

## KINGSTON COLLEGE

### FREEDOM OF INFORMATION

#### 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'.

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 Kingston 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 and sixth form 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 of 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 scheme is available from the JISC (Joint Information Systems Committee) visit <http://www.jisc.ac.uk/aboutus/foi.aspx>

##### 4. Who we are

Kingston College is situated in Kingston town centre, in the Royal Borough of Kingston upon Thames. The College's mission is '...to provide high quality and best value education and training, post-16.' The College runs substantial provision in 12 out of 15 Sector Subject Areas.

The College's key strategic objectives were reviewed and amended at the end of 2007/08. These are summarised below. Further detail is provided in the appendices.

- **Success** – striving for success in all we do
- **Satisfaction and Standards** – offering a welcoming and purposeful place in which to study
- **Stability and Sustainability** – providing a sound foundation for future development
- **Staff and Systems** – a professional workforce supported by smart systems and technologies
- **Skills** – a centre for enhancing prospects and contributing to regional economic growth
- **Surroundings** – a professional and engaging environment in which to work and learn

## 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 Julia Rogerson, Kingston College, Kingston Hall Road, Kingston upon Thames, KT1 2AQ. ([julia.rogerson@kingston-college.ac.uk](mailto:julia.rogerson@kingston-college.ac.uk))
- 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.

To obtain information from the Kingston College website contact:

[www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)

## 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 – Julia Rogerson, Kingston College, Kingston Hall Road, Kingston upon Thames, KT1 2AQ.
- 7.2 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](http://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](http://www.scotland.gov.uk/government/foi)

## Freedom of Information Act 2000

### Kingston College Publication Scheme based on the Model Publication Scheme (MPS) for Further Education (FE) in England, Wales and Northern Ireland

#### Main categories

Eight main groups (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another.

The MPS has been drawn in such as way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, **provided** in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the model publication scheme are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

## 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.

	<b>Class</b>	<b>Description</b>	<b>Publication</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	How the institution was established and its standing from the point of view of the law.	Instruments and Articles of Governance Annual Report	Paper  Paper	£10  £10
1.2	How the institution is organised	How the individual units of the institution are organised and where each unit fits in the overall structure of the institution: <ul style="list-style-type: none"> <li>• Organisational structure charts</li> </ul>	Organisational structure charts	Paper	£10
1.3	Information on the institutional context	<ul style="list-style-type: none"> <li>• College Mission Statement</li> <li>• Strategic Plans</li> <li>• Quality assurance policies and procedures</li> <li>• Learning and teaching strategy and periodic reviews of progress</li> </ul>	Annual report Annual report Quality Improvement manual Self-assessment Report	Paper/Webpage Paper/Webpage Paper/email  Paper/email	£10/£0 £10/£0 £10/£0  £10/£0



1.4	Management structure	<p>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"> <li>• Description of Statutory Bodies (e.g. Governing Body, Corporation)</li> <li>• Members of Governing Body</li> <li>• Codes of Conduct for members of governing bodies</li> <li>• Description of the Governing Body sub-structures and committees supporting them. Objectives on which the structure is based</li> <li>• Terms of reference, membership and mode of operation of all boards and committees in the formal structure</li> <li>• Code of practice for college elections and committee procedures</li> <li>• Minutes of Governing Body, Corporation meetings and Steering Groups etc</li> </ul>	<p>Financial Regulations Corporation Standing Orders Website Code of Conduct for members of the  Corporation Financial Regulations  Terms of Reference of Corporation Committees  Election Procedure  Minutes</p>	<p>Paper Paper  Paper/Webpage  Paper/email  Paper  Paper/email  Paper/email  Paper/Webpage</p>	<p>£10 £10  £10/£0  £10/£0  £10  £10/£0  £10/£0  £10/£0</p>
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3.3	Staff development	Information on staff development and training, including induction programmes, probation and appraisal: <ul style="list-style-type: none"> <li>• Induction – details of areas covered and procedures</li> <li>• Probation Procedure</li> <li>• Performance Management Appraisal Scheme</li> <li>• Policies and procedures relating to the on-going development of staff</li> <li>• Policies on upgrades and promotions</li> </ul>	Induction file  Personnel manual PDR Booklet  Personnel manual  Personnel manual	Paper  Paper/email Paper Paper/email Paper/email	£10  £10/£0 £10/£0 £10 £10/£0 £10/£0 £10/£0
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## 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 (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	<b>Class</b>	<b>Description</b>	<b>Publication</b>	<b>Manner</b>	<b>Fee</b>
4.1	Estates	<ul style="list-style-type: none"> <li>• Tendering policies</li> <li>• Disposal policies</li> <li>• Map of main site</li>   <li>• Address of main site and any other locations</li> </ul>	Financial Regulations Website	Paper/email Paper/email Webpage	£10/£0 £10/£0 Free
			Student Handbook Website	Webpage	Free

