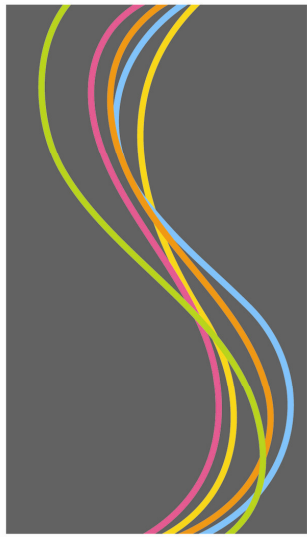


CE/HR/C/22



Suffolk  
New  
College

**FREEDOM OF INFORMATION  
SCHEDULE**



## SUFFOLK NEW COLLEGE

### FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME

Suffolk New College has adopted the model publication scheme developed for the Further Education sector by the Joint Information Systems Committee (JISC).

Our scheme sets out the type of information the College publishes or intends to publish. It is not a list of every publication, which will change from time to time. The scheme shows how information is kept (whether electronic, paper copy, or available on our web site), and whether or not a fee may be charged if you ask for copies of the various publications. Fees may be waived by application to the Principal.

Deleted: ¶

To request information through our publication scheme, please contact:

The PA to the Principal  
Suffolk New College  
Ipswich  
IP4 1LT

Class	Description	Manner	Fee
<i>Governance</i>			
Legal framework	Suffolk New College was incorporated on 1 April 1993, in accordance with the Further & Higher Education Act 1992. The Act prescribes the Instrument and Articles of Government, which were subsequently modified in 1999 and in 2001.	Internet – <a href="http://www.hmsso.gov.uk/acts.htm">www.hmsso.gov.uk/acts.htm</a>	N/A
How the institution is organised	<ul style="list-style-type: none"> <li>Information about the organisational structure of the College and the responsibilities of the various sections is contained on the College web site.</li> </ul>	Web site	N/A

Information on the institutional context	<ul style="list-style-type: none"> <li>• College Mission statement</li> <li>• Strategy in Support of Further Education</li> <li>• Strategy in Support of Higher Education</li> <li>• Quality Assurance policies and procedures.</li> <li>• Memoranda of agreement with other institutions (eg University of East Anglia); financial annexes are not available to the public for commercial reasons</li> </ul>	<p>Web site, hard copy &amp; electronic Electronic &amp; hard copy</p> <p>Electronic &amp; hard copy</p> <p>Electronic and hard copy</p> <p>Electronic and hard copy</p>	<p>A charge of £15 per document for any items in this class.</p>
Management structure	<ul style="list-style-type: none"> <li>• Information about Corporation Members , including names, addresses and relevant business interests.</li> <li>• Code of Conduct for Corporation members.</li> <li>• Committee Standing Orders.</li> <li>• Corporation papers, other than those where confidentiality is required for reasons of commercial confidence or privacy of individuals.</li> </ul>	<p>Electronic &amp; hard copy</p> <p>Electronic &amp; hard copy</p> <p>Electronic &amp; hard copy</p> <p>Hard copy (more recent minutes are available in electronically)</p>	<p>£15</p> <p>£15</p> <p>£15</p> <p>£15 per document issued within the last 3 years. A charge of £25 per document for minutes of meetings held more than 3 years ago.</p>

<i>Finance Resources</i>			
Finance	<ul style="list-style-type: none"> <li>The College has a set of financial policies which are updated annually. These policies include budget policy , credit control , contracts and tendering , travel and subsistence , fraud and irregularity policy , tuition fee policy , treasury management , new ventures , financial signatory policy for expenditure authorisations , hospitality policy , purchasing card policy and new ventures policy</li> </ul>	Hard copy	£15
Resource Planning	<ul style="list-style-type: none"> <li>College annual report and accounts ( financial year-end 31 July)</li> <li>Accounts for subsidiary companies</li> <li>Annual budget</li> <li>Financial regulations are approved annually by Corporation and set the high level financial management framework within which financial polices are developed.</li> <li>Policy and procedures for budgeting and planning are set out in the Budget Policy document (See Finance above)</li> </ul>	Hard copy Hard copy Hard copy Hard copy	A charge of £25 for the College's Financial Regulations; a charge of £15 for all other documents in this class

