

Northern Regional College Policy, Procedures & Strategies

NRC Publication Scheme Freedom of Information Act 2000 [Doc No. FIN 7]

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Please Note: This document may be produced in alternative formats upon request.

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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 Northern Regional College ("the 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 colleges 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 a college, 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.

4. Who we are

On 1st August 2007, the Causeway College, East Antrim Institute of Further and Higher Education and North East Institute of Further and Higher Education were merged to form Northern Regional College. The College covers campuses currently at Antrim, Ballymena, Ballymoney, Coleraine, Felden, Larne, Magherafelt and Newtownabbey.

The three merged colleges came together at a critical time in the development of the further education sector in Northern Ireland. The merger will ultimately result in an enhanced learning experience for students and wider access to progression routes.

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. Normally the College will make no charge for the provision of information. However, the College reserves the right to make a charge where administration costs, eg photocopying, postage, etc, are significant.
- 5.3 To request information available through our publication scheme, please contact:

Director of Finance
Northern Regional College
Farm Lodge
Ballymena
BT43 7BN
Tel: 028 2566 4268
Fax: 028 2563 7521
E-mail: claire.moore@nrc.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.

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

- 6.1 Since 1 January 2005 you 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:

Director of Finance
Northern Regional College
Farm Lodge
Ballymena
BT43 7DF
Tel: 028 2566 4268
Fax: 028 2563 7521
E-mail: claire.moore@nrc.ac.uk

- 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

Or

The Information Commissioner's Office – Northern Ireland
51 Adelaide Street
Belfast
BT2 8FE

Telephone: 028 9026 9380
Fax: 028 9026 9388

Email: ni@ico.gsi.gov.uk

8. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

www.ico.gov.uk

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www.hmso.gov.uk/guides.htm

or contact:

HMSO Licensing Division
St Clement's House
2-16 Colegate
Norwich
NR3 1BQ
Tel: 01603 621000
Fax: 01603 723000
E-mail: HMSO Licensing

1.0 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. Ultimately the corporate status of some FE "corporations" will be conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The actual legislation is often already publicly available, for example, on the HMSO website (www.legislation.hmso.gov.uk/acts) and need not be duplicated.</p>		
		<p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p>		

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>1.1.1 Legal Status</i></p> <p>The legal status of the College was established by the Further Education (Northern Ireland) Order 1997.</p>	<p>Available from www.tso.co.uk</p>	
		<p><i>1.1.2 Articles of Government</i></p> <p>In accordance with the requirements of Article 11 of the above Order, the Articles of Government provide for the functions and responsibilities of the Governing Body.</p>	<p>(i) Paper or electronic copy from Secretary to the Governing Body. (ii) Website: www.nrc.ac.uk</p>	
		<p><i>1.1.3 Instruments of Government</i></p> <p>Similarly, the Instruments of Government provide for the constitution of Northern Regional College of Further and Higher Education.</p>	<p>(i) Paper or electronic copy from Secretary to the Governing Body. (ii) Website: www.nrc.ac.uk</p>	
		<p><i>1.1.4 Charitable Treatment</i></p> <p>The treatment of the College as a charity for taxation purposes is confirmed by correspondence from the Inland Revenue</p>	<p>Paper copy from Director of Finance.</p>	
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>		

