



FREEDOM OF INFORMATION

GUIDANCE ON GOWER COLLEGE SWANSEA FREEDOM OF INFORMATION PUBLICATION SCHEME

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FREEDOM OF INFORMATION

GUIDANCE ON GOWER COLLEGE SWANSEA FREEDOM OF INFORMATION PUBLICATION SCHEME

The Freedom of Information Act, 2000, requires Gower College Swansea to adopt and maintain a publication scheme that sets out the information we intend to proactively publish as a matter of routine. The purpose of a publication scheme is to promote greater openness by 'public authorities' which includes colleges.

The classes of information we will publish under this act are described from pages 4 to 16. Where it is within the capacity of the college, information will be provided on the website. Where it is impracticable to make information available on the website, we will indicate how information can be obtained by other means and provide it by those means.

Making a request under the publication scheme

To request information available through our publication scheme please contact:

Clerk's Office
Gower College Swansea
Tychoch Road
Sketty
Swansea
SA2 9EB

Tel: (01792) 284222

Fax: (01792) 284201

- In all cases please give your name and address and a clear description of the information you wish to receive. If you supply your email address we will endeavour to send the information by email.
- Written requests for information will be acknowledged within 7 working days (including those received via Facebook or Twitter).
- You will be advised of costs (if any) within 15 working days.
- If a charge is made, information will normally be provided within 20 working days plus the number of days between the request for payment and it being received.
- If there is no charge, information will normally be provided within 20 working days of receiving your initial request.
- You will be informed if the information is not available or cannot be released and be given a reason, normally within 20 working days, of receiving your initial request.

Charges

Documents published on the Gower College Swansea website	Free of charge
Documents published on the College secure Intranet provided in electronic form	Free of charge
Any published document in printed form	£0.05 per printed page + postage
Documents not published on our website or intranet which require a search (electronic format)	£10 per document
Documents not published on our website or intranet which require a search (printed format)	£10 per document + £0.05 per printed page

Information that is generally exempt from release

- Personal information under the Data Protection Act;
- Commercially sensitive information about the college, its partners or contractors;
- Information that is archived, out of date or otherwise inaccessible;
- Information in draft form.

Feedback

It is important that this publication scheme meets your needs. If you find the scheme is 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:

Head of Quality
Gower College Swansea
Tycoch Road
Sketty
Swansea
SA2 9EB

Clerk's Office
Gower College Swansea
Tycoch Road
Sketty
Swansea
SA2 9EB

We will deal with any complaint in line with our Complaints Procedure. However, if we are unable to resolve any complaint, you have the right to 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

CLASSES/CATEGORIES OF INFORMATION WITHIN THE PUBLICATION SCHEME

- 1. WHO WE ARE AND WHAT WE DO**
Organisational information, structure and contacts
- 2. WHAT WE SPEND AND HOW WE SPEND IT**
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- 3. WHAT ARE PRIORITIES AND HOW WE ARE DOING**
Strategies and plans, performance indicators, audits, inspections and reviews
- 4. HOW WE MAKE DECISIONS**
Decision making processes and records of decisions
- 5. OUR POLICIES AND PROCEDURES**
Current written protocols, policies and procedures for delivering our services and responsibilities
- 6. LISTS AND REGISTERS**
Any information we are currently legally required to hold in publically available registers and Asset Registers
- 7. THE SERVICES WE OFFER**
Information about the services we offer, including leaflets, guidance and newsletters

