

# Freedom of Information Policy

## Policy description:

The Freedom of Information Policy sets out the College’s arrangements for ensuring it meets the conditions of the Freedom of Information Act 2000 (FOIA). The Policy also sets out the categories of information available and how a member of the public can make a request.

## Supporting documentation:

- Access to Information and Publication Scheme

## Links to other policies:

- *Data Protection Policy*

Formal Review Cycle:	<b>Biennial</b>		
Latest Formal Review (month/year):	<b>2017-01</b>	Next Formal Review Due (month/year):	<b>2019-01</b>
Policy Owner:	<b>Principal</b>		
Impact Assessed by:	<b>MW</b>	Impact Assessment Date:	<b>8.17.13</b>

### APPROVAL REQUIRED:

SMT Y/N	<b>No</b>	SMT Date approved:			
Governor Y/N	<b>Y</b>	Committee:	<b>FRI</b>	Governor Date approved:	<b>2017-03-30</b>

### PUBLICATION:

Website Y/N	<b>Y</b>	Intranet Y/N	<b>Y</b>	Student VLE Y/N	<b>Y</b>	Other:	
Area/s of Staff Intranet:	<b>Governing Body</b>						

## 1. Executive Summary

Craven College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

## 2. Context

This Policy has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme to replace the Publication Scheme adopted by the College in 2004.

The new Model Publication Scheme and definition document provided by the ICO for colleges of Further Education has been adopted by Craven College with effect from 01 January 2009. The relevant Model Publication Scheme and the Definition Documents can be accessed from the following link:

<https://ico.org.uk/media/for-organisations/documents/1131/definition-document-colleges-of-further-education.pdf>

## 3. The policy

The Model Publication Scheme (version 3 dated 22 August 2013) provides a list of the information routinely published by colleges which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible; or, it would be impractical or resource-intensive to prepare the material for routine release

Craven College's Access to Information and Publication Scheme can be accessed from its website: [www.craven-college.ac.uk](http://www.craven-college.ac.uk).

### Information to be made available by the College

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

- 1 Who we are and what we do**
  - Organisational information – structures, locations, contacts
- 2 What we spend and how we spend it**
  - Financial information relating to projected and actual income and expenditure, procurement and financial audit.
- 3 What our priorities are and how we are doing**
  - Strategies and plans, performance indicators, 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 delivery of our services and responsibilities

## **6 Lists and registers**

- Information legally required to be held in publicly available registers and logs

## **7 The Services we offer**

- Prospectuses, leaflets, advice and guidance, newsletters

### **How to obtain information**

Via the College website: [www.craven-college.ac.uk](http://www.craven-college.ac.uk)

By e-mail to: [agilchrist@craven-college.ac.uk](mailto:agilchrist@craven-college.ac.uk)

In writing to:

The Principal  
Craven College  
Aireville Campus  
Gargrave Road  
Skipton  
North Yorkshire  
BD23 1US

General information on the Freedom of Information Act and the Model Publication Scheme can be obtained from:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

or via the internet at [www.ico.gov.uk](http://www.ico.gov.uk)

### **Charging Policy**

The College may make a reasonable charge for information which is not available on its website. Where a charge is to be made this will be identified in the detailed the College's Publication Scheme.

## **4. Supporting documents**

Access to Information and Publication Scheme which includes:

- The Model Publication Scheme
- Guide to documents available under the publication scheme
- Freedom of Information Request Form

## Introduction

Craven College is committed to making as much Information about College activities as possible generally available to the public either through published documents (including those published on the College website), or on request.

## Freedom of Information Act 2000: Publication Scheme

Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act (FOIA) 2000. The purpose of the Act is to promote greater openness by public authorities, which include further education colleges.

Craven College has adopted the Model Publication Scheme produced by the Information Commissioner's Officer for further education colleges in October 2008. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available. The Model Publication Scheme is attached as Appendix 1 to this policy document. The Policy includes the new provisions added to the FOIA (2000) by the Protection of Freedoms Act 2012 in relation to datasets.

In addition to the model scheme organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as Appendix 2 to this policy document.

## How to access information

Craven College will make available information it holds whether or not listed in the Guide to the Publication Scheme unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the Guide in the descriptions of the different classes of information.

Some documents covered by the scheme are published in electronic format via the college's website at [www.craven-college.ac.uk](http://www.craven-college.ac.uk) or other websites as indicated. Other documents are only available in hard copy and will be provided on request.

We ask that requests are made in writing and a response will normally be made within 20 working days. A Freedom of Information Request Form is attached to this policy as appendix 4.