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>1.2.1 Organisational Chart</i></p> <p>College organisational chart shows where each unit fits into the overall structure. (Cross-reference 7.3.8)</p>	Paper or electronic copy from Deputy Director (Planning & Resources).	
1.3	Information on College Context	This class includes information to be made available by FE corporations.		
		<p><i>1.3.1 Vision and strategic aims</i></p> <p>Statement of general strategic intent developed by the Governing Body.</p>	<p>(i) Paper or electronic copy from Secretary to the Governing Body.</p> <p>(ii) Website: www.nrc.ac.uk</p>	
1.4	Management Structure	This class contains information relating to how the College's management structure is organised and the function and purpose of each part of the management structure.		
		<p><i>1.4.1. Governing Body - List of Members</i></p> <p>This is a list of the members of the Governing body, with an indication of which category they represent.</p>	<p>(iii) Paper or electronic copy from Secretary to the Governing Body.</p> <p>(iv) Website: www.nrc.ac.uk</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>1.4.2 Governing Body - Calendar of Meetings</i></p> <p>Lists the dates of all meetings of the Governing Body and its committees for the current year.</p>	<p>(i) Paper or electronic copy from Secretary to the Governing Body.</p> <p>(ii) Website: www.nrc.ac.uk</p>	
		<p><i>1.4.3 Governing Body - Members of Committees</i></p> <p>List of members of Governing Body committees as constituted on 1 August 2007 or subsequently.</p>	<p>(i) Paper or electronic copy from Secretary to the Governing Body.</p> <p>(ii) Website: www.nrc.ac.uk</p>	
		<p><i>1.4.4 Governing Body - Minutes of Meetings</i></p> <p>Minutes of Meetings of College Governing Body. Minutes edited to remove sensitive material and references to individuals.</p>	<p>(i) Paper or electronic copy from Secretary to the Governing Body.</p> <p>(ii) Website: www.nrc.ac.uk</p>	
		<p><i>1.4.5 Membership of Executive Management Team</i></p> <p>List of members with designation.</p>	<p>Paper or electronic copy from PA to Director.</p>	
		<p><i>1.4.6 Executive Management Team Minutes</i></p> <p>Minutes of meetings of Executive Management Team.</p>	<p>Paper or electronic copy from PA to Director.</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>1.4.7 College Calendar -Current</i></p> <p>Gives details of the student year and details of when the College will be closed.</p>	<p>(i) Paper or electronic copy from PA to Director.</p> <p>(ii) Website: www.nrc.ac.uk</p> <p>(iii) Prospectus</p>	
		<p><i>1.4.8 Code of Conduct For members of Governing Body</i></p>	<p>Paper or electronic copy from Secretary to the Governing Body.</p>	
		<p><i>1.4.9 Procedure for selection of staff and student representative members</i></p>	<p>Paper or electronic copy from Secretary to the Governing Body.</p>	
		<p><i>1.4.10 Summary of College Development Plan</i></p> <p>The Governing Body steers the College by determining high-level strategic statements, which form the bedrock of the College Development Plan.</p>	<p>Paper or electronic copy from PA to Director.</p>	
		<p><i>1.4.11 ILT Plan</i></p> <p><i>Strategic Plan for Information and Learning Technologies.</i></p>	<p>Paper or electronic copy from PA to Director.</p>	

2. FINANCE

Introduction

This section covers information on the College'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 College's commercial interests will be excluded from publication.

