

## **BCoT PUBLICATION SCHEME**

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## PART A 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

& Interior Skills and Retail & Associated Logistics. The College provides opportunities for education and training to companies in the region and works

**The Freedom of Information Officer  
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5.5 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution.

5.6 BCOT will be following a Retention Schedule which will specify the periods of time for which various types of records and documents will be stored; after this, they will be destroyed.

## **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.

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- 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)

## **PART B MAIN GROUPS OF CLASSES OF INFORMATION**

1. Governance
  - 1.1 Legal framework
  - 1.2 How the institution is organised
  - 1.3 Information on the institutional context
  - 1.4 Management structure
2. Financial Resources
  - 2.1 Finance
  - 2.2 Resource planning
3. Human Resources
  - 3.1 Employment and employee relations
  - 3.2 Equal opportunities / Diversity
  - 3.3 Human resources strategy
  - 3.4 Staff development
4. Physical Resources
  - 4.1 Estates
5. Student Administration and Support
  - 5.1 Information on student admission, progression and completion
  - 5.2 Student accommodation
  - 5.3 Student administration
  - 5.4 Student admission and enrolment
  - 5.5 Student discipline
  - 5.6 Student learning sm[(5.)fand 0 46[I

# 1. Governance

## Introduction

This section covers information relating to the way the college is governed and how decisions are made. It includes information on the legal status of the college, 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 college 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 college was established and its standing from the point of view of the law.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• Legal status - conferred by the Further and Higher Education Act 1992</li><li>• Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</li><li>• Instrument &amp; Articles of Government 2001</li><li>• Education Reform Act 1988</li></ul>	<p>Available in paper format</p> <p>This Act is available at the HMSO site: <a href="http://www.legislation.hmso.gov.uk/acts.htm">http://www.legislation.hmso.gov.uk/acts.htm</a></p> <p>Available in printed format</p> <p>Available in printed format</p>	See section 5.3 of the introduction
1.2	How the College is organised	<p>This class contains information relating to how the individual units of the college are organised and where each unit fits in the overall structure of the college.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• College Structure/Organisation charts</li><li>• Senior Management Team minutes</li><li>• College Calendar (current and following academic year)</li></ul>	<p>Available in paper format from Personnel Department</p> <p>Available in paper format from LRC</p> <p>Web site <a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a></p>	See section 5.3 of the introduction

	Class	Description	Manner	Fee
1.3	Information on the institutional context	<p>This class includes information on:</p> <ul style="list-style-type: none"> <li>• The college's mission and strategic priorities</li> <li>• Three-year Strategic Plan (as sent to the Learning and Skills Council)</li> <li>• Risk Management Policy</li> <li>• Quality Policy</li> <li>• The college's quality assurance statement</li> <li>• The college's Policy Statement on Effective Learning</li> <li>• Self Assessment Report</li> <li>• Complaints Procedure</li> </ul>	<p>From the documents listed below Strategic Plan Part 1 – the College's Mission and Strategic Priorities:  <a href="http://www.bcot.ac.uk/f/BCOT_StratPlanPart1_1.pdf">http://www.bcot.ac.uk/f/BCOT_StratPlanPart1_1.pdf</a></p> <p>All documents available in paper format</p>	See section 5.3 of the introduction
1.4	Management structure	<p>This class contains information relating to how the college is governed. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Statement of Governance – Principles of Governance in relation to operation of the Board, the College business, education, and stakeholders. From the documents listed below:</li> <li>• Membership of Board of Corporation</li> <li>• Academic Board minutes</li> <li>• Statement of Governance</li> <li>• Governance Functions</li> <li>• Governing Body minutes</li> <li>• Governing Body Standing Orders</li> </ul> <p>Codes of Conduct for members of the governing body, including:</p> <ul style="list-style-type: none"> <li>• Code of conduct for members</li> <li>• Code of ethics</li> <li>• Code of Disclosure of Matters of Public Interest</li> </ul>	<p>Documents available in paper format</p> <p>Minutes are available in paper format for the current and one previous year and on the web site address:  <a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a>. Previous years are available in paper format from the Clerk to the Governors or in the College Learning Resource Centre.</p>	See section 5.3 of the introduction



