

Cardiff and Vale's Publication scheme

Scope and Purpose of these Procedures

This document provides details of the Publication Scheme adopted at the Cardiff and Vale College (the College) in order to fulfil its obligations under the Freedom of Information Act 2000.

It sets out the kinds of information provided under the scheme, how to access the information, any charges that may be incurred and what to do if information cannot be accessed through the scheme.

1. What is the scheme?

The publication scheme is a complete guide to the information routinely published by the College, or which it is intending to publish. The Scheme provides a description of the "classes", or types of information, published and includes how this information may be obtained. It is not a list of the actual publications. The classes of information are described in the scheme.

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations including Universities and Further Education Colleges). The Cardiff and Vale College scheme follows the Model Publication Scheme produced for universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland and introduced on 1st January 2009.

2. How do I obtain information covered by the publication scheme?

Cardiff and Vale College will make available items which belong to classes in the Publication Scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.

Where possible, the College intends to publish the majority of documents covered by the scheme in electronic format on the College website at www.cavc.ac.uk. However, at present, some information is available in paper copy only. To obtain paper copies or further information please contact the Head of Information Services by telephone on: 02920250250 or email: foi@cavc.ac.uk. Address details are also below, in section 3.

Reproducing material supplied under its Publication Scheme without the express permission of Cardiff and Vale College may constitute an infringement of its copyright. Requests for permission should be addressed to the Data Protection & Freedom of Information Officer.

3. How much do printed publications cost?

Copies of publications/information listed in the publication scheme are available free of charge. Printed information on courses and services offered by the College is also available free of charge, as are packs issued to people responding to notices of job vacancies. However, requests for multiple copies will usually be charged for, at a cost amounting to the cost of producing those copies, with a minimum charge of £5. If requested we will produce publications in other formats (e.g. audio, Braille etc). In certain circumstances, the College may waive the charge.

If you are not able to obtain the information you require from the College website, then please indicate clearly the information you would like, and address all applications to:

Head of Information Services (Freedom of Information)

Cardiff and Vale College
Trowbridge Road
Rumney
Cardiff
CF3 1XZ

Tel: 02920 250440

Fax: 02920 250339

Web: www.cavc.ac.uk

Email: foi@cavc.ac.uk

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

Since 1st January 2005 you have had the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by a public authority, including a college such as Cardiff and Vale College, which has not already been made available through the publication scheme.

5. Feedback/Complaints

It is important that this Publication Scheme meets your needs. Any questions, comments or complaints about this Scheme should be sent in writing or by email to Head of Information Services (Freedom of Information) using the above details.

The College will do its best to meet your information needs. However, if we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

Information Commissioner

Wycliffe House
Water Street
Wilmslow
Cheshire
SK9 5AF

Inspirational. Inclusive. Influential.
Ysbrydoledig. Cynhwysol. Dylanwadol.
www.cardiffandvalecollege.ac.uk

Revision No:	Original
Revision Date:	

6. The Publications

All Publications are available from the Head of Information Services in paper copy.

1. GOVERNANCE AND MANAGEMENT – who we are and what we do.

a. 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 staff members or groups within the College are responsible for specific functions and where they fit in the overall structure of the organisation. Some information in Corporation or Committee minutes will be exempt from disclosure where it contains personal information, or information that may damage the commercial interests of the College or that may threaten the health and safety of specific individuals.

b. Legal Framework

The College was established under the above Act, which confirms its legal status. The Act deals with the transfer of management to incorporated Governing bodies, the constitution, duties and powers of Governing bodies and the conduct of FE institutions.

i. **The Further & Higher Education Act 1992**

Website: www.legislation.hmsso.gov.uk/acts.htm

Paper copy: The Stationery Office (TSO)
PO Box 29
St Crispins
Duke Street
Norwich NR3 1GN
Tel: 0870 600 5522
Fax: 0870 600 553
www.tso.co.uk/bookshop

ii. **The Charities Act 1993**

The College is an exempt charity for the purposes of this Act.

