



## COLLEGE PUBLICATION SCHEME - FREEDOM OF INFORMATION

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public body to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

To reduce duplication and bureaucracy and to ensure consistency in the release of information, the Information Commissioner's Office (ICO) has developed a model publication for Further Education Colleges. Burnley College has adopted the model publication scheme.

The information provided by Burnley College under the model publication scheme is provided on this website and follows the guidance document provided by the ICO. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, then the College will provide the information by another means (ie by post). Information held by Burnley College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act.

### Obtaining Further Information or Providing Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, or require further information please let us know via the contact details provided below. We also welcome suggestions as to how our scheme might be improved.

In order for a request to be treated as having been made under the Act, it must be:

- made in writing;
- state the name of the applicant and give an address for correspondence;
- describe the information which is requested.

Freedom of Information  
Officer Burnley  
College Princess Way  
BURNLEY  
Lancashire  
BB12 0AN

Tel: 01282 733140  
E-mail: [s.lomas@burnley.ac.uk](mailto:s.lomas@burnley.ac.uk)

# PUBLICATION SCHEME

## Introduction

This guide has been produced to meet the requirements of the Information Commissioner's Office (ICO).

The Publication Scheme and definition documents provided by the Information Commissioner's Office (ICO) for Further Education Colleges has been adopted by Burnley College with effect from 1 January 2009. The Corporation formally approved the detail and content of the scheme at its meeting on 25 March 2009.

## 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.

2.3 Burnley College has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes. The purpose of the model is to prevent 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 the 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 the College have been included in our scheme.

## 3. Who we are and what we do

3.1 Burnley College is a further education college based in North East Lancashire that has a long history of service to the local community and beyond. The College is clearly recognised by local stakeholders as a key partner in the social and economic regeneration of our community.

3.2 We provide a wide range of provision. As at June 2018:

- over 2300 full-time 16-18 year olds;
- over 1600 full-time and part-time adult students;
- 750 full and part-time higher education students;
- 1300 workbased learners, largely on apprenticeship programmes;

## 4. Accessing information covered by the publication scheme

4.1 The information colleges routinely publish falls into the following categories and these have been determined by the ICO:

- What we are and what we do: Organisational information – structures, locations, contacts;
- What we spend and how we spend it: - Published accounts;
- What our priorities are and how we are doing: Strategies and plans, performance indicators, inspections and reviews;
- How we make decisions: Decision making processes, records of decisions;
- Our policies and procedures: Current written protocols, policies and procedures for delivery of college services and responsibilities;
- Lists and registers: Information legally required to be held in publicly available registers and logs;
- The Services we offer: Prospectuses, leaflets, advice and guidance, newsletters.

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

5.1 Under the Freedom of Information Act 2000, you have the right to request any information held by a public authority which it has made available through its publication scheme.

5.2 Requests will have to be made in writing and, the College will have 20 working days to respond. We may charge a fee, which will have to be calculated according to Fees Regulations. You should note we will not be required to release information to which an exemption in the Act legitimately applies (examples are identified below). However, where this is the case, we will explain to you why we are not releasing the information and we accept that we may also have to justify this to the Information Commissioner.

5.3 Exemptions include:

- Information already available elsewhere: If this is the case, we will, where we can, direct you to where you will find the information you are looking for;
- Information provided in confidence: You should note that certain information is supplied to use in confidence and the Act obliges us to hold these things confidentially and not to disclose them;
- Personal information: This is covered by the 2018 General Data Protection Regulations and is only available to the individual concerned;
- Investigations and proceedings: If an investigation is ongoing it is unlikely that we will be able to let you have information until all proceedings are finalised;
- Information intended for future publications: If we intend to publish the information you want you may have to wait until it is published before you can have access to it.
- Information that the Principal of the College decides is not in the public interest to disclose.

## 6. Our policy on charging for information

6.1 Much of our information is available to you free of charge. However, because of the costs involved in locating or copying what you need, Burnley College retains the right granted under the Freedom of Information Act 2000 to charge fees where necessary and these will be in accordance with the Act and any other relevant legislation. Where compilation of data is in our view particularly onerous it will be our intention to charge an additional sum of £25 per person hour to cover locating documents, copying and postage (up to a maximum of £450 as defined within the Act).

## 7. Further information

7.1 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. More information about the Freedom of Information Act is available on the Information Commissioner's website, see below.