## Charging Policy

Printed information on courses and services offered by the college is available free of charge, as are packs issued to people responding to notices of job vacancies. If requested, the College will produce publications and documents in other formats where it is reasonably practical to do so. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the College may waive the fee at its absolute discretion.

## Contact and Complaints

The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

The Principal  
Craven College  
Aireville Campus  
Gargrave Road  
Skipton, North Yorkshire BD23 1US

Tel 01756 708014

Fax 01756 797047

Email [agilchrist@craven-college.ac.uk](mailto:agilchrist@craven-college.ac.uk)

## Complaints outside the College

The College will do everything in its power to meet enquirers' information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act.

The address is:

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

The telephone number is:

0303 123 1113 or 01625 545745

The e mail is:

[casework@ico.org.uk](mailto:casework@ico.org.uk)

The website is;

[www.ico.org.uk](http://www.ico.org.uk)

## CRAVEN COLLEGE PUBLICATION SCHEME

### MAIN CLASSES OF INFORMATION

1. What we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
- 7.** The services we offer

**Model Publication Scheme for Further Education Colleges  
(Information Commissioner's Office October 2008)  
Descriptions of the 7 Main Information Classes & Sub-Classes**

<b>1 Who we are and what we do</b>		
Current information on the College, structures, locations and contacts		
<b>Sub classes</b>		<b>Explanatory Notes</b>
1.1	<b>Legal Framework</b>	Information relating to the legal and corporate status of the institution
1.2	<b>How the institution is organised</b>	Information about the management structure of the institution, including a description of the Statutory Bodies and the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel. It is also expected that terms of reference, membership and description of all boards and committees would be provided under this heading. It should include department structures and identify senior personnel.
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it</b>	On the basis that most of these bodies will be responsible for their own affairs, it is expected that this information need be only sufficient for the purposes of identifying the relationship between these bodies (such as business, the professions and the community) and the college.
1.4	<b>Location and contact details</b>	If possible, named contacts should be given in addition to contact phone numbers and email addresses.
1.5	<b>Student activities</b>	Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students can also be included where this information is held by the college.
<b>2 What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. It is expected as a minimum that financial information for the current and previous two financial years should be available.		
<b>Sub classes</b>		<b>Explanatory Notes</b>
2.1	<b>Funding/ income</b>	Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income (including investment strategy).
2.2	<b>Budgetary and account information</b>	Annual statement of accounts and other information to allow the public to see where money is being spent, where it is or has been planned to spend it and the difference between one and another. It is expected that revenue budgets and budgets for capital expenditure will be included.
2.3	<b>Financial audit reports</b>	

2.4	<b>Capital programme</b>	Information on major plans for capital expenditure including any public private partnership contracts.
2.5	<b>Financial regulations and procedures</b>	
2.6	<b>Staff pay and grading structures</b>	This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.
2.7	<b>Register of suppliers</b>	
2.8	<b>Procurement and tender procedures and reports</b>	Details of procedures used for the acquisition of goods and services. Contracts currently available for public tender and reports of successful tenders.
2.9	<b>Contracts</b>	It is expected normally that it should be necessary only to publish details of contracts that are of sufficient size to have gone through a formal tendering process.

### **3 What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

It is expected that information in this class will be available at least for the current and previous three years.

Below is a list of the type of information that it is expected that colleges of further education will have readily available for publication. Any other reports or recorded information demonstrating the college's planned or actual performance should normally be included.

<b>Sub classes</b>		<b>Explanatory Notes</b>
3.1	<b>Annual Report</b>	
3.2	<b>Corporate and Business Plans</b>	
3.3	<b>Teaching &amp; Learning Strategy</b>	
3.4	<b>Academic Quality &amp; Standards</b>	Information on the college's internal procedures for assuring academic quality and standards and qualitative data on the quality and standards of learning and teaching.
3.5	<b>External Review Information</b>	This will include information such as 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.
3.6	<b>Corporate Relations</b>	Information relating to the college's links with employers and the development of learning programmes.
3.7	<b>Government &amp; Regulatory Reports</b>	For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.

### **4 How we make decisions**

Decision making processes and records of decisions.

It is expected that information in this class will be available at least for the current and previous three years.