1. WHO WE ARE AND WHAT WE DO

Class	Class Description	Information	Website	Other
1.1	Legal Framework	Education Reform Act 1988	Available on HMSO website: www.legislation.hmso.gov.uk/acts.htm	
		Further and Higher Education Act 1992		
		The Instruments and Articles: The Gower College Swansea Further Education Corporation (Government) Regulations 2010	Available on the Welsh Assembly website	
1.2	How the College is organised	About the Corporation Board	Governance	
		Code of Conduct for Corporation		
		Board Members		
		Sub-Committees: Terms of Reference and membership and description		
		Governors' Interests		
		Meetings & Minutes		
		Senior Management structure chart		Available in hard copy or electronically
		Strategic Aims		
		College Vision and Values	Vision and Values	
1.3	Partnerships	College Partnerships	Partnerships	
1.4	Location & contact details	Gorseinon Campus	Gorseinon Campus	
		Tycoch Campus	Tycoch Campus	
		Broadway Hair, Beauty & Holistic Centre	Broadway	
		Canolfan Gorseinon Centre	Canolfan Gorseinon Centre	
		Kingsway Centre	Kingsway Centre	
		Kingsway Hair Academy	Kingsway Hair Academy	
		Llywn-y-Bryn	Llywn-y-Bryn	
		Sketty Hall	Sketty Hall	
		Skills, Innovation & Enterprise	Sandringham Park	
		Sports Centre	Sports Centre	
1.5	Term dates & open evenings	Term dates & open evenings	Term dates and open evenings	
1.6	Student Activities	Sports Academies	Sports Academies	
		Sports Centre	Sports Centre	
		Student Council		Available in hard copy or electronically
		The Kenya Project	The Kenya Project	

2. WHAT WE SPEND AND HOW WE SPEND IT

Class	Class Description	Information	Website	Other
2.1	Funding and Income	Fees Policy		Available in hard copy or electronically
		Refund Policy		
2.2	Budgetary and Account Information	Annual Report & Accounts	Annual Report & Accounts	
		Management accounts including budget forecast		Available in hard copy or electronically
		Financial Forecasts (Governors)		
2.3	Financial Audit Reports	Annual Report & Accounts	Annual Report & Accounts	
		Internal Audit Reports		Available in hard copy or electronically (where produced internally)
		External Audit Reports		
2.4	Capital Programme	Financial Forecasts (Governors)		See above
2.5	Financial Regulations and Procedures	Financial Regulations, including Planning & Budgeting		Available in hard copy or electronically
2.6	Staff Pay and Grading Structures	Pay Scales		Available in hard copy or electronically
		Remuneration of Senior Staff as published in Annual Accounts	Annual Report 2012-13	
2.7	Register of Suppliers	Purchase Ledger Listing		Available in hard copy or electronically
2.8	Procurement and tender procedures/reports	Procurement Strategy		Available in hard copy or electronically

3. WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING?

Class	Class Description	Information	Website	Other
3.1	Annual Report	Annual Report	Annual Report 2012-13	
3.2	Corporate & Business Plans	Strategic Plan		Available in hard copy or electronically
		Annual Operational Plan		
		Quality Development Plan		
3.3	Teaching & Learning Strategy	Quality Policy		Available in hard copy or electronically
		Teaching & Learning Guide		
		Assessment Policy		
3.4	Academic & Quality Standards	Internal Verification Policy		Available in hard copy or electronically
		Teaching & Learning Observation Protocol		
		Staff Development Programme		
		Student Appeal Procedure		
		Course Review		Available in hard copy
		Learner Voice Student Survey		Available in hard copy
		Student Focus Groups		Available upon request
		Curriculum and Quality Committee	Terms of Reference	
3.5	External Review Information	External Verifier Reports		Available in hard copy or electronically
		Examiner Reports		
		Health & Safety Executive (HSE) Reports		
		Estyn Inspection Reports	Estyn Inspection Reports	

3. WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING? (CONTINUED)

Class	Class Description	Information	Website	Other
3.6	Corporate Relations	Employer Surveys		Available in hard copy or electronically
		Employer Database		
3.7	Government & Regulator Reports	Provisional Development Plan		Available in hard copy or electronically
		Provider Performance Review (PPR) Report		
		Self Assessment Report (SAR)		
		Quality Development Plan (QDP)		
		Mid Year Return		
		5 Year Forecast		

4. HOW WE MAKE DECISIONS

Class	Class Description	Information	Website	Other
4.1	Minutes of meetings	Corporation Board and sub-committees		Available in hard copy or electronically <i>(excluding material that is properly considered to be confidential)</i>
		Student Council		
		Joint Negotiation and Consultation Committee		
		Other internal committees and groups		