Information Commissioner  
Wycliffe House  
Water Lane  
WILMSLOW  
Cheshire  
SK9 5AF

Tel: 01625 545700  
E-mail: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)  
Website at: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Owned by:  
Originated:  
Revised:  
On College website

Manager of Corporate  
2005  
June 2018  
July 2018



## MODEL PUBLICATION SCHEME FOR FURTHER EDUCATION COLLEGES

1. Who we are and what we do			
Class	Description	Manner	Fee
1.1 Legal Framework	<p>The Corporate Status of Burnley College is conferred by the relevant statutes, in particular, the Education Reform Act 1988, and the Further and Higher Education Act 1992. The actual legislation is already publicly available, for example, on the HMSO website (<a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>)</p> <p>Instrument and Articles of Government for former Further Education College.</p>	Electronic/ Website	Free
1.2 Corporate Structure	<p>Corporate Body Determination of Membership.</p> <ul style="list-style-type: none"> <li>• Code of Conduct for members of the Governing Body</li> <li>• The Terms of Reference for its Governing Board and its sub-committees</li> <li>• Curriculum &amp; Standards Committee</li> <li>• Audit Committee</li> <li>• Human Resources Committee</li> <li>• Finance Committee</li> <li>• Search &amp; Governance Committee</li> <li>• Standing Orders</li> <li>• Appointment of Board members, selection and eligibility</li> <li>• Job description of Board members</li> </ul>	Electronic/Website	Free
1.3 How the institution is organised	Organisational and management structure charts	Paper/e-mail	£10
1.4 Staffing Structure of Divisions	<p>This class includes information about staff roles within divisions, together with organisation charts.</p> <ul style="list-style-type: none"> <li>• Job titles of academic staff and support staff</li> <li>• Contact details for each division/ department</li> </ul>	Paper/e-mail	£10
1.5 Information on the institutional context	<ul style="list-style-type: none"> <li>• Burnley College's Strategic Plan (website address <a href="http://www.burnley.ac.uk">www.burnley.ac.uk</a>)</li> <li>• Quality of Provision (004)</li> </ul>	<p>Website</p> <p>Paper/e-mail</p>	<p>Free</p> <p>£10</p>

Class	Description	Manner	Fee
1.6 Marketing and Recruitment	This class should include publications relating to student recruitment (UK and international), including the College prospectus.  <ul style="list-style-type: none"> <li>• Prospectus (which includes entry requirements for courses)</li> <li>• Open days</li> </ul>	Website/paper	Free
1.7 Public Relations	This class contains information that is created to help publicise our facilities and activities.  <ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus</li> <li>• Course brochures</li> <li>• Newsletters and magazines</li> </ul>	Website Website Paper Electronic	Free Free Free Free

## 2 What we spend and how we spend it.

### Financial Resources

This section covers information on the College's strategy and management of financial resources. The Finance Directorate 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 Funding/income	Information on the sources of funding and income, such as grants, tuition fees, endowment and investment income.	Electronic	£10
2.2 Budgetary and account information	Annual statement of accounts and other information to allow the public to see where money is being spent.  <ul style="list-style-type: none"> <li>• Annual accounts</li> </ul>	Electronic/paper	£10
2.3	Audit opinion as contained within the annual report and financial statements.  <ul style="list-style-type: none"> <li>• Financial Audit Opinion</li> </ul>	Electronic/paper	£10
2.4 Capital	Information on major plans for capital expenditure. Information related to capital expenditure upon completion of the project when accounts have been audited.	Paper	£10

Class	Description	Manner	Fee
2.5 Financial Regulations and Procedure	Statement of accounting policies.	Paper	£10 (per regulation)
2.6 Staff pay and grading structures	<ul style="list-style-type: none"> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Information on the grading structures used within College and the associated salaries</li> <li>• Pension scheme information as contained in the annual accounts</li> </ul>	Electronic	£10
2.7 Register of Suppliers	A list of suppliers used with College	Electronic	£10
2.8 Procurement and Tender Procedures	Details of procedures used for the acquisition of goods and services.	Electronic/paper	£10
3.What our priorities are and how we are doing			
Class	Description	Manner	Fee
3.1 Corporate and Business Plans	<ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Teaching &amp; Learning Strategy</li> </ul>	Electronic/paper Electronic	Free £10
3.2 Government and Regulatory Reports	<p>This class relates to the information that the College 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.</p> <ul style="list-style-type: none"> <li>• OfSTED Inspection report – available on the OfSTED website.</li> <li>• Government reports on FE such as</li> <li>• Qualification Achievement Rates</li> <li>• Education and Skills Funding Agency</li> </ul>	Relevant websites  Department of Education	Free
3.4 Student Learning Support Services	<p>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services.</p> <ul style="list-style-type: none"> <li>• Learning Support Guide</li> <li>• Student Entitlement Policy</li> </ul>	Paper Student Handbook	£10 Free to Students

