

CAMBRIDGE REGIONAL COLLEGE PUBLICATION SCHEME INTRODUCTION

1. Legal requirement

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's **commitment** to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3. The 'model' publication scheme for further education

- 3.1 Cambridge Regional College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for further education colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of institution, a number optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) website at: www.jisc.ac.uk/index.cfm?name=mps_overview

4. Who we are

Cambridge Regional is acknowledged as one of the UK's leading Colleges, providing high quality further education and training which excels regionally and is nationally and internationally renowned. Providing learning opportunities for all age groups in vocational and non-vocational subjects. We have partnerships with many local and regional bodies and fast expanding international student community.

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in the second part of the scheme.

5.2 Next to each class we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to material in each class.

5.3 To request information available through our publication scheme, please contact:

Pauline Clarke
Information Office
Student Services
Cambridge Regional College
Kings Hedges Road
Cambridge, CB4 2QT

Tel: (01223) 418200
Fax: (01223) 426425
Email: pclarke@camre.ac.uk
Minicom: (01223) 418243

5.4 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

6. What about information not covered by the publication scheme?

6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Feedback

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator below.

Les Black
Head of Communications & IT
Communication Systems
Cambridge Regional College
Science Park Campus
Kings Hedges Road
Cambridge, CB4 2QT

Tel: +44 (0)1223 418286
Fax: +44 (0)1223 426425
Email: lblack@camre.ac.uk
Minicom: (01223) 418243

- 7.2.1 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

8. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:
www.informationcommissioner.gov.uk

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi

Information Commissioner, Wycliffe House, Water Lane, Wilmslow.

Cheshire, SK9 5AF t: 01625 545700 f: 01625 524510 e:

mail@ico.gsi.gov.uk w: informationcommissioner.gov.uk

1. 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. 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	Manner	Fee
1.1	Legal Framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law:</p> <p>The corporate status of FE ‘corporations’ was conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992.</p> <p>The College also has its own Instruments and Articles of Government.</p>	<p>Available on HMSO website (www.legislation.hmso.gov.uk)</p> <p>By written application to the Clerk of the Corporation</p>	<p>FOC</p> <p>£10</p>
1.2	How the institution is organised	<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> <ul style="list-style-type: none"> • Senior management structure and names • Organisational structure charts 	<p>Internet (www.camre.ac.uk)</p> <p>By writing to the Head of Human Resources</p>	<p>FOC</p> <p>£10</p>

1.3	Information on the institutional context	<p>This class includes information to be made available by FE corporations on:</p> <ul style="list-style-type: none"> • The FE corporation’s mission statement, vision and values • Relevant sections of the FE corporation’s corporate 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>Internet (www.camre.ac.uk) By written request to the Director of Progression and Development By written request to the Director of Learning and Achievement By written request to the Director of Learning and Achievement</p>	<p>FOC £15 £10 £10</p>
1.4	Management structure	<p>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> <ul style="list-style-type: none"> • Description of Statutory Bodies (e.g. 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 • Minutes and papers of Governing Body, Corporation 	<p>Internet (www.camre.ac.uk)</p> <p>] In writing to the] Clerk of the Corporation]]]]]]]] Available to view in the College</p>	<p>FOC £10 per item FOC</p>

		meetings and Steering Groups, etc.	library	
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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.

	Class	Description	Manner	Fee
2.1	Finance	<p>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>] Included in Financial Regulations] (see 2.2)]] Available on LGPS and TPS website] Written request to] Head of Human Resources]</p>	<p>FOC £10 £10</p>
2.2	Resource Planning	<p>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> <ul style="list-style-type: none"> • Financial regulations, including procurement policy • Annual accounts 	<p>] Written request to Head of Finance]</p>	<p>£15 £10</p>

3.2	Equal opportunities/ Diversity	<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] By written request to Director of] Learning and Achievement]]]]	£10 £10
3.3	Staff development	This class includes information on staff development and training, including induction programmes, probation and appraisal: <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] By written request to] Head of Human Resources]]]]]	£10 per item

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 future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description	Manner	Fee
4.1	Estates	<ul style="list-style-type: none"> • Tendering policies • Catering service level agreement 	Written request to Quality Assurance & Improvement Manager] Written request to Head of	£10 £10

	<ul style="list-style-type: none"> • Cleaning service level agreement • Grounds maintenance service level agreement • Building maintenance service level agreement • Recycling and environmental policy • Map of main site] Facilities and Estates]]] Email or telephone to Head of Communications and IT Internet (www.camre.ac.uk)	per item FOC
	<ul style="list-style-type: none"> • Address of main site and any other locations 		