Website: www.legislation.hmsso.gov.uk/acts.htm

Paper copy: The Stationery Office (TSO)
PO Box 29
St Crispins
Duke Street
Norwich NR3 1GN
Tel: 0870 600 5522
Fax: 0870 600 553
www.tso.co.uk/bookshop

c. **The Instruments and Articles of Government 2008**

The Instrument of Government sets out the constitution of the College, the manner of appointments to the Corporation and the tenure and eligibility of members.

The Articles of Government set out the functions and responsibilities of the Corporation and its Committees, the proceedings of meetings, and the appointment and conduct of senior post holders in the College.

d. **How the College is organised**

The College is governed by a Corporation of 20 members. It is managed by the Principal and the Executive Management Team.

The main statutory body that is charged with planning and funding further education is the Department for Education and Skills (DfES)
(<http://wales.gov.uk/topics/educationandskills/?lang=en>)

e. **The Corporation Structure**

This provides details of the Corporation structure, including terms of reference for each committee.

f. **College Structure**

This provides details of the College structure, including details of the main curriculum areas and services.

g. **College Organisation**

This sets out the organisation of the college, responsibility links, and Management Team Membership. Provides brief details about each of the curriculum areas within the College.

h. **Partnerships and Owned Companies**

Includes the Corporate Mission Statement and its corporate objective, the College Prospectus, and elements of its approved Development Plan.

2. FINANCIAL RESOURCES – what we spend and how we spend it

a. **Introduction**

This section covers information on the College's strategy and management of financial resources, its planning and resource allocation. Information that may damage the College's commercial interests or its competitive position will be excluded from publication.

b. **Finance & Resource Planning**

- i. **Financial Regulations** - These set out the Regulations for the preparation of budgets, budgetary control and accounting procedures, business planning and the control of College assets.

Financial Procedures - These set out the detailed procedures for purchasing and payments, collection of income, tendering, setting and monitoring budgets.

- ii. **Annual Report and Accounts for the College** - The Annual Report of the Members of the Corporation includes financial objectives for the year, physical developments as well as the mission statement. The Accounts set out the consolidated income and expenditure position and balance sheet for the College and include the independent auditors report.

Annual Budget - The Corporation approves an annual budget each year, which sets out key elements of expenditure and income. The budget provides details relating to sources of funding and income, such as funding grants, tuition fees,

endowment and investment income, as well as, actual and planned expenditure. This would include revenue and capital budgets.

- iii. **Staff pay and grading structures** – Linked to the organisational structure – indicates scales for most posts and levels of pay.
- iv. **Register of suppliers** – Details of procedures used for the acquisition of goods and services.
Procurement and tender procedures and reports – contracts currently available for public tender and reports of successful tenders. These form part of the College's Financial Regulations and Procedures
Contracts – Details of contracts that are of sufficient size to have gone through a formal tendering process.
- v. **Annual Report and Accounts for wholly owned subsidiary companies of the College** - These provide a directors report, a profit and loss account, a balance sheet and details of serving directors.
- vi. **Tuition fees** - This includes information relating to fees for UK and International students, which are set out in the College's Fee Policy. The College prospectus also includes a guide to fees.

(2.b.i, 2.b.iv and 2.b.vi are available on the college website, all others can be requested from the Head of Information Services)

3. STRATEGY AND VISION – what Cardiff and Vale College's priorities are and how they will be achieved.

a. Introduction

This section covers information on the College's strategy and performance information, plans, assessments, inspections and reviews.

b. Government & Regulator relations

This section covers information relating to the College's relationship with its external environment. These include the formal reports that the College is requested to provide to its funding bodies. Much of this information may be already made available to the public through other organisations or means.

- i. **Reports/returns to funding councils, inspectorates, government etc.**
This includes the LLWR return, the HEFCE return, reports to the careers service.
- ii. **Estyn inspections and teaching quality assessment**
This includes inspection reports by Estyn, British Council and the QAA reviews the Higher Education provision at the College.
- iii. **Self Assessment Report and Quality Development Plan**

Information on the College's internal procedures for assessing and assuring academic quality and standards. This includes quantitative and qualitative data relating to standards of learning and teaching.

iv. **Higher Education Partners**

Information on the annual monitoring and review process together with a statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review.