<b>Sub classes</b>		<b>Explanatory Notes</b>
4.1	<b>Minutes from governing body, and committees</b>	It is expected that minutes of meetings where key decisions are made about the operation of the college, excluding material that is properly considered to be private, will be readily available to the public.
4.2	<b>Teaching and learning committee minutes</b>	



4.3	Minutes of staff / student consultation meetings	
4.4	Appointment committees and procedures	
<b>5 Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. It is expected that information in this class will be current information only.		
<b>Sub classes</b>		<b>Explanatory Notes</b>
5.1	Policies and procedures for conducting college business	Codes of practice, memoranda of understanding, procedural rules, standing orders and similar information should be included. Procedures for handling requests for information should be included
5.2	Procedures and policies relating to academic services	Some of these policies may already be covered in class 2 'What our priorities are and how we are doing' in the context of external review and academic quality and standards. Additional policies under this heading may include such matters as policies and procedures relating to changing course, regulations and policy on student assessment, appeal procedures and policy on breach of assessment regulations.
5.3	Procedures and policies relating to student services	This will include relevant policies and procedures as they apply, for example, to student admission and registration, accommodation, management of the student records system, the assessment of external qualifications, internal student complaints and appeals, and code of student discipline.
5.4	Procedures and policies relating to human resources	This will include the full range of human resources policies and procedures such as generic terms and conditions of employment, collective bargaining and consultation with trade unions, grievance, disciplinary, harassment and bullying, public interest disclosure, staff development (such as induction, probation, appraisal, promotions).
5.5	Procedures and policies relating to recruitment	If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
5.6	Code of Conduct for members of governing bodies	
5.7	Equality and Diversity	This will also include policies, statements, procedures and guidelines relating to equal opportunities.
5.8	Health and Safety	
5.9	Estate management	This will include disposals policy, estates strategy and plan, facilities management policies, grounds and building maintenance.
5.10	Complaints policies and procedures	Complaints procedures will include those covering requests for information and operating the publication scheme.
5.11	Records management and personal data policies	This will include information security policies, records retention and archive policies, and data protection (including data sharing) policies.

5.12	<b>Charging regimes and policies</b>	Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published and clearly state what costs are to be recovered together with the basis on which they are made and how they are calculated.
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## 6 Lists and Registers

It is expected that this information will be contained only in currently maintained lists and registers.

Sub classes		Explanatory Notes
6.1	<b>Any information we are currently legally required to hold in publicly available registers</b>	
6.2	<b>Asset registers</b>	It is not expected that colleges will publish all details from all asset registers. It is expected that some information from capital asset registers will be available.
6.3	<b>Disclosure logs</b>	Where a department produces a disclosure log indicating the information that has been provided in response to request it should be readily available. Disclosure logs are themselves recommended as good practice.

## 7 The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Generally this is an extension of part of the first class of information. While the first class provides information on the roles and responsibilities of the college, this class includes details of the services which are provided by the college as a result of them. It will also relate to information covered in other classes. Examples of other services that could be included are listed below

Sub classes		Explanatory Notes
7.1	<b>Prospectus and Course content</b>	
7.2	<b>Health Advice</b>	
7.3	<b>Careers Advice</b>	
7.4	<b>Chaplaincy Services</b>	
7.5	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>	
7.6	<b>Sports &amp; recreational facilities</b>	
7.7	<b>Museums, libraries, special collections and archives</b>	It is expected that this will include guides to collections and scope and availability of catalogues.
7.8	<b>Conference facilities</b>	
7.9	<b>Advice and guidance</b>	
7.10	<b>Local campaigns</b>	
7.11	<b>Media releases</b>	

**GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME  
(all requests via the Principal - see appendix 4)**

*This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please contact the Principal. Some information may in some circumstances be exempt from disclosure*

1 Who we are and what we do		
Sub classes		Documents
1.1	<b>Legal Framework</b>	<ul style="list-style-type: none"> <li>• Instrument and Articles of Governance</li> <li>• Legal status - conferred by the Further and Higher Education Act 1992 <a href="http://www.legislation.hmsso.gov.uk/acts.htm">http://www.legislation.hmsso.gov.uk/acts.htm</a></li> <li>• Charitable status - The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992</li> </ul>
1.2	<b>How the institution is organised</b>	<ul style="list-style-type: none"> <li>• College structure Charts</li> <li>• Introduction to the College</li> <li>• College Calendar</li> <li>• College Policies</li> <li>• List of Governors</li> <li>• Register of Interests of Governors</li> <li>• Governing Body and Committee structure chart</li> <li>• Governing Body Standing Orders</li> <li>• Terms of reference &amp; membership of Governing Body and committees</li> </ul>
1.3	<b>Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it</b>	<ul style="list-style-type: none"> <li>• Ofsted</li> <li>• BIS</li> <li>• DFE</li> <li>• Examining Boards</li> <li>• Schools</li> <li>• Employers</li> <li>• Local Authorities</li> <li>• Sector Skills Councils</li> <li>• Skills Funding Agency</li> <li>• Education Funding Agency</li> <li>• Sub-contractors</li> </ul>