	CLASS	DESCRIPTION	MANNER	FEE
2.1	Finance	See below for examples.		
		<p><i>2.1.1 Accounts</i></p> <p>The full Financial Statements, in the form laid down by the Department of Employment and Learning, are produced annually for each year to 31st July. These accounts cover all aspects of the College's financial activities.</p>	<p>The latest Annual Report and Financial Statements, including the full audited Accounts, are available, in paper and electronic form, from the Director of Finance.</p>	
		<p><i>2.1.2 Budgets</i></p> <p>Budgets are prepared as detailed in the Resource Planning Section below (2.2).</p>	<p>A copy of the latest budget is available from the Director of Finance.</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>2.1.3 Contracting</i></p> <p>Procedures for placing contracts by the College are as detailed in the Financial Memorandum. The Financial Memorandum sets out the conditions which must be met</p> <p>by the College in order to continue receiving its recurrent grant from the Department for Employment and Learning.</p>	<p>A copy of the relevant section of the Financial Memorandum is available from the Director of Finance.</p>	
		<p>The College would normally review all contracts on a regular basis and would seek the assistance of the Government Procurement Service when new contracts are being placed.</p>		
		<p><i>2.1.4 Goods and Services</i></p> <p>Internal Control Procedures have been drawn up to cover the purchasing of goods and services. These set out the procedures to be carried out and allocate responsibility for each stage.</p>	<p>A copy of the Internal Control Procedures is available from the Director of Finance.</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>2.1.5 Insurance</i></p> <p>The College has a portfolio of areas where insurance is either a legal requirement or considered to be good practice. Our insurance requirements are reviewed annually by an independent broker to ensure that full cover and inflationary increases in value are maintained.</p>	<p>Details of areas insured and indemnity limits are available from the Director of Finance.</p>	
		<p><i>2.1.6 Pensions</i></p> <p>Retirement benefits to employees of the College are provided by the Northern Ireland Teachers' Superannuation Scheme (NITSS) and the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC), for non-teaching staff. These are defined benefit schemes which are externally funded and contracted out of the State Earnings Pension Scheme.</p>	<p>Details of the Pension Schemes are available from NITSS, Waterside House, 75 Duke Street, Londonderry BT47 9FP, and NILGOSC, Templeton House, 411 Holywood Road, Belfast BT4 2LP.</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p>In respect of each of these schemes, the College's staff constitute only a small percentage of the overall membership.</p>		
		<p><i>2.1.7 Fees</i></p> <p>A Fees Policy has been developed to produce a pricing structure, which is competitive, offers value for money, ensures the financial viability of the College and enables the College to build up sufficient reserves to help sustain future development and expansion. The courses offered and fees charged are shown annually in the College's Prospectus.</p> <p><i>(Cross-reference 7.6)</i></p>	<p>A copy of the College's Prospectus is available at all Receptions of the Northern Regional College and also on the College's website at www.nrc.ac.uk</p> <p>A copy of the Fees Policy is available from the Deputy Director (Support & Development)</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>2.1.8 Remuneration of Senior Staff as Published in Annual Accounts</i></p> <p>The number of staff, including senior postholders and the Principal, who received emoluments over a specified threshold are shown in the Annual Accounts in bands of £10,000. Also shown are the amounts of senior postholders' emoluments and the amounts of the highest paid employee.</p>	<p>A copy of the relevant section of the Annual Accounts is available from the Director of Finance.</p>	
		<p><i>2.1.9 Travel and Subsistence</i></p> <p>The regulations and conditions for making payments for travel and subsistence to teaching and non-teaching staff are agreed on a sector-wide basis, and the rates are upgraded on a periodic basis.</p>	<p>Copies of the regulations for teaching and support staff are available from the Director of Finance.</p>	

	CLASS	DESCRIPTION	MANNER	FEE
2.2	Resource Planning	This class should include 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><i>2.2.1</i></p> <p>The Development Plan includes the financial forecasts and budgets for the next 3 years. Decisions regarding redeployment of resources would be taken on an operational basis by the Executive Management Team throughout the year. The preparation of budgets is initiated by the Finance Director carrying out discussions with the individual budget holders. The budget is agreed by the Governing Body prior to the financial year.</p>	A copy of the latest budget is available from the Deputy Director (Planning & Resources).	

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 (including terms and conditions of service, including all current versions of the information specified in each class).