	Class	Description	Manner	Fee
		<ul style="list-style-type: none"> <li>• List of sub-committees of the Governing Body; terms of reference, membership, mode of operation and minutes of the sub-committees of the Governing Body</li> <li>• Code of practice for college elections and committee procedures, and procedures for appointing members of the Governing Body.</li> <li>• Minutes of Governing Body, except for reserved items</li> <li>• Minutes of the Academic Board (College Learning Board), except for reserved items</li> <li>• Codes of Conduct are contained in Governing Body Standing Orders and the Governance Functions document (– functions of Search Committee).</li> <li>• The sub-committees of the governing body are listed within the Governors Standing Orders.</li> <li>• Their terms of reference, membership and mode of operation are contained within the Governance Functions document.</li> </ul>	<p>Minutes are available in paper format for the current and one previous year and on the web site address:  <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a>.            Previous years are available in paper format from the Clerk to the Governors or in the College Learning Resource Centre.</p> <p>Available at:  <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a></p> <p>Available at:  <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a></p> <p>Available at:  <a href="http://www.bcot.ac.uk/governors/">http://www.bcot.ac.uk/governors/</a></p>	

## 2. Financial Resources

### Introduction

This section covers information on the college's strategy and management of financial resources. The Finance team 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	Manner	Fee
2.1	Finance	<p>This class includes policies and procedures relating to:</p> <ul style="list-style-type: none"> <li>• Budgets and accounts</li> <li>• Contracting</li> <li>• Goods and services</li> <li>• Insurance</li> <li>• Pensions</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and subsistence</li> <li>• Annual Accounts (last year)</li> <li>• Annual Accounts (two years ago)</li> <li>• Code of Disclosure of Matters of Public Interest (see class 1.4)</li> <li>• Financial Procedures</li> <li>• Financial Regulations</li> </ul>	Documents available in paper format	See section 5.3 of the introduction
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> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Financial regulations, including procurement / tendering policy</li> </ul>	Available in paper format	See section 5.3 of the introduction

	Class	Description	Manner	Fee
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### 3. Human Resources

#### Introduction

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 personnel policies and procedures.

	Class	Description	Manner	Fee
3.1	Employment and employee relations	<p>Much of the information in this class is contained in the printed Staff Handbook and Employment Policies.</p> <p><b>Job Vacancies</b></p> <p><b>Documents - General</b></p> <ul style="list-style-type: none"> <li>• Human Resources Policy Statement.</li> <li>• Standard Terms and Conditions of Employment.</li> <li>• Document Retention Schedule.</li> </ul> <p><b>The Personnel Policies and Procedures:</b></p> <p><b>Employment Lifecycle</b></p> <ul style="list-style-type: none"> <li>• Recruitment and Selection of Staff</li> <li>• Recruitment Bonus Scheme</li> <li>• Induction</li> <li>• Criminal Records Bureau Disclosures and the Recruitment of Ex-Offenders</li> <li>• Probation</li> <li>• Employment References</li> <li>• Performance and Development Review</li> <li>• Staff Development</li> <li>• Staff Development Policy for Higher Education</li> </ul>	<p>Available from the Personnel Department in paper format</p> <p>Advertised in local newspapers and on the College Intranet site. Support roles and majority of Academic roles are exceptionally Times Ed/National Press.</p> <p>Documents available in paper format</p> <p>Documents available in paper format</p>	See section 5.3 of the introduction

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	Class	Description	Manner	Fee
		<p><b>Family Friendly Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>• Adoption Leave</li> <li>• Career Breaks</li> <li>• Maternity Leave</li> <li>• Special Leave</li> <li>• Parental Leave</li> <li>• Paternity Leave</li> <li>• Female Workers of Childbearing Age and New and Expectant Mothers</li> <li>• Flexible Working</li> <li>• Job Share</li> </ul>	Documents available in paper format	

	Class	Description	Manner	Fee
		Induction of New Staff Induction Booklet to Support Part Time Tutors <ul style="list-style-type: none"> <li>• Policies and procedures relating to probation and induction</li> <li>• Personal Development Review Process</li> <li>• Probationary Periods Policy</li> <li>• Staff Development Policy</li> </ul>	Documents available in paper format	
		<ul style="list-style-type: none"> <li>• Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People</li> </ul> Staff Development Policy which includes a Code of Practice on the Access of Staff to Training and Development Personal Development Review process Investors in People accreditation	Documents available in paper format  Paper format/BCOT web site: <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a>	

## 4. Physical Resources

### Introduction

This section covers information at a strategic level relating to the college's management of its physical resources, including land and property. Information that provides specific details of the college'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 college's commercial interests.