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	Manner	Fee
5.1	Information on student admission, progression and completion	This class includes information recommended to be made available by the Cooke report under this heading (as above): <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 • Data on qualification awarded to students • Data on employment/training outcomes for graduates/students] By written request to] Head of Student Administration]]]]]]	£10 per item

5.2	Student accommodation	Policy on accommodation	By written request to Head of Student Services	£10
5.3	Student administration	<p>This class includes 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.</p> <ul style="list-style-type: none"> Registry security and data protection policy and procedure documents 	By written request to Data Protection Officer	£10
5.4	Student admission and enrolment	<p>This class includes 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 co-ordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff:</p> <ul style="list-style-type: none"> Admissions and enrolment policies and procedures documents 	Written request to Education Training Advisor in the Information Office	£10
5.5	Student discipline	<p>This class should include information relating to the conduct of disciplinary proceedings against students:</p> <ul style="list-style-type: none"> Code of student discipline and other policy and procedure documents Internal student complaint and appeals procedures] Both included in Staff Handbook] on internet (www.camre.ac.uk)]	FOC
5.6	Student learning support services	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	Summaries in Prospectus and Student Handbook on internet (www.camre.ac.uk)	FOC

		<p>the Student Handbook and Prospectus in some form:</p> <ul style="list-style-type: none"> • Learning development and support • Personal development advice • Services for students with special needs 	<p>] Available by written request to] Head of Student Services]</p>	<p>£10 per item</p>
5.7	Student liaison	<p>This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <ul style="list-style-type: none"> • Terms of reference of staff/student liaison committee(s) • Minutes of previous staff/student liaison committee(s) meetings 	<p>] By written request to] Head of Student Services</p>	<p>£10 per item</p>
5.8	Student policies	<p>This class includes a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> • Policies relating to students not included elsewhere in the PS 	<p>Written request to Quality Assurance & Improvement Manager</p>	<p>£10</p>
5.9	Student welfare	<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>All included in Student Handbook on internet (www.camre.ac.uk)</p> <p>* By written request to Head of Student Services</p>	<p>FOC</p> <p>£5 per item</p>

6.4	Procurement and disposal policies	<p>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> <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>] Written request to] Head of Facilities and Estates]]</p>	<p>£10 £10</p>
6.5	Scope of collections held	<ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues 	<p>] Available in library on loan]</p>	FOC

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 quality of teaching provided. (Institution may be required to make available much of the information included within this section as part of the recommendations of the *Information on quality and standards in higher education* ('Cooke Report') see above.)

	Class	Description	Manner	Fee
7.1	Academic year dates	This class should include information on the dates for the current academic year as well as future academic years (as far as is known)	Available in Prospectus on internet (www.camre.ac.uk)	FOC
7.2	Further course information	<p>This class should include information relating to particular schools and departments, also information relating to programmes and qualifications:</p> <ul style="list-style-type: none"> • Term dates • Structure of courses 	<p>] Detailed in course leaflet on] internet</p>	FOC

		<ul style="list-style-type: none"> • Qualification gained • Changing courses • Work experience] (www.camre.ac.uk)]]	
7.3	Information on internal procedures for assuring academic quality and standards	<p>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.</p> <p>a) Latest OfSTED/ALI Inspection – January 2003</p> <p>b) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> • Programme specifications • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies <p>c) Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> • Assessment strategies, processes and procedures • The range and nature of student work <p>d) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> • 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 	OfSTED website] Written request to] Quality Assurance &] Improvement Manager]] Written request to Quality] Assurance & Improvement] Manager] Written request to] Quality Assurance &] Improvement Manager]]]]	FOC £10 £10 £10

		<ul style="list-style-type: none"> • Examination periods • Examination regulations • Appeal procedures • Policy on plagiarism • External examination bodies] Written request to] Head of Student Administration]]]	£10 per item
7.6	Tuition fees	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. <ul style="list-style-type: none"> • Information for home/EU students • Information for international students • Information on other charges] Prospectus and college leaflet on] internet (www.camre.ac.uk) Written copy of Fees Policy on request to Head of Finance	FOC £10

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	Manner	Fee
8.1	Government and Regulator	This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies.		

	relations	<p>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"> • OfSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning) 	See 7.3	
8.2	Marketing and recruitment	<p>This class includes 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:</p> <ul style="list-style-type: none"> • Prospectus • Open days • Entry requirements • Widening participation 	<p>] All in prospectus and course leaflet] and available on internet] (www.camre.ac.uk) on website</p>	FOC
8.3	Public relations	<p>This class contains 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> <ul style="list-style-type: none"> • Press releases • Prospectus • Course brochures • Current information provided to an enrolled student (i.e. content of the ‘welcome pack’) 	<p>] Available by written request to] Marketing Manager</p> <p>Website (www.camre.ac.uk) Written request to Student Union</p>	<p>£15 FOC £10</p>