5. OUR POLICIES AND PROCEDURES

Class	Class Description	Information	Website	Other
5.1	Conducting College Business	Welsh Language Scheme		Available in hard copy or electronically
		Corporation Board Byelaws		
		Financial Regulations		
5.2	Academic services	Malpractice Policy (Plagiarism)		Available in hard copy or electronically
		Examinations Policy		
		Assessment Policy		
		Examination Regulations		
		Essential Skills Policy		
5.3	Student Services	Additional Learning Policy		Available in hard copy or electronically
		Admissions Policy		
		Anti Bullying Policy		
		Drug and Alcohol Policy		
		Essential Skills Policy		
		Ex-Offenders' Policy		
		Mental Health Policy for Students		
		Safeguarding Children & Vulnerable Adults Policy	Safeguarding Children and Vulnerable Adults Policy	
		Student Appeals Procedure		
		Student Code of Conduct	Student Code of Conduct	
		Student Disciplinary Procedure	Student Disciplinary Procedure	
		Student Attendance Procedure	Student Attendance Procedure	
5.4	Human Resources*	Flexi Time Policy		Available in hard copy or electronically
		Grievance Procedure		
		Leave of Absence Policy		
		Sickness Absence Policy		
5.5	Recruitment*	Current Vacancies	Current Vacancies	

****All other HR and Recruitment policies are currently undergoing review and therefore, this list will undergo changes as and when new and reviewed policies are published***

Class	Class Description	Information	Website	Other
5.6	Equality & Diversity	Strategic Equality Plan 2012-2015	Strategic Equality Plan 2012-2015	
		Equality and Diversity Progress Report	Equality and Diversity Progress Report	
5.7	Health & Safety	Health and Safety Statement of Intent		Available in hard copy or electronically
5.8	Estates	CCTV Protocol Policy		
		Energy and Water Management Policy		
		Fleet Management Policy		
		Maintenance Policy		
5.9	Complaints	Complaints Procedure & Protocol		Available in hard copy or electronically
		Compliments & Complaints leaflet		
5.10	Records Management and Personal Data	Data Protection Policy	Data Protection Policy	
5.11	Charging Regimes	Fees Policy		
		Refunds Policy		
		International Tuition Fees		International Fees

6. LISTS AND REGISTERS

Class	Class Description	Information	Website	Other
6.1	Registers	Asset Registers		Available in hard copy or electronically
		Register of Interests: - Corporation Board members - Senior Staff		
		Risk Register		

7. THE SERVICES WE OFFER

Class	Class Description	Information	Website	Other
7.1	Prospectus and course content	Full Time prospectus	Full & Part Time Prospectus	Also available in hard copy
		Part Time prospectus		
		Training & Apprenticeships	Training & Apprenticeships	
		International courses	International courses	
		14-16 Programmes	14 - 16 Programmes	Also available in hard copy
7.2	Advice, Guidance and Careers	Careers		Available on request
		Funding	Funding - FT Funding - PT	
		Health & Welfare	Health and Welfare Services	
		Information for Parents	Information for Parents	
		Learning Resources	Library Services	
		Enrichment Activities	Activities and Events	Also available in hard copy
		Student Advice	Student Support	
7.3	Services for which the college is entitled to recover a fee together with those fees	Broadway Hair, Beauty & Holistic Centre and Kingsway Hair Academy	Broadway Centre Beauty & Holistics Price Guide Broadway Centre & Kingsway Hair Academy Price Guide	
		Training & Apprenticeships	Training & Apprenticeships	
		Sketty Hall	Sketty Hall	
		Sports Centre	Sports Centre Membership	
		Vanilla Pod Restaurant	Vanilla Pod	
7.4	Museums, libraries, special collections and archives	Library Services	Library Services	
7.5	Conference Facilities	Sketty Hall	Sketty Hall	
		Gorseinon Campus	Gorseinon Campus Room Hire	
7.6	Media Releases & Local Campaigns	Latest News	News	
		Events	Events	