1.4	<b>Location and contact details</b>	Switchboard 01756 791411 email : <a href="mailto:enquiries@craven-college.ac.uk">enquiries@craven-college.ac.uk</a> website (including staff contact details): <a href="http://www.craven-college.ac.uk">www.craven-college.ac.uk</a> Address: Craven College Aireville Campus Gargrave Road Skipton North Yorkshire BD23 1US
1.5	<b>Student activities</b>	<ul style="list-style-type: none"> <li>• Student Council and course representatives</li> </ul>

## 2 What we spend and how we spend it

Sub classes		Documents
2.1	<b>Funding/ income</b>	<ul style="list-style-type: none"> <li>• Annual Budget as approved by Corporation</li> <li>• Annual audited financial statements</li> <li>• Contracting and tendering procedures</li> <li>• Insurance policy</li> <li>• Pension schemes</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and subsistence rates</li> </ul>
2.2	<b>Budgetary and account information</b>	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Annual budget as approved by Corporation</li> <li>• Management accounts as reported to Corporation</li> </ul>
2.3	<b>Financial audit reports</b>	<ul style="list-style-type: none"> <li>• Annual financial statements and regularity audit report</li> <li>• Annual internal audit report</li> </ul>
2.4	<b>Capital programme</b>	<ul style="list-style-type: none"> <li>• Reports to Corporation and Finance Resources and Investment Committee on progress of capital projects</li> <li>• Capital expenditure as approved by Corporation</li> </ul>
2.5	<b>Financial regulations and procedures</b>	<ul style="list-style-type: none"> <li>• Financial regulations, including procurement policy</li> </ul>
2.6	<b>Staff pay and grading structures</b>	<ul style="list-style-type: none"> <li>• Salary grades &amp; pay</li> </ul>
2.7	<b>Register of suppliers</b>	<ul style="list-style-type: none"> <li>• Register of College suppliers</li> </ul>
2.8	<b>Procurement and tender procedures and reports</b>	<ul style="list-style-type: none"> <li>• Financial Regulations</li> <li>• Contracting and tendering procedures</li> </ul>
2.9	<b>Contracts</b>	<ul style="list-style-type: none"> <li>• List of contracts valued over £20,000</li> </ul>

## 3 What our priorities are and how we are doing

Sub classes		Documents
3.1	<b>Annual Report</b>	<ul style="list-style-type: none"> <li>• Annual report</li> </ul>
3.2	<b>Corporate and Business Plans</b>	<ul style="list-style-type: none"> <li>• Strategic plan</li> </ul>

3.3	<b>Teaching &amp; Learning Strategy</b>	<ul style="list-style-type: none"> <li>• Student support and supervision arrangements (ALS)</li> <li>• Tutorial management</li> <li>• Lesson Observations procedure/ feedback</li> </ul>
3.4	<b>Academic Quality &amp; Standards</b>	<ul style="list-style-type: none"> <li>• Annual Self Assessment Report</li> <li>• Accreditation and monitoring reports by professional, statutory or regulatory bodies</li> <li>• Course Portfolio</li> <li>• Student Questionnaire Survey results</li> <li>• Assessment appeals</li> <li>• Course reviews</li> <li>• Internal verification</li> <li>• External Verifier report action plans</li> <li>• Quality policy</li> </ul>
3.5	<b>External Review Information</b>	<ul style="list-style-type: none"> <li>• List of external reviews and outcomes</li> </ul>
3.6	<b>Corporate Relations</b>	<ul style="list-style-type: none"> <li>• Marketing strategy</li> </ul>
3.7	<b>Government &amp; Regulatory Reports</b>	<ul style="list-style-type: none"> <li>• Ofsted Inspection Report and Monitoring visit reports</li> <li>• QAA IQER report on the quality of Higher Education provision at the College</li> </ul>
<b>4 How we make decisions</b>		
<b>Sub classes</b>		<b>Documents</b>
4.1	<b>Minutes from governing body, council, academic boards and steering groups</b>	<ul style="list-style-type: none"> <li>• Minutes and papers of Governing Body meetings and committees.</li> </ul> <p><i>Remuneration Committee minutes are confidential due to Data Protection and Commercial Sensitivity issues. Very occasionally papers presented to or minutes of other meetings will be identified as confidential but the reasons for this will be given, including the date of review or release.</i></p>
4.2	<b>Managers minutes</b>	<ul style="list-style-type: none"> <li>• Minutes of Senior Management Team meetings</li> <li>• Minutes of Managers meetings</li> <li>• Minutes of Curriculum Development Group meetings</li> </ul>
4.3	<b>Minutes of staff / student consultation meetings</b>	<ul style="list-style-type: none"> <li>• Minutes of Course Team meetings</li> </ul>
4.4	<b>Appointment committees and procedures</b>	<ul style="list-style-type: none"> <li>• Recruitment Policies and procedures</li> <li>• Appointment procedures for Governors and External Members</li> </ul>
<b>5 Our policies and procedures</b>		
<b>Sub classes</b>		<b>Documents</b>
5.1	<b>Policies and procedures for conducting college business</b>	<ul style="list-style-type: none"> <li>• College Policies</li> <li>• Management Procedures</li> </ul>
5.2	<b>Procedures and policies relating to academic services</b>	<ul style="list-style-type: none"> <li>• Examination management</li> <li>• Examinations special arrangements</li> <li>• Admissions &amp; Enrolment</li> <li>• Policy on plagiarism</li> <li>• External examination bodies regulations</li> </ul>