(3.b.iii and 3.b.iv are available on the college website, all others can be requested from the Head of Information Services)

4. TEACHING AND LEARNING

a. **Introduction**

This section contains information relating to the management of teaching and learning within the College, including mechanisms for reviewing and ensuring the quality of teaching provided.

- i. **Internal procedures for assuring academic quality and standards** - The Quality & Standards Handbook includes information on the Quality Assurance procedures and key processes, the annual cycle of planning and quality review, key responsibilities and the College Standards for teaching, learning and assessment.
- ii. **Student Assessment Strategy** - This includes information on the College's policies and procedures for dealing with examinations and assessments, including appeal procedures & plagiarism, as well as relevant information about external examination bodies.

(4.a.i is available on the college website, all others can be requested from the Head of Information Services)

5. DECISION-MAKING – how decisions are made at Cardiff and Vale College.

a. **Introduction**

This section covers information on the College's policy proposals and decisions. Decision making processes, internal criteria and procedures.

b. **Governance**

Committee Structure

Terms of Reference and Standing Orders of the Corporation

Includes the responsibilities and composition of the Corporation, its Committee structure, Committee terms of reference and details of how the Corporation and its Committees should operate.

Calendar of Meetings - This sets out the dates of the meeting of the Corporation and its Committees during the current Academic Year.

(all the above can be requested from the Head of Information Services)

6. POLICIES AND PROCEDURES

a. Introduction

This section covers information on the College's current written protocols for delivering its functions and responsibilities.

b. HUMAN RESOURCES POLICIES AND PROCEDURES

i. Employment & Employee Relations

Recruitment Procedures - These set out the procedures for the recruitment and appointment of staff to the College.

Grievance Procedures - This sets out the procedures for the resolution of grievances for all employees other than senior post holders.

Policy on Harassment and Bullying - This sets out the College's commitment to maintaining a working environment free from harassment, bullying, intimidation and offensive behaviour in any form, either verbal or non-verbal.

Health & Safety Policies - The Policies set out the College's commitment to a safe and healthy working environment. They provide 'every day' health and safety advice and information, including information on risk assessment, personal protection, off-site visits, material handling, first aid, fire procedures etc.

Disciplinary Procedure - This sets out the procedure for investigating allegations of misconduct, inefficiency or indiscipline for all employees other than senior post holders.

Terms and Conditions of Employment - These set out the general Terms and Conditions of Employment for teaching, administration and other staff employed by the College.

Other Personnel Policies - Other policies relating to employees include absence, maternity leave and the use of computers.

c. Equal Opportunities / Diversity

i. **Equal Opportunities Policy** This sets out the College's commitment to providing equal opportunities for all.

ii. **Strategic Equality Plan** This sets out the current position in relation to Equality and Diversity and the college's equality objectives for the next first year. All relevant equality data is also available.

Disability Statement This sets out how the College aims to meet the educational needs of students with disabilities.

d. Safeguarding

i. **Safeguarding Policy** This sets out the College's duty to safeguard its staff and students and the means to achieve this.

ii. **Fit to Study Policy** this sets out the college's commitment to exploring ways of supporting those who are displaying visible signs of illness, mental health difficulties, psychological, personality or emotional disorders which is impacting on their ability to study.

iii. **Bullying and Harassment Policy** this sets out the College's commitment to eradicating bullying and harassment across all sites.