## 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.

	<b>Class</b>	<b>Description</b>	<b>Publication</b>	<b>Manner</b>	<b>Fee</b>
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>Student progression, retention and completion data</li> <li>Data on qualifications awarded to students</li> <li>Data on employment/training outcomes for graduates/students</li> </ul>	ILR Return	Paper/Email	£10/£0
			ILR Return	Paper/Email	£10/£0
			ILR Return	Paper/Email	£10/£0
			Destination Analysis	Paper/Email	£10/£0
5.2	Student accommodation	<ul style="list-style-type: none"> <li>Accommodation services</li> </ul>	List of potential accommodation addresses from Welfare Services	Paper/email	Free

5.3	Student administration	<p>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"> <li>• Student records policies and procedures documents</li> <li>• Security and data protection policy and procedure documents</li> </ul>	<p>Student Registry</p> <p>Student Registry</p>	<p>Paper/email</p> <p>Paper/email</p>	<p>£10/£0</p> <p>£10/£0</p>
5.4	Student admission and enrolment	<p>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 staff:</p> <ul style="list-style-type: none"> <li>• Admissions and guidance policies and procedures documents</li> <li>• Disciplinary Guidance and Procedures</li> <li>• College Charter</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p>	<p>Web Page</p> <p>Web Page</p> <p>Web Page</p>	<p>Free</p> <p>Free</p> <p>Free</p>
5.6	Student learning support services	<p>Information on student support services from an academic and learning perspective:</p> <ul style="list-style-type: none"> <li>• Tutorial Support</li> <li>• Services for students with special needs</li> </ul>	<p>Tutorial &amp; Guidance Policy Leaflets</p>	<p>Web Page</p> <p>Web Page</p>	<p>Free</p> <p>Free</p>

5.7	Student liaison	<p>The structure and functioning of staff/student consultative committees or other liaison groups:</p> <ul style="list-style-type: none"> <li>• Minutes of previous staff/student focus meetings</li> </ul>	Examples of minutes of student focus groups	Paper/email	£10/£0
5.8	Student policies	<p>This class should include a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> <li>• Reference to student policies included elsewhere in the PS. See sections</li> <li>• 5.4 for Student Admissions</li> <li>• 5.5 for Student Discipline</li> <li>• 5.6 for Tutorial Policy</li> </ul>	See sections 5.4,5.5,and 5.6		
5.9	Student welfare	<ul style="list-style-type: none"> <li>• Welfare services</li> <li>• Health services</li> <li>• Careers services</li> <li>• Sports and recreational facilities</li> </ul>	Student Handbook Summary details on Website	Paper Website	£10 Free

## 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.

	<b>Class</b>	<b>Description</b>	<b>Publication</b>	<b>Manner</b>	<b>Fee</b>
6.1	Availability and conditions of use of facilities	<p>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> <ul style="list-style-type: none"> <li>• Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems</li> <li>• The general rules and conditions of use (eg no smoking/drinking/eating, the existence of policies with regard to law such as copyright, computing code of practice, data protection). For other student policies, see reference to other relevant student policies in PS</li> <li>• Access to/use of Archives, including how far back in time information exists and if so to what extent it is available</li> </ul>	<p>Displayed outside offices</p> <p>Staff Handbook &amp; Diary/ Student Handbook &amp; Diary</p> <p>Data Protection</p>	<p>Paper Paper/email</p> <p>Paper</p> <p>Paper/email</p>	<p>£10 £10/£0</p> <p>£10</p> <p>£10/£0</p>

6.2	Mission statements and related documents	This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the service provided.	Key functions of Service Divisions – service standards	Paper/email	£10/£0
6.3	Policies with regard to data and information	<p>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 unauthorised access or disclosure:</p> <ul style="list-style-type: none"> <li>• Data Protection Audits</li> <li>• Data protection policy/procedure</li> <li>• Policies on CCTV monitoring, RIPA etc</li> </ul>	<p>Data Protection Audits</p> <p>Data Protection Policy</p> <p>ILT Strategy, Security Policy</p>	<p>Paper/email</p> <p>Paper/email</p> <p>Paper/email</p> <p>Paper/email</p>	<p>£10/£0</p> <p>£10/£0</p> <p>£10/£0</p> <p>£10/£0</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"> <li>• Policies relating to the procurement and disposal of equipment</li> <li>• Collection management/preservation strategy (including policy on disposal of stock)</li> </ul>	Financial Regulations	Paper	£10

6.5	Scope of collections held	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Heritage, computerised library system</li> <li>• system which catalogues the resources</li> <li>• Subject index</li> <li>• Access to Athens, encyclopaedic library</li> </ul>	Information Leaflet on Library and Learning Resource Systems	Paper/email	£10/£0
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## 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.