<i>Human Resources</i>			
Employment and employee relations	<ul style="list-style-type: none"> <li>The College has a range of policies and procedures which form part of the terms and conditions of employment. Included in these policies and procedures are: discipline policy and procedures; grievance procedure; harassment policy; local union recognition agreement; sickness absence policy; whistleblowing policy.</li> </ul>	Electronic & hard copy	£15 per document
	<ul style="list-style-type: none"> <li>The College has an overarching health and safety policy, together with a range of policies relating to specific topics, including: asbestos; COSHH; electrical safety, lone working and risk management.</li> </ul>	Electronic & hard copy	£15 per document
	<ul style="list-style-type: none"> <li>Job vacancies open to the public are advertised in the local press or in targeted national publications.</li> </ul>	Internet site	N/A
Equal opportunities /Diversity	<ul style="list-style-type: none"> <li>The College has a range of policies setting out its commitment to equality and diversity. These include our Equality Policy, Racial Equality Policy, and policies relating to Job Share, Flexible Working, and Family Friendly Working Arrangements.</li> </ul>	Electronic & hard copy	£15 per document
Staff development	<ul style="list-style-type: none"> <li>The College has a suite of staff development policy which includes information about induction, probation, and appraisal arrangements.</li> </ul>	Electronic & hard copy	£15 per document
<i>Physical Resources</i>			
Estates	<ul style="list-style-type: none"> <li>Financial Regulations</li> </ul>	Hard copy	£25
	<ul style="list-style-type: none"> <li>Outline maps of main campus</li> </ul>	Hard copy	£15 each

<i>Student Administration and Support</i>			
Information on student admission, progression and completion	<p>The Individualised Learner Record contains information on:</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry</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>• Data on employment/training outcomes for graduates/students</li> </ul>	<p>Hard Copy Hard Copy</p> <p>Hard Copy Hard Copy Hard Copy</p>	<p>Nil Nil</p> <p>Nil Nil Nil</p>
Student accommodation	<ul style="list-style-type: none"> <li>• Accommodation services</li> </ul>	Hard Copy	Nil
Student administration	<ul style="list-style-type: none"> <li>• Registry student records policies and procedures documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>	Hard Copy Hard Copy	Nil Nil
Student admission and enrolment	<ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures documents. Regulations and Student Charter</li> </ul>	Hard Copy	Nil
Student discipline	<ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents</li> <li>• Internal student complaint and appeals procedures</li> <li>• Annual analysis of complaints</li> </ul>	Hard Copy Hard Copy Hard Copy	Nil Nil Nil
Student learning support services	<ul style="list-style-type: none"> <li>• Learning development and support Personal development advice</li> <li>• Services for students with special needs (in Student Handbooks/Prospectus)</li> </ul>	Hard Copy Website/ Hard Copy	Nil Nil
Student liaison	<ul style="list-style-type: none"> <li>• Terms of reference of staff/student liaison committee(s) (SU/Management)</li> <li>• Minutes of previous staff/student liaison committee(s) meetings</li> </ul>	Hard Copy Hard Copy	Nil Nil

Student policies	<ul style="list-style-type: none"> <li>• Policies relating to students <b>not</b> included elsewhere in the PS</li> <li>• Reference to student policies included elsewhere in the PS</li> <li>• The Student Charter</li> <li>• Health and Safety Policy</li> <li>• Policy for the Provision of Equal Opportunities</li> <li>• Tutorial Policy</li> <li>• Progression Policy</li> <li>• Assessment Regulations</li> <li>• Examination Regulations</li> <li>• Academic Appeals Procedure</li> <li>• Policy on Mitigating Circumstances</li> <li>• Regulations Concerning the Gaining of Unfair Advantage Through the Infringement of Assessment Regulations</li> <li>• Information Systems Security Policy</li> <li>• Complaints Procedure</li> <li>• Student Disciplinary Procedure</li> <li>• Tuition Fee Policy</li> <li>• Instalment Policy</li> <li>• Refund Policy</li> <li>• Student Information Policy</li> <li>• Student IT and Internet Use Policy</li> <li>• Procedures for Applications to the College Assistance Committee</li> <li>• Attendance Policy (FE)</li> <li>• General regulations relating to students</li> </ul>	Hard Copy	Nil
		Hard Copy	Nil