e. Human Resources Strategy

- i. **Human Resources Policy** This sets out the College's commitment to adopting a strategic and coherent approach to the Management of Human Resources.
- f. **Staff Development**
- i. **Probation Review Procedure** This sets out the College's approach to reviewing the suitability of new employees.
Appraisal Process This sets out the College's appraisal processes, which focuses on reviewing performance and identifying development needs.
College Training & Development Plans This sets out the College's plans for training and development in the current year.
- g. **STUDENT POLICIES AND PROCEDURES**
- i. **Code of Conduct** - This sets out the rights and responsibilities of students and others as members of the College.
Student Attendance & Punctuality Policy & Procedures - These set out the College's approach to expectations in respect of attendance and punctuality. These are also contained in the Student Handbook.
Complaints Procedure - This sets out the procedure for making complaints and how they will be dealt with. These are also contained in the Student Handbook.
Disciplinary Procedures - This sets out how the College will deal with a breach of the Code of Conduct, or if there has been a failure to attend or complete work. These are also contained in the Student Handbook, the Learning Resource Centres.
Student Charter - The Student Charter sets out the expectations the College has of students and student's responsibilities. It is also contained on the Student Handbook.
 - ii. **Student Records Policies & Procedures** - This includes information about the College's policies and procedures for the management and security of student records.
 - iii. **IT Policies and Procedures**
The College upholds the right not to release procedural documents which may prejudice network or data security. IT policies available for inspection include, software acquisition, respectable use, website management, hardware requests and support procedures.
 - iv. **Data Protection** - This includes the College's Data Protection Policy.
 - v. **Procurement and disposal policies** - This includes policies covering software evaluation and acquisition, IT equipment replacement, IP allocation procedure. Disposal procedures are contained in the College's Financial Regulations and Procedures.
 - vi. **Energy and Efficiency** – This includes information on how the college uses energy and the efforts it is making to reduce energy costs

(6.b.i, 6.d.ii and 6.g.i are available on the college website, all others can be requested from the Head of Information Services)

7. LISTS AND REGISTERS

a. Introduction

This section covers information on the College's registers required by law and other lists and registers relating to the functions of the authority.

- b. **Register of Interests / Gifts** - The Register contains a record of potential financial and personal interests voluntarily declared by members of the Corporation and its Committees and senior members of staff. The Register also includes details of any gifts received.

(All Publications are available from the Head of Information Services in paper copy.)

8. SERVICES OFFERED BY THE COLLEGE

a. Introduction

This section covers information on the services offered by the College. This includes advice and guidance, booklets and leaflets, transactions and media releases.

b. Student Administration, Student Learning and Support Services

This section contains information on how the College manages the administration and progression of students from admission to course completion, including student support services. This section does not include specific student personal details, which are exempt from publication.

- i. **Student Admission and Enrolment** - This includes the student admission and enrolment procedures and the application forms.
- ii. **Learning Development and Support** - This contains information on Personal Tutors, Library & Resources, Learning Centres, the College Network, computer facilities, subject guides and additional support.

c. Student Welfare

- i. **Advice/guidance Services / Counselling** - This sets out the Counselling Services offered to students with contact details. The offer advice and support on a range of services set out in the Student Handbook. The Student Financial Support Services provides advice on financial matters, including student loans, EMA. ALG.
- ii. **Careers/Jobs** - This provides information about Careers and guidance services offered by the College, contact details, job hunting services and work experience.
- iii. **Sports** - This provides information and contact details for the sports facilities offered by the College.

- iv. **Students Union** - This provides information about the Student Union and membership. Paper copies of the constitution and details of the current office holders are also available.
- v. **Clubs & Societies** - This provides information about the College involvement in the Duke of Edinburgh's Award scheme.
- vi. **Student Voice Service** - This sets out the services offered by Student Voice including dates of Student Council Meetings and contact details.
- vii. **Student Council** - This sets out the aims of the Student Council and provides contact details.

(8.b.i, 8.b.ii, 8.c.i, 8.c.ii, 8.c.iii, 8.c.iv, 8.c.vi and 8.c.vii are available on the college website, all others can be requested from the Head of Information Services)

9. OTHER INFORMATION

a. Introduction

This section covers general information about the College, not covered elsewhere in the Scheme.

b. Map and Address of the site

This shows the location of all sites that the college operates at and details of the campus layouts, and contact details.

c. Marketing and Recruitment and Public Relations

The College website includes an on-line prospectus and has details of the College Open Days. There are on-line application forms for FE & HE course and contact details for the Student Services. Latest news about the College is contained on the website. The Prospectus and course information is available on-line or in papers copies. The College also produces a staff newsletter 'Limelight'.

(9.b and 9.c are available on the college website, all others can be requested from the Head of Information Services)

Date approved:	17 May 2013
Approved by:	Quality Standards Board
Review date:	May 2015

Responsible Manager:	Head of Information Services
Executive Lead:	VP Finance and Resources
Accessible to Students:	Yes