Class

Description

Manner



## 5. Student Administration and Support

### Introduction

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	Manner	Fee
5.1	Information on student admission, progression and completion	<p>This class includes the following information:</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• Admissions Policy</li> <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>• Destination Survey – full-time students</li> </ul>	<p>Via the college website:  <a href="http://www.bcot.ac.uk/course_info/the_best.htm">http://www.bcot.ac.uk/course_info/the_best.htm</a>            or contact Customer Services on 01256 306484 to ask for a copy of a course information sheet            Available in paper format</p>	See section 5.3 of the introduction
5.2	Student accommodation	<p>This class includes information relating to:</p> <ul style="list-style-type: none"> <li>• Accommodation services</li> <li>• Accommodation list</li> </ul>	Available in paper format from Welfare team	See section 5.3 of the introduction
5.3	Student administration	<p>This class includes information relating to all areas of the maintenance of individual student records.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Data Protection Policy and Guides (see class <a href="#">6.3</a>)</li> <li>•</li> </ul>		

	Class	Description	Manner	Fee
		Exclusions: specific student personal details, by virtue of being personal data under the Data Protection Act 1998.		
5.4	Student admission and enrolment	<p>This class includes information relating to the admission/enrolment of new students.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Full-time prospectus</li> <li>• How to apply for courses</li> <li>• Admissions Policy for HE and FE students</li> <li>• College application form for full-time FE courses</li> <li>• Fees and Finance</li> <li>• Procedures for applying to courses</li> <li>• Application process for international students</li> <li>• Fees Policy including Remission of Fees</li> <li>• Policy &amp; Procedure for the Admission of Individual Students under 16 who have attended or are attending local secondary schools</li> <li>• Under the age of 16 to part-time programmes which take place outside of normal school hours</li> </ul>	<p>Available in paper format from Customer Services or via the college website:  <a href="http://www.bcot.ac.uk/school/apply.asp">http://www.bcot.ac.uk/school/apply.asp</a></p> <p>Available in paper format</p>	See section 5.3 of the introduction
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Student Disciplinary Policy &amp; Procedure</li> <li>• Student Complaints Policy &amp; Procedure</li> <li>• Student Assessment Appeals Policy &amp; Procedure</li> </ul>	<p>Via the college website:  <a href="http://intranet/v2/staff/forms/content.asp?su=b=16&amp;department=1">http://intranet/v2/staff/forms/content.asp?su=b=16&amp;department=1</a> or paper format</p> <p>Documents available in paper format</p>	See section 5.3 of the introduction

	Class	Description	Manner	Fee
		<ul style="list-style-type: none"> <li>• Trainee Disciplinary</li> <li>• Electronic Communications Acceptable Use Policy &amp; Procedure for Students</li> <li>• Academic Misconduct Policy</li> </ul>	Available in paper format	

	Class	Description	Manner	Fee
5.8	Student policies	<p>This class includes a student guide to key policies issued by the college.</p> <p>College policies and procedures:</p> <ul style="list-style-type: none"> <li>• Admissions Policy (<a href="#">5.4</a>)</li> <li>• Electronic Communications Acceptable Use Policy and Procedure for Students</li> <li>• Learning Resources Centre Guide (which includes the Computer Users' Policy and Guide, with references to relevant legislation, and the Learning Resources Centre Code of Conduct) (<a href="#">6.1</a>)</li> <li>• Equality &amp; Diversity Policy</li> <li>• Drugs Policy (Substance Use, Misuse or Abuse)</li> <li>• Learner Involvement Strategy</li> <li>• Student Entry and On-going Guidance Policy &amp; Procedure</li> <li>• Careers Education Policy</li> <li>• Work Experience Placements for Full Time students</li> <li>• APL (Accreditation of Prior Learning)</li> <li>• Student Complaints</li> <li>• Policy &amp; Procedure for the Admission of Individual Students under 16 who have attended or are attending local secondary schools</li> <li>• Student in-year Withdrawal/Transfer</li> <li>• Child (Student) Protection</li> <li>• Policy Statement on the Admittance of Students under the age of 16 to part-time programmes which take place outside of normal school hours</li> <li>• Policy Statement on Effective Learning</li> <li>• Academic Misconduct Policy</li> <li>• Student Lateness/Absence</li> </ul>	<p>Via the college website/paper format <a href="http://www.bcot.ac.uk/">http://www.bcot.ac.uk/</a></p>	<p>See section 5.3 of the introduction</p>