Student welfare	<ul style="list-style-type: none"> <li>Welfare/advice services</li> <li>Health services</li> <li>Careers services</li> <li>Sports and recreational facilities</li> <li>Housing</li> <li>Finance</li> <li>Chaplaincy</li> </ul> <p>This is part of Student Handbook</p>	Website/ Hard copy “ “ “ “ “ “	Nil Nil Nil Nil Nil Nil Nil
Student Associations and Activities <b>(Optional, but strongly recommended)</b>	<ul style="list-style-type: none"> <li>Students' Union Constitution, Code of Practice, List of Officers and any other related documents</li> </ul>	Website/ Hard Copy	Nil
<i>Information Services</i>			
Availability and conditions of use of facilities	<ul style="list-style-type: none"> <li>Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems</li> <li>Rights/levels of access (who is allowed to use the facilities)</li> <li>The general rules and conditions of use policies with regard to law such as:             <ul style="list-style-type: none"> <li>Copyright; Computing Code of Practice; Data Protection. All available from the Staff and Student Handbooks.</li> </ul> </li> <li>JANET acceptable use rules</li> <li>Athens registration rules</li> <li>Archives – Most records are held on file for 10 years and are then destroyed.</li> </ul>	Web site & hard copy  Web site & hard copy  Electronic & hard copy  <a href="http://www.ja.net/CERT/JANE-T-CERT/regulation">www.ja.net/CERT/JANE T-CERT/regulation</a>  Electronic & hard copy  Hard copies available	£15 per document  £15 per document  £15 per document  N/A  £15 per document £25 per document

Mission statements and related documents	<ul style="list-style-type: none"> <li>• College Mission Statement</li> <li>• Library Service Statement</li> <li>• Strategy in Support of Further Education</li> <li>• Strategy in Support of Higher Education</li> </ul>	Electronic & hard copy and Intranet Intranet Intranet Intranet	A charge of £15 for any document in this class
Policies with regard to data and information	<ul style="list-style-type: none"> <li>• Data retention and archive policies – Data is stored for 10 years and then destroyed.</li> <li>• Data protection statements/policies</li> </ul>	Hard copy Hard Copy	£15 per document in this class
Procurement and disposal policies	<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> <p>Note: All available from the College's Financial Regulations</p>	Hard copy	£25 per document in this class
Scope of collections held	<ul style="list-style-type: none"> <li>• Guides to collections</li> <li>• Scope and availability of catalogues</li> </ul>	Hard copy Hard copy	£15 per document in this class
<i>Teaching &amp; Learning</i>			
Academic year dates	<ul style="list-style-type: none"> <li>• Academic year dates</li> </ul>	Hardcopy/ website hardcopy	£15 per hard copy document
Further course information	<ul style="list-style-type: none"> <li>• Programme specifications</li> <li>• Prospectuses</li> <li>• Admission &amp; transfer procedure</li> <li>• Work placement policy</li> <li>• Course information sheets</li> </ul>	Hardcopy/ electronic Hardcopy Hardcopy Website Hardcopy	£15 per hard copy document

Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> <li>• Programme specifications</li> <li>• Annual Accreditation report (UEA)</li> <li>• Student handbooks include information on assessment strategies, processes and procedures, and the range and nature of student work</li> <li>• The Programme Approvals, Review and Monitoring Handbook includes information on the approval, validation, and periodic review of courses.</li> <li>• Assessment strategy for HE</li> <li>• Awards ceremony brochures</li> <li>• Tutorial policy</li> <li>• Summaries of student entry and exit questionnaires</li> <li>• Self assessment review and evaluation annual reports</li> <li>• Observations of Learning and Teaching</li> <li>• Programme specifications</li> <li>• QAA benchmarking/code of practice</li> </ul>	<p>Hardcopy/electronic</p> <p>(all available in hard copy only unless otherwise specified)</p> <p>Hardcopy/QAA website</p>	<p>£15 per hard copy document in this class</p>
Staffing structure of schools/ departments	<ul style="list-style-type: none"> <li>• Information about the structure of the College is contained on our web site.</li> </ul>	Website	No fee
Student assessment strategy	<p>We operate a number of policies relevant to this issue, including:</p> <ul style="list-style-type: none"> <li>• Academic appeals procedure</li> <li>• Mitigating circumstances policy</li> <li>• Policy on cheating and plagiarism</li> <li>• Examination regulations</li> <li>• External examiners policy</li> <li>• Assessment Moderation in the HE Sector</li> </ul>	<p>Hardcopy Hardcopy Hardcopy Hardcopy Hardcopy</p>	<p>£15 per document in this class</p>
Tuition fees	<ul style="list-style-type: none"> <li>• Information about our tuition fees is set out in the various course prospectuses and in the Tuition fee policy.</li> </ul>	Hard copy	<p>£15 per document in this class</p>