Class	Description	Manner	Fee
3.5 Mission Statements and related documents	College Purpose  College Charter	Paper/email/web-site  Email/paper	Free  £10
3.6 Information on internal procedures for assuring academic quality and standards	<p>This class includes information about the College's internal quality audit programme and annual review:</p> <ul style="list-style-type: none"> <li>• Internal validation procedure</li> <li>• Quality and provision policy</li> <li>• Single Equality Policy</li> <li>• Safeguarding and Protection Policy</li> </ul> <p>Information on assessment procedures and outcomes:</p> <ul style="list-style-type: none"> <li>• Student Assessment Policy</li> </ul> <p>Information on student satisfaction with their College experience, covering the views of students on:</p> <p>Student Entitlement Policy and associated documents:</p> <ul style="list-style-type: none"> <li>• Discipline procedures</li> <li>• Student representation</li> <li>• Parental involvement</li> <li>• Induction and tutorial</li> <li>• Complaints procedure</li> <li>• Visits and residential</li> <li>• Student Code of Conduct</li> <li>• Student Assessment Policy and associated documents</li> <li>• Induction and Tutorial procedure</li> </ul> <p>Information relating to the College's performance and its standards:</p> <p>The College Report which includes:</p> <ul style="list-style-type: none"> <li>• Achievement results</li> <li>• Retention results</li> <li>• Attendance Levels</li> <li>• Performance Measures</li> </ul>	<p>E-mail/paper Paper Website Website</p> <p>E-mail/paper</p> <p>E-mail/paper</p>	<p>£10 £10 Free Free</p> <p>£10</p> <p>£50</p>

4. How we make decisions			
Class	Description	Manner	Fee
4.1 Minutes from the Governing Body and Steering Groups	<ul style="list-style-type: none"> <li>• Governing Board minutes</li> <li>• Search &amp; Governance Committee minutes</li> <li>• Human Resources Committee minutes</li> <li>• Curriculum &amp; Standards Committee minutes</li> <li>• Finance Committee minutes</li> <li>• Audit Committee minutes</li> </ul>	Website	Free
		Website	Free
		Electronic	£10
		Electronic	£10
		Electronic	£10
Electronic	£10		
4.2 Minutes from the Academic Board	Academic Board Minutes	Electronic	£10
5. Our Policies and Procedures			
<p>This section covers information on the College's strategy policies and procedures (including terms and conditions of service). Information relating to individual members of staff is exempt from disclosure as personal information.</p>			
Class	Description	Manner	Fee
5.1 Employment and Employee Relations	<ul style="list-style-type: none"> <li>• Appraisal scheme</li> <li>• Eye sight tests</li> <li>• Grievance Policy and Procedures</li> <li>• Health and Safety committee minutes</li> <li>• Health &amp; Safety Policy</li> <li>• Managing Under Performance Policy &amp; Procedures</li> <li>• Redundancy Policy &amp; Procedures</li> <li>• Job share</li> <li>• Special leave</li> <li>• Managing Absence Policy and Procedures</li> <li>• Maternity scheme</li> <li>• Paternity Leave Scheme</li> <li>• Public Interest Disclosure Code of Practice (Whistle Blowing)</li> <li>• Recruitment, selection and appointment of staff</li> <li>• Salary scales</li> <li>• Sickness reporting procedures</li> <li>• Time off for Trade Union duties</li> </ul>	Paper-Electronic	£10
5.2 Equal Opportunities/ Diversity Policy	Equality and Diversity Policies – those on the website are free.	Paper E-mail/website	£10 Free
5.3 Staff Development	<ul style="list-style-type: none"> <li>• Staff Development Policy &amp; Procedures</li> <li>• Staff Induction</li> </ul>	Paper/e-mail	£10 per document