	Class	Description	Manner	Fee
		<ul style="list-style-type: none"><li>• Learner Support Funds</li><li>• Anti Bullying P&amp;P</li></ul>	Available in paper format	

## 6. Information Services

### Introduction

This section covers those functions within the college which provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

In BCOT, each of these functions is provided by a business support team. 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	Manner	Fee
6.1	Availability and conditions of use of facilities			

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## 7. Teaching and Learning

### Introduction

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	Manner	Fee
7.1	Academic year dates	<p>This class covers term dates for the current academic year, and, from about February, the dates for the following academic year.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>•</li></ul>		



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	Class	Description	Manner	Fee
		Examples of the type of information in this class include: <ul style="list-style-type: none"><li>• College Structure/organisation charts</li></ul>		

## 8. External Relations

### Introduction

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.

Members of the public are also likely to find the same or related information is available from the external partners with which the college has links.

	Class	Description	Manner	Fee
8.1	Community liaison	This class covers the college's relationship with its local community.  An example of the type of information in this class is: Community relations policy	Under development	See section 5.3 of the introduction
8.2	Fundraising	Information included within this class relates to the activities undertaken by the college to raise additional revenue to that provided by its main funding bodies.  Nothing currently published in this class.	Nothing currently published in this class.	N/A
8.3	Government and Regulator relations	This class covers the information that the college is legally obliged to make available to its funding and/or monitoring bodies, and to reports of external inspection and review bodies. (The College is not assessed under the Research Assessment Exercise.)	LSC aggregated returns and Inspection Reports are available at the Learning and Skills Council website <a href="http://www.lsc.gov.uk">http://www.lsc.gov.uk</a>  HEFCE aggregated returns are available at the HEFCE website <a href="http://www.hefce.ac.uk/">http://www.hefce.ac.uk/</a>	See section 5.3 of the introduction

	Class	Description	Manner	Fee
		<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Student number reports for FE and HE</li> <li>• OFSTED and ALI Inspections, QAA (Quality Assurance Agency for HE) Reviews on Higher Education Provision at the College (see also <a href="#">class 7</a> Teaching and Learning)</li> <li>• Self Assessment Report (paper copy)</li> <li>• Audited Financial Statements</li> </ul>	<p>Inspections and Reviews  LSC <a href="http://www.lsc.gov.uk">http://www.lsc.gov.uk</a>  Ofsted <a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a>  ALI <a href="http://www.ali.gov.uk">http://www.ali.gov.uk</a>  QAA Reviews of Higher Education  <a href="http://www.qaa.ac.uk">http://www.qaa.ac.uk</a></p> <p>College information is available via the college website or from the document listed below:  Student numbers (FE &amp; HE)</p>	
8.4	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> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Prospectus brochures</li> <li>• Open days</li> <li>• Entry requirements (within prospectus)</li> </ul>	<p>Prospectus brochures:</p> <ul style="list-style-type: none"> <li>• Full-time Further Education</li> <li>• Higher Education</li> <li>• Part-time and Professional Course Directory including courses at Community Venues</li> </ul> <p>Information on Open days advice and guidance sessions – via the college website: <a href="http://www.bcot.ac.uk">http://www.bcot.ac.uk</a></p> <p>Brochures are also available in public libraries.</p>	See section 5.3 of the ovsh Td[(recruknow m

Class	Description	Manner	Fee
	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"><li>• Press releases</li><li>• Prospectus (see class <a href="#">8.4</a>)</li><li>• Course leaflets (see class <a href="#">7.2</a>)</li><li>• Subject Area booklets, for some curriculum areas only (see class <a href="#">7.2</a>)</li></ul>		