5.3	<b>Procedures and policies relating to student services</b>	<ul style="list-style-type: none"> <li>• Student Handbook including information on <ul style="list-style-type: none"> <li>❖ Welfare/advice services</li> <li>❖ Health services</li> <li>❖ Careers services</li> <li>❖ Sports and recreational facilities</li> <li>❖ Finance</li> </ul> </li> <li>• Services for students with special needs</li> <li>• Opening hours of libraries</li> <li>• Guide to Library Services and Library rules</li> <li>• Copyright guidelines</li> <li>• IT usage - codes of practice</li> </ul>
5.4	<b>Procedures and policies relating to human resources</b>	<ul style="list-style-type: none"> <li>• Terms and conditions of employment</li> <li>• Grievance policies</li> <li>• Disciplinary policies</li> <li>• Harassment and bullying policy</li> <li>• Sickness Absence/Leave Policy</li> <li>• Health and safety policy</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Staff Training and Development Policy</li> <li>• Induction</li> <li>• Probationary review</li> <li>• Appraisal Scheme</li> <li>• Investors in People Assessment report</li> </ul>
5.5	<b>Procedures and policies relating to recruitment</b>	<ul style="list-style-type: none"> <li>• Recruitment Policies and procedures</li> </ul>
5.6	<b>Code of Conduct for members of governing bodies</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for members of governing body</li> </ul>
5.7	<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Disability Equality Duty</li> <li>• Equal Opportunities Policy</li> </ul>
5.8	<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> </ul>
5.9	<b>Estate management</b>	<ul style="list-style-type: none"> <li>• Property strategy and plan</li> <li>• Tendering policies</li> <li>• Disposal policies</li> </ul>
5.10	<b>Complaints policies and procedures</b>	<ul style="list-style-type: none"> <li>• Student/ Customer Complaints Procedure</li> <li>• Staff Complaints Procedure</li> <li>• Complaints about the Freedom of Information procedures (Publication Scheme)</li> </ul>
5.11	<b>Records management and personal data policies</b>	<ul style="list-style-type: none"> <li>• IT Security policies</li> <li>• Data protection policy</li> <li>• Access to information/ publication scheme</li> </ul>
5.12	<b>Charging regimes and policies</b>	<ul style="list-style-type: none"> <li>• Tuition Fees Policy including <ul style="list-style-type: none"> <li>➢ Information for home/EU students</li> <li>➢ Information for international students</li> <li>➢ Information on other charges</li> </ul> </li> </ul>

## 6 Lists and Registers

We expect this to be information contained only in currently maintained lists and registers.

Sub classes		Documents
6.1	<b>Any information we are currently legally required to hold in publicly available registers</b>	<ul style="list-style-type: none"> <li>• Register of Interests</li> </ul>
6.2	<b>Asset registers</b>	<ul style="list-style-type: none"> <li>• Asset register</li> </ul>
6.3	<b>Disclosure logs</b>	<ul style="list-style-type: none"> <li>• Freedom of Information/ Data Protection Requests log</li> </ul>
<b>7 The services we offer</b>		
Sub classes		Documents
7.1	<b>Prospectus and Course content</b>	<ul style="list-style-type: none"> <li>• Course leaflets</li> <li>• Prospectus including <ul style="list-style-type: none"> <li>❖ Term dates</li> <li>❖ Structure of courses</li> <li>❖ Qualification gained</li> <li>❖