	<b>Class</b>	<b>Description</b>	<b>Publication</b>	<b>Manner</b>	<b>Fee</b>
7.1	Academic year dates	Dates for the current academic year as well as future academic years (as far as is known).	Website Student Handbook & Diary	Web Page Paper	Free £10
7.2	Further course information	This class should include information relating to particular schools and departments, also information relating to programmes and qualifications: <ul style="list-style-type: none"> <li>• Term dates</li> <li>• Structure of courses</li> <li>• Qualification gained</li> <li>• Work experience</li> <li>• IAG</li> </ul>	Course Handbooks College Websites	Paper website	£10 Free
7.3	Information on internal procedures for assuring academic quality and standards	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>a) Information on programme approval, monitoring and review:</p> <ul style="list-style-type: none"> <li>• Programme specifications</li> <li>• Annual monitoring and review processes</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> </ul> <p>b) Information on assessment procedures and outcomes:</p>	Quality Assurance Manual	Paper/email	£10/£0

	<ul style="list-style-type: none"> <li>Assessment strategies, processes and procedures</li> </ul>	Assessment Policy and Annex	Web Page	Free
	<p>c) Information on student satisfaction with their college experience, covering the views of students on:</p> <ul style="list-style-type: none"> <li>Arrangements for academic and tutorial guidance, support and supervision</li> <li>Library services and IT support</li> <li>Suitability of accommodation, equipment and facilities for teaching and learning</li> <li>Perceptions of the quality of teaching and the range of teaching and learning methods</li> <li>Assessment arrangements</li> <li>Quality of pastoral support</li> </ul>	<p>Minutes of Governing Body Corporation and Sub Committee Meetings</p>	Paper	£10
	<p>d) Information and evidence available to teams undertaking internal reviews of quality and standards in relation to:</p> <ul style="list-style-type: none"> <li>The effectiveness of teaching and learning, in relation to programme aims and curriculum content as they evolve over time</li> <li>The range of teaching methods used</li> <li>The availability and use of specialist equipment and other resources and materials to support teaching and learning</li> </ul>	<p>Inspection and Annual Monitoring Reports  <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>	Web Page	Free
	<ul style="list-style-type: none"> <li>Staff access to</li> </ul>	<p>Inspection and Annual Monitoring Reports  <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>	Web Page	Free

		professional development to improve teaching performance, including peer observation and mentoring programmes <ul style="list-style-type: none"> <li>• The use of external benchmarking and other comparators</li> </ul>			
7.4	Staffing structure of schools/ departments	This class should include information about staff roles within schools and departments, together with organisational charts: <ul style="list-style-type: none"> <li>• Faculty and Division Organisation Charts</li> <li>• Contact details for each school/department</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty and Division Organisation Charts</li> <li>• Web Site</li> </ul>	Paper/email  Web Page	£10/£0  Free
7.5	Student assessment strategy	This class should include information on the regulations and/or policy governing student assessment. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Appeal procedures</li> <li>• Academic Misconduct</li> <li>• External examination bodies</li> </ul>	Assessment Policy and Annex Course Handbooks Student Handbook	Web Page  Paper/email	Free  £10/£0
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			

		<p>payable and how to pay. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Information for home/EU students</li> <li>• Information for international students</li> <li>• Information on other charges</li> </ul>	<p>Promotional Material / Prospectus Fees booklet</p>	<p>Paper</p> <p>Paper</p>	<p>Free</p> <p>£10</p>
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## 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.

	<b>Class</b>	<b>Description</b>	<b>Publication</b>	<b>Manner</b>	<b>Fee</b>
8.3	Government and Regulator relations	<p>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"> <li>• Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc</li> <li>• OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)</li> </ul>	<p>See Learning and Skills Council website for more information  <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></p> <p>See Ofsted website for more information  <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>		
8.4	Marketing and recruitment	<p>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"> <li>• Prospectus</li> </ul>	Prospectus Course Sheets Publicity Materials	Paper/ Web Page	Free

		<ul style="list-style-type: none"> <li>• Open days</li> <li>• Entry requirements</li> <li>• Widening participation</li> </ul>			
8.5	Public relations	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus</li> <li>• Course brochures</li> <li>• Current information provided to an enrolled student (i.e. contents of the 'Student Handbook &amp; Diary')</li> </ul>	Press releases Prospectus Course leaflets 'Student Handbook & Diary'	Web Page Paper Web Page Paper	Free Free Free £10