	CLASS	DESCRIPTION	MANNER	FEE
3.1	Employment and Employee Relations	See below for examples.		
		<p><i>3.1.1 Recruitment and Selection Procedures</i></p> <p>These include senior staff, lecturers, casual part-time lecturers and non-teaching staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.2 Terms and Conditions of Employment</i></p> <p>Main terms and conditions of employment contained within contract of employment issued to all staff groups.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.3 Salary Grades</i></p> <p>Salary remuneration for all grades of staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.1.4 Local Consultation with Recognised Trades Unions</i></p> <p>Minutes of joint meetings held between Management and recognised Trades Unions branch representatives.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.5 Grievance Procedure</i></p> <p>Procedures for raising a grievance for all staff groups.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.6 Disciplinary Procedure</i></p> <p>Procedures for the progressing of disciplinary action for all staff groups.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.7 Harassment Policy</i></p> <p>Procedure for raising concerns regarding harassment of any member of staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.8 Induction Policy</i></p> <p>Details of the induction programme of both new staff to, and promotees within the College.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.1.9 Sickness Absence Procedure</i></p> <p>Sickness absence policy and procedure for all staff groups.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.10 Acceptable Use Policy</i></p> <p>Policy detailing the conditions under which all users may access the College's computer systems.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.11 Child Protection Policy</i></p> <p>Policy detailing the procedures to be followed in relation to suspected, or confirmed, cases concerning child protection issues.</p>	Paper or electronic copy from deputy Director (Support & Development)	
		<p><i>3.1.12 Public Interest Disclosure "Whistleblowing"</i></p> <p>Policy concerned with the protection of staff who draw wider attention to unacceptable corporate behaviour.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.13 Parental Leave Policy</i></p> <p>Policy detailing the parental leave entitlement for all staff groups.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.1.14 Joint Career Break Policy</i></p> <p>Policy detailing the procedure for any member of staff to request a career break.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.15 Managing Capability Policy</i></p> <p>Policy detailing the procedures to be followed in managing the capability of a member of non-teaching staff in fulfilling their duties.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.16 NILGOSC Pension Regulations - Employer's Discretions</i></p> <p>Policy detailing the discretions the College is permitted to exercise under NILGOSC Pension Regulations.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.17 Discretionary Leave Policy</i></p> <p>Discretionary leave entitlement for all groups of staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.1.18 Dismissal and Suspension Procedures (Lecturing Staff)</i></p> <p>Procedures relating to the dismissal and/or suspension of a lecturer.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.19 Facilities Agreement</i></p> <p>Policy detailing the facilities for representatives of recognised teachers' organisations (Further Education)</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.20 Job-Share Scheme</i></p> <p>Scheme detailing the procedure for application for job-share – separate schemes for academic and support staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.21 Adoption Leave Policy</i></p> <p>Policy detailing the process to be followed in the allocation of leave of absence to eligible employees.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.1.22 Redundancy Procedure</i></p> <p>Procedures for the handling of redundancies for lecturers and support staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.23 Travelling and Subsistence Policy</i></p> <p>Policy detailing the entitlement of lecturers and support staff to reimbursement for costs incurred.</p>	Paper or electronic copy from Director of Finance	
		<p><i>3.1.24 Scheme for the Placing of Lecturers on Salary Scales</i></p> <p>Policy detailing the process for the placement of a lecturer onto the appropriate salary scale.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.1.25 Carry Over of Annual Leave</i></p> <p>Agreement detailing the carry forward of unused annual leave from one year to the next, for support staff.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.1.26 Complaints Policy</i></p> <p>Details the College policy and procedure in relation to complaints about any aspect of provision of services, or about the provision of services of bodies associated with the College.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
3.2	Equal Opportunities/ Diversity	See below for examples.		
		<p><i>3.2.1 Equal Opportunities Policy</i></p> <p>Statement of the College's commitment to affording equality of opportunity to all staff throughout their employment.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.2.2 Equality Scheme</i></p> <p>College response to its obligations arising from Section 75 of the Northern Ireland Act 1998 (also known as the "Belfast Agreement").</p>	Paper or electronic copy from Director of Finance	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>3.2.3 Equality Scheme - Progress Reports</i></p> <p>Annual reports and progress made by the College in relation to its duties under Section 75 of the Northern Ireland Act 1998.</p>	Paper or electronic copy from Director of Finance	
		<p><i>3.2.4 Annual Fair Employment Monitoring Return</i></p> <p>Annual submission to the Equality Commission regarding the fair employment of existing, prospective and new employees.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.2.5 Article 55 Review</i></p> <p>Three yearly review of the fair employment of existing, prospective and new employees, and the identification of appropriate action, as necessary.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>3.2.6 Equality Working Group – Minutes of Meetings</i></p> <p>Minutes of the working groups which assist the implementation of the College's Equality and Good Relations Duties under Section 75 of the Northern Ireland Act 1998.</p>	Paper or electronic copy from Director of Finance	

	CLASS	DESCRIPTION	MANNER	FEE
3.3	Staff Development	This class should include information on staff development and training, including induction programmes, probation and appraisal.		
		<i>3.3.1 Staff Development Programme</i> Information on planned training for current academic year.	Paper or electronic copy from Deputy Director (Support & Development)	
		<i>3.3.2 Appraisal Scheme</i> Agreed scheme for annual appraisal of support staff	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<i>3.3.3 Threshold Scheme</i> Agreed scheme for application and assessment for threshold payment	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<i>3.3.4 Staff Development Policy and Procedure</i>	Paper or electronic copy from Deputy Director (Support & Development)	

