p>As above</p>
6.2	Policies with regard to data and information	Retention of Student Files	Hardcopy –Section 2 of the Control of Information Policy	Office Manager, Student Services Office Tel. 01252 688317 e-mail: mmarsh@farnboroughsfc.ac.uk

7. Teaching and Learning

	Class	Description	Manner / Media	Available from
7.1	Academic year dates	College calendar	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252 688317 e-mail: mmarsh@farnboroughsfc.ac.uk
7.2	Further course information	a) Course Guide	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) College Prospectus	i) Hardcopy ii) College Website	As above
7.3	Staffing structure of the College	a) Student Support Services – Organisational Chart	Hardcopy	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) Principalship – Organisational Chart	Hardcopy	HR Administrator Tel: 01252 – 688269 e-mail: jpearson@farnboroughsfc.ac.uk
7.4	Tuition fees	Fees Policy	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk

8. External Relations

	Class	Description	Manner / Media	Available from
8.1	Community liaison	a) Press Releases	College Website	Principal's P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk
		b) College Newsletter	College Website	As above
8.2	Fundraising	Gift Aid Policy and Application Forms	i) Hardcopy ii) College Website (Policy only)	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
8.3	Government and Regulator relations	a) Summary Examination Results	College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) Inspection Reports	Hardcopy	Principal's P.A. Tel: 01252 – 688208 e-mail: jmoore@farnboroughsfc.ac.uk
8.4	Marketing and recruitment	a) Prospectus	i) Hardcopy ii) College Website	Office Manager, Student Services Office Tel. 01252-688317 e-mail: mmarsh@farnboroughsfc.ac.uk
		b) Course Guide	i) Hardcopy ii) College Website	As above
		c) Annual Calendar of Events	i) Hardcopy ii) College Website	As above