Class	Description	Manner	Fee
5.4 Estates	<ul style="list-style-type: none"> <li>• Tendering policies</li> <li>• Recycling policies</li> <li>• Map of main buildings.</li> <li>• Address of main site and any other locations.</li> </ul>	Paper/Electronic Paper/Electronic Paper Website	£10 £10 £10 Free
5.5 Policies with regard to data and information	Policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information.	Paper E-mail	£10 Free
5.6 Academic year dates	This class includes information on the dates for the current academic year as well as future academic years (as far as is known). <ul style="list-style-type: none"> <li>• College planner</li> <li>• Prospectus</li> <li>• Student induction pack</li> </ul>	Paper Website Electronic	£10 per document
5.7 Further course information	This class includes information relating to programmes and qualifications. <ul style="list-style-type: none"> <li>• Term dates</li> <li>• Divisional course guides</li> <li>• Structure of programmes               <ul style="list-style-type: none"> <li>- Qualifications gained</li> <li>- Work experience</li> </ul> </li> </ul>	Paper/e-mail/ website	Free
5.8 Student assessment information	This class includes information on the regulations and/or policy governing student assessment. <ul style="list-style-type: none"> <li>• Student Assessment Policy</li> <li>• Disciplinary Procedure</li> <li>• Appeals Policy</li> </ul>	Paper/e-mail	£10
<b>6. Lists and registers</b>			
Class	Description	Manner	Fee
6.1 Information we are legally required to hold in registers.	<ul style="list-style-type: none"> <li>• Register of Interests</li> <li>• Asset register</li> <li>• Freedom of information/Data protection request logs</li> </ul>	Paper Electronic Electronic	£10 £10 £10

## 7.The Services we Offer

### Student Administration and Support

This section contains information on how the College manages the administration and progression of students from admission to course completion, including student support services. Information does not include specific student personal details, by virtue of being personal information.

Class	Description	Manner	Fee
7.1 Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>• Entry criteria</li> <li>• The range of student entrants classified by age, gender, disability as returned to SFA</li> <li>• Student progression, retention and completion data</li> <li>• Results analysis</li> </ul>	Prospectus Paper	Free £10
7.2 Student accommodation	Burnley College has no student accommodation		
7.3 Student administration	<ul style="list-style-type: none"> <li>• Course prospectus</li> <li>• Student records policies and procedures (included in the ILR data regulations)</li> <li>• Security and data protection – included in the Data Protection Policy</li> </ul>	Paper Gov website E-mail	Free Free Free
7.4 Student enrolment and admission	<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 students' 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"> <li>• Student Assessment Policy</li> </ul>	Paper	£10
7.5 Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students:</p> <ul style="list-style-type: none"> <li>• Student Disciplinary Policy</li> <li>• Complaints Procedure</li> </ul>	Paper/e-mail Website/paper	£10 Free/£10
7.6 Student liaison	<p>This class includes information relating to the structure and functioning of staff/student consultative committees or other liaison groups.</p> <ul style="list-style-type: none"> <li>• Minutes of Student Council meetings</li> </ul>	Paper or e-mail	£10

Class	Description	Manner	Fee
7.7 Student policies and procedures	This class includes a guide to all student policies issued by the College:  <ul style="list-style-type: none"> <li>• Enrolment form</li> <li>• Safeguarding and Protection Policy</li> <li>• Induction and tutorial procedure</li> <li>• Visits and residential</li> </ul>	Paper or e-mail where available Electronically Free to students	£10
7.8 Student welfare	<ul style="list-style-type: none"> <li>• Learning support guide</li> <li>• UCAS handbook</li> <li>• Student handbook/course planner</li> </ul>	Paper	£10 (free to students)
7.9 Student associations and activities	This class contains information relating to the operation and activities of the Student Council which is organised for or by the students:  <ul style="list-style-type: none"> <li>• Student representation procedure</li> <li>• Student Entitlement Policy</li> <li>• Student Council minutes</li> </ul>	Paper or e-mail	Free £10
7.10 Availability and conditions of use of facilities	Active Learning Zones opening hours.  Student catalogues and guides are available in each active learning zone.  <ul style="list-style-type: none"> <li>• Computing Code of Practice – internet/ e-mail acceptable use policy</li> <li>• Copyright agreements-Educational Recording Association (ERA) and Copyright Licensing Association (CLA)</li> </ul>	On display on site.  Available to view on site to students/ electronic. Electronic  Paper copy	Free  Free/£10  £10  £10
7.11 Scope of collections held	<ul style="list-style-type: none"> <li>• Active Learning Zone (ALZ) guides for subject areas</li> <li>• Computerised records of ALZ stock.</li> </ul>	On display in ALZ  Talis database with onsite access	Free
7.12 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.  Examples of the type of information in this class include:  <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>	Paper/prospectus	Free