4. PHYSICAL RESOURCES

Introduction

Colleges are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the College's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	CLASS	DESCRIPTION	MANNER	FEE
4.1	Estates	See examples below.		
		<p><i>4.1.1 Estates Strategy and Plan</i></p> <p>Estates strategy and plan within the three year Corporate Development Plan.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>4.1.2 Tendering Policies (Contracting)</i></p> <p>Procedures for placing contracts by the College are as detailed in the Financial Memorandum. The Financial Memorandum sets out the conditions which must be met by the College in order to continue reviewing its recurrent grant from the Department for Employment and Learning.</p>	A copy of the relevant section of the Financial Memorandum is available from the Director of Finance.	

	CLASS	DESCRIPTION	MANNER	FEE
		The College would normally review all contracts on a regular basis and would seek the assistance of the Government Procurement Service when new contracts are being placed. <i>(Cross-reference 2.1.3)</i>		
		<i>4.1.3 Catering Policies</i> Copy of specification.	Paper or electronic copy from Deputy Director (Support & Development)	
		<i>4.1.4 Cleaning Policies</i> Copy of specification.	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<i>4.1.5 Grounds Maintenance and Upkeep</i> Copy of specification.	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<i>4.1.6 Building Maintenance and Upkeep</i> Copy of Maintenance Programme as prepared with consultants.	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<i>4.1.7 Recycling Policies</i> College policy on recycling.	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>4.1.8 Disposal Policies</i></p> <p>College policy on disposal of waste and other materials.</p>	<p>Paper or electronic copy from Deputy Director (Planning & Resources)</p>	
		<p><i>4.1.9 Site Maps</i></p> <p>(i) Site maps of each site</p> <p>(ii) Architect's detailed drawings.</p>	<p>Paper or electronic copy from Deputy Director (Planning & Resources)</p>	
		<p><i>4.1.10 Address of Main Site and Any Other Locations (Outcentres)</i></p> <p>Address, telephone numbers, fax numbers, web and e-mail address.</p>	<p>Available from Reception, prospectus and website.</p>	

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 Admissions, Progression and Completion	This class should include information recommended to be made available by the Cooke Report under this heading (as above).		
		<p><i>5.1.1</i></p> <p>(i) Student qualifications on entry.</p> <p>(ii) Range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to the Department for Employment and Learning.</p> <p>(iii) Student progression, retention and completion data.</p> <p>(iv) Data on qualifications awarded to students.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
		(v) Data on employment/training outcomes for graduates/students. Information on student progression, qualifications, employment outcomes.		
5.2	Student Administration	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.		
		<p>5.2.1</p> <p>Student records policies and procedures documents:</p> <ul style="list-style-type: none"> - General; - Students with Learning Difficulties and Disabilities. 	Paper or electronic copy from Deputy Director (Planning & Resources)	

	CLASS	DESCRIPTION	MANNER	FEE
5.3	Student Admission and Enrolment	This class should include 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><i>5.3.1</i></p> <p>Admissions and enrolment policies and procedures:</p> <ul style="list-style-type: none"> - General information; - General Policies and Documents. 	Paper or electronic copy from Deputy Director (Support & Development)	
5.4	Student Discipline	This class should include information relating to the conduct of disciplinary proceedings against students.		

	CLASS	DESCRIPTION	MANNER	FEE
		<p>5.4.1</p> <p>(i) Procedures for the identification of unacceptable behaviour and corrective action to be taken.</p> <p>(ii) Student Complaints and Appeals Procedures.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
5.5	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 the Student Handbook and Prospectus in some form.		
		<p>5.5.1 <i>Student Individual Learning Agreement</i></p> <p>Agreement between College and student stating what is expected of both parties throughout the year. Contains a learning plan for the student.</p>	Paper or electronic copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p>5.5.2 <i>Students with Learning Difficulties and/or Disabilities</i></p> <p>College Disability Action Plan details the College's commitment to support for eligible students and describes the type of support which is available.</p>	<p>Paper or electronic copy from Deputy Director (Support & Development)</p>	
		<p>5.5.3 <i>Students with Learning Difficulties and/or Disabilities - Department for Employment and Learning Circular</i></p> <p>Sets out Department for Employment and Learning terms and conditions for the payment of the Additional Support Fund. This fund provides financial support to enable the purchase of necessary equipment and specialised services.</p>	<p>Paper copy from the Student Services. Also available from the Department for Employment and Learning.</p>	

