

The Isle of Wight College

Freedom of Information Act Publication Scheme

Class	Name of Document/Description	Manner i.e. paper or electronic	Location	Fee A Fee may be levied
Governance				
Legal framework	<ul style="list-style-type: none"> Instruments & Articles of Government 	Paper	Clerk's Office	A Fee may be levied
How the institution is organised	<ul style="list-style-type: none"> Organisation Chart 	Paper	Principal's Office	A Fee may be levied
Information on the institutional context	<ul style="list-style-type: none"> Mission Statement – included in Strategic Plan 	Paper	Principal's Office	A Fee may be levied
Management structure	<ul style="list-style-type: none"> Structure & Membership of Senior Management team, Academic Board 	Paper	Principal's Office	A Fee may be levied
	<ul style="list-style-type: none"> Structure & Membership of Corporation 	“	Clerk's Office	
	<ul style="list-style-type: none"> Committee Structure (Audit, Finance, Education Standards, HR, Remuneration, Search committee) 	“	“	
	<ul style="list-style-type: none"> Committee Terms of Reference & Standing Orders 	“	“	
	<ul style="list-style-type: none"> Code of Conduct 	“	“	
	<ul style="list-style-type: none"> Declaration of Interests Corporation papers 	“	“	
Financial Resources				
Finance	<ul style="list-style-type: none"> End of year Accounts 	Paper	Finance	A Fee may be levied
	<ul style="list-style-type: none"> Contracting - Included in the Financial Regulations 	“	“	
	<ul style="list-style-type: none"> Goods and Services - Included in the Financial Regulations 	“	“	
	<ul style="list-style-type: none"> Pensions – Included in the Financial Regulations and detailed in the annual accounts 	“	“	
	<ul style="list-style-type: none"> Remuneration of senior staff – detailed in the annual accounts 	“	“	
	<ul style="list-style-type: none"> Travel and subsistence - Included in the Financial Regulations and detailed in the annual accounts 	“	“	
Resource planning	<ul style="list-style-type: none"> Financial Regulations 	Paper	Finance	A Fee may be levied
	<ul style="list-style-type: none"> Annual accounts – financial year August to July. Document available in the February following year end 	“	“	
	<ul style="list-style-type: none"> Planning and budgeting procedures - Included in the Financial Regulations and Financial Procedures 	“	“	
	<ul style="list-style-type: none"> Mission Statement – included within the Strategic Plan 	“	“	
	<ul style="list-style-type: none"> Annual Report 	“	“	
Human Resources				
Employment and employee relations	<ul style="list-style-type: none"> Staff Handbook 	Paper	Personnel	A Fee may be levied
	<ul style="list-style-type: none"> Grievance Procedure 	“	“	
	<ul style="list-style-type: none"> Disciplinary Procedure 	“	“	
	<ul style="list-style-type: none"> Harassment Guidelines 	“	“	
	<ul style="list-style-type: none"> Public Interest Disclosure Policy and Procedure 	“	“	
	<ul style="list-style-type: none"> Sick pay and sick leave scheme for 	“	“	

	<ul style="list-style-type: none"> lecturers Capability Procedure Conduct and capability during probation procedure Staff vacancies Job descriptions 	“ “ Paper/Internet Paper	“ “ “	
Equal opportunities /Diversity	<ul style="list-style-type: none"> Equal Opportunities Policy Race Equality Policy Disability Statement Diversity Statement 	Paper “ “	Student Services “ “	A Fee may be levied
Staff development	<ul style="list-style-type: none"> Staff Development Policy 	Paper	Personnel	A Fee may be levied
Physical Resources				
Estates	<ul style="list-style-type: none"> Insurance Health and Safety Policy Site Map Contracted services contracts 	Paper “ “ ”	Facilities “ “ “	A Fee may be levied
Student Administration & Support				
Information on student admission, progression and completion	<ul style="list-style-type: none"> Guidance Student achievements Destination survey 	Paper “ “	Student Services Student Services “	A Fee may be levied
Student accommodation	N/A			
Student administration	<ul style="list-style-type: none"> Student records policies and procedures – included in the data protection policy Security and data protection - included in the data protection policy and disaster recovery plan 	Paper “	SMIS “	A Fee may be levied
Student admission and enrolment	<ul style="list-style-type: none"> Admissions and enrolment policies and procedures documents –details on the enrolment form and in the prospectuses and the student charter 	Paper	Student Services	A Fee may be levied
Student discipline	<ul style="list-style-type: none"> Disciplinary Procedures Complaints Procedures 	Paper Paper	Student Services & Reception	A Fee may be levied
Student learning support services	<ul style="list-style-type: none"> Learning support aims and objectives Key Skills policy 		Student Services Curriculum	A Fee may be levied
Student liaison	<ul style="list-style-type: none"> Student Association Constitution Student membership of committees 	Paper “	Student Services “	A Fee may be levied
Student policies	<ul style="list-style-type: none"> Mobile phone policy Drugs policy Academic misconduct policy Academic conduct policy Tutorial policy Careers education and Guidance Guidance policy Harassment guidelines/students 	Paper “ “ “ “ “ “ “ “	Student Services “ “ “ “ “ “ “ “	A Fee may be levied
Student welfare	<ul style="list-style-type: none"> Student diary (equivalent to student handbook) 		Student Services	A Fee may be levied
Student Associations and Activities	See student liaison above			A Fee may be levied
Student assessment strategy	<ul style="list-style-type: none"> Examination schedules Examination regulations 		Examination Office “	A Fee may be levied
Information Services				
Availability and conditions of use of facilities	<ul style="list-style-type: none"> Acceptable use policy (Computers) 	Paper/Electronic	IT	A Fee may be levied
Policies with regard to data and information	<ul style="list-style-type: none"> Data protection Policy Data Security policies Data retention 	Paper	Facilities SMIS Office “	A Fee may be levied

Procurement and disposal policies	<ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment (as per Financial Regulations appendix K and 20.8) 	Paper	Facilities	A Fee may be levied
Scope of collections held	<ul style="list-style-type: none"> • Computerised library system (catalogues the resources) subject Index 	Electronic	Learning resource Centre	
Teaching & Learning				
Academic year dates	<ul style="list-style-type: none"> • College calendar 	Paper	Student Services	A Fee may be levied
Further course information	<ul style="list-style-type: none"> • Enrolment pack • Prospectus • Course leaflets 	Paper Paper/Internet “	Student Services “ “	
Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> • Accessibility survey • Satisfaction survey (students view of their experience of teaching and wider aspects of college life) • Internal Verification (procedures and practices) • Quality Manual (guide to quality policies, procedures and practice) • Planning and quality cycle 	Paper “ “ “ “	Facilities Quality “ “ “	A Fee may be levied
Tuition fees	<ul style="list-style-type: none"> • Information for home/EU students • Information for international students 	Paper/Internet “	Student Services International Office	A Fee may be levied
External Relations				
Government and Regulator relations	<ul style="list-style-type: none"> • Ofsted inspection report 	Paper/Internet	Quality www.ofsted.gov.uk	A Fee may be levied
Marketing and recruitment	<ul style="list-style-type: none"> • Full-time and part-time prospectus • Website 	Paper/Internet Internet	Reception www.iwcollege.ac.uk	
Public relations	<ul style="list-style-type: none"> • Press releases • Student newsletter • Student diary 	“ “ “	Marketing Student Services Student Services	A Fee may be levied