	CLASS	DESCRIPTION	MANNER	FEE
5.6	Student Liaison	This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups.		
		<p>5.6.1</p> <p>Staff and students share involvement in College committees.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
5.7	Student Policies	This class should include a guide to all student policies issued by the College.		
		<p>5.7.1 <i>Code of Practice for Students</i></p> <p>Defines students' general responsibilities under the College Code of Practice.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
		<p>5.7.2 <i>College Student Charter</i></p> <p>Outlines the College's responsibilities to the students.</p>	Paper or electronic copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>5.7.3 Internet and Information Technology Use, and College Acceptable Use Policy</i></p> <p>(i) College Policy on Information Technology access.</p> <p>(ii) Acceptable Use Policy (to be signed by student).</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>5.7.4 Smoking Policy</i></p> <p>Details smoking policy within the College.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>5.7.5 Policy on Drug and Alcohol Abuse</i></p> <p>Details unacceptable use of drugs and alcohol within the College.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
		<p><i>5.7.6 Policy on the use of Mobile Phones by Students</i></p> <p>Details unacceptable use of mobile phones within the College.</p>	Paper or electronic copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>5.7.7 Car Parking and Driving on Campus</i></p> <p>Details responsibilities of all vehicle users while on campus.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>5.7.8 Safety for Students</i></p> <p>Advice for students plus information on College evacuation procedure.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
		<p><i>5.7.9 General Regulations for Students</i></p> <p>Information and advice on a number of general issues.</p>		
5.8	Student Welfare	See examples below.		
		<p><i>5.8.1 Student Intranet and Student Guide</i></p> <p>The Student Intranet and Student Guide contains policies, codes, calendar, Mission Statement, and College information, as well as disciplinary policies and procedures, in a student-friendly presentation manner.</p>	Copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>5.8.2 Student Support Funds - Department of Employment and Learning General Guidelines</i></p> <p>Sets out terms and conditions for payment to eligible students.</p>	Paper copy from Deputy Director (Support & Development)	
		<p><i>5.8.3 North Eastern Education and Library Board Discretionary Award Policy and Procedure</i></p> <p>Outlines the North Eastern Education and Library Board's procedure for allocation of discretionary awards to students.</p>	Paper copy from Deputy Director (Support & Development). Also available from the North Eastern Education and Library Board.	
		<p><i>5.8.4 College Policy and Procedure for Child Protection</i></p> <p>Policy detailing the procedures to be followed in relation to suspected, or confirmed, cases concerning child protection issues.</p>	Paper or electronic copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>5.8.5 Student Counselling Information</i></p> <p>(i) Information on referral procedures.</p> <p>(ii) Contact numbers for various counselling services, eg sexual matters, drugs and general issues.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
		<p><i>5.8.6 College Careers</i></p> <p>(i) Careers handbook outlines the various types of careers advice and guidance information available.</p> <p>(ii) Information on Universities and Colleges Admissions Service application, useful telephone numbers etc.</p>	Paper or electronic copy from Deputy Director (Support & Development)	
		<p><i>5.8.7. Educational Maintenance Allowance (EMA)</i></p> <p>An agreement for students in receipt of an EMA</p>	Paper or electronic copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
5.9	Student Associations and Activities	This class should contain information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic activities that are organised for or by the students.		
		<p><i>5.9.1 Student Council</i></p> <p>(i) Details of Student Council, what it can do and how students are elected.</p> <p>(ii) Minutes of Student Council meetings.</p>	Paper or electronic copy from Deputy Director (Support & Development)	

6. INFORMATION SERVICES

Introduction

This section covers those functions within the College 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 Estates (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 Estates	Information in these classes provides details about who can access systems and services, and the estates that they can access. They also provide assurance for external bodies/ individuals that rules exist to ensure the breaches of conditions of use (eg breach of copyright, e-mail spamming of an external site) are appropriately dealt with.		
		<p><i>6.1.1 Learning Resource Centre Information Leaflets</i></p> <p>Opening hours, contact details.</p>	Paper or electronic copy from Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>6.1.2 Internet and College Acceptable Use Policy</i></p> <p>Provides information regarding the use of computers and the internet within the College.</p>	Paper or electronic copy from Deputy Director (Planning & Resources)	
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 and, where appropriate, service level agreements.	Subsumed under 1.4.13 (Governance).	

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	College Calendar - Current	This class should include information on the dates for the current academic year as well as future academic years (as far as is known).		
		<p><i>7.1.1 College Calendar</i></p> <p>Gives details of the student year and details of when the College will be closed.</p>	Available in College prospectus and from website	
7.2	Further Course Information	This class should include information relating to particular schools and departments, also information relating to programmes and qualifications.		
		<p><i>7.2.1 Course Information</i></p> <p>(i) The prospectus covers all full-time and part-time learning programmes offered by the College.</p>	Available in College prospectus and from website	

	CLASS	DESCRIPTION	MANNER	FEE
		(ii) Other marketing publications include College leaflets for specific curriculum areas, together with information relating to Recognised Training Organisation provision and tailored courses for Business.		
7.3	Information on Internal Procedures for Assuring Academic Quality and Standards	This class should include information about the College's internal quality audit programmes and annual review. It should also include information on the Further Education College's internal procedures for assuring academic quality and standards.		
		<i>7.3.1 Improving Quality: Raising Standards</i> This documentation outlines the philosophy and approach taken by the Education and Training Inspectorate in achieving and measuring quality in further education and training	The Quality Manual and other relevant documentation is available from the following website: www.deni.gov.uk/inspection_services	

		establishments. The key performance indicators are outlined and the philosophy behind the self-assessment and grading approach.		
		<p><i>7.3.2 Inspection Reports</i></p> <p>Reports of Inspections of the College carried out periodically by the Education and Training Inspectorate and submitted to the College Governing Body.</p> <p><i>(Cross reference 8.3.2)</i></p>	<p>Available from the website www.deni.gov.uk/inspection_services</p>	
		<p><i>7.3.3 External Verifier Reports</i></p> <p>Reports provided annually by External Verifiers, appointed by awarding bodies in relation to specific course programmes.</p>	<p>Paper or electronic copy from Deputy Director (Support & Development)</p>	
		<p><i>7.3.4 Course Approval Documentation</i></p> <p>Written confirmation of the awarding body approval to offer a learning programme.</p>	<p>Paper or electronic copy from Deputy Director (Support & Development)</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>7.3.5 Course Review and Evaluation</i></p> <p>A course team document produced internally, providing a self-assessment and grading of course and student performance.</p>	<p>Paper or electronic copy from Deputy Director (Support & Development)</p>	
		<p><i>7.3.6 Student Surveys</i></p> <p>Perception surveys issued to students annually to seek feedback on the delivery of the following:</p> <ul style="list-style-type: none"> - Student Induction; - Student Support Services; - Library and IT Services; - Learning Programmes; - Tutorial Support. 	<p>Paper or electronic copy from Deputy Director (Support & Development)</p>	
		<p><i>7.3.7 Learning and Assessment Procedures</i></p> <p>Written course documentation outlining the learning and assessment strategies.</p>	<p>Available from the Deputy Director (Curriculum)</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>7.3.8 College Structure</i></p> <p>College organisational chart shows where each unit fits into the overall structure.</p> <p><i>(Cross-reference 1.2)</i></p>	Paper or electronic copy from Deputy Director (Planning & resources).	
7.4	Staffing Structure of Schools/Departments	This class should include information about staff roles within schools and departments, together with organisational charts.		
		<p><i>7.4.1</i></p> <p>Departmental organisation.</p>	Paper or electronic copy from Deputy Director (Planning & resources).	
7.5	Student Assessment Strategy	This class should include information on the regulations and/or policy governing student assessment. Student Guidelines on Assessment		
		<p><i>7.5.1</i></p> <p>Examination arrangements.</p>	Paper or electronic copy from Deputy Director (Planning & resources).	

	CLASS	DESCRIPTION	MANNER	FEE
7.6	Tuition Fees	This class should include information relation 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.		
		<p><i>7.6.1</i></p> <p>A Fees Policy has been developed to produce a pricing structure, which is competitive, offers value for money, ensures the financial viability of the College and enables the College to build up sufficient reserves to help sustain future development and expansion. The courses offered and fees charged are shown annually in the College's Prospectus.</p> <p><i>(Cross-reference 2.1.7)</i></p>	<p>A copy of the College's Prospectus is available at all Receptions of the Northern Regional College and also on the College's website at www.nrc.ac.uk</p> <p>A copy of the Fees Policy is available from the Deputy Director (Support & Development)</p>	

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 Colleges, 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 Colleges will probably find that the majority of 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 College has links.

	CLASS	DESCRIPTION	MANNER	FEE
8.1	Community Liaison	This class should contain information about the College's relationship with their local community. The information included within this class represents the College's approach to maintaining and fostering that relationship.		
		<p><i>8.1.1 Essential Skills Strategy</i></p> <p>This is a Department of Employment & Learning sponsored strategy, which aims to improve the overall performance of the Northern Ireland population in relation to Literacy and Numeracy standards.</p>	Available from the Deputy Director (Curriculum)	

	CLASS	DESCRIPTION	MANNER	FEE
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.	Available from the Deputy Director (Support & Development)	
8.3	Government and Regulator Relations	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 College is performing.		
		<p><i>8.3.1 Inspection Reports</i></p> <p>Reports of Inspections of the College carried out periodically by the Education and Training Inspectorate and submitted to the College Governing Body.</p> <p><i>(Cross reference 7.3.2)</i></p>	Available from the website www.deni.gov.uk/inspection_services	

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>8.3.2 Further Education Leavers Survey (FELS) Report</i></p> <p>Return made to Department for Employment and Learning covering enrolments, retention and success of students on vocational courses (ie courses leading to recognised qualifications) in the previous year.</p>	<p>Available from the Deputy Director (Planning & Resources)</p>	
		<p><i>8.3.3 Annual Report</i></p> <p>A report outlining the activities, achievement and financial performance of the previous year.</p>	<p>Available from the Director of Finance</p>	
		<p><i>8.3.5 FESR</i></p> <p>A snapshot taken each year on 1 November and full year data</p>	<p>Available from the Deputy Director (Planning & Resources)</p>	

	CLASS	DESCRIPTION	MANNER	FEE
8.4	Marketing & Recruitment	This class should include 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><i>8.4.1 Prospectus</i></p> <p>Provided by May each year for the following academic year. Contains full-time and part-time vocational courses. It outlines basic entry requirements, course aims, content, assessment, methodology and possible progression routes, where applicable.</p>	A copy of the College's Prospectus is available at all Receptions of the Northern Regional College and also on the College's website at www.nrc.ac.uk	
		<p><i>8.4.2 Open Days</i></p> <p>(i) College Open Day held during March each year. All schools within the catchment area are invited to attend.</p> <p>(ii) College information days held during August/September each year.</p>		

	CLASS	DESCRIPTION	MANNER	FEE
8.5	Public Relations	This class should contain information that is created specifically by the College to help publicise its Estates 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 College has to offer and the activities of its students and staff.		
		<p><i>8.5.1 Student Intranet and Student Guide</i></p> <p>The Student Intranet and Student Guide contains policies, codes, calendar, Mission Statement, and College information, as well as disciplinary policies and procedures, in a student-friendly presentation manner.</p>	Available from the Deputy Director (Support & Development)	

	CLASS	DESCRIPTION	MANNER	FEE
		<p>8.5.2 <i>Current Information Provided to an Enrolled Student</i></p> <p>(i) A6 diary containing College information and policies.</p> <p>(ii) Induction pack held by tutors and delivered to full-time and Jobskills students, to be covered in students' first week at College.</p>	<p>Available from the Deputy Director (Support & Development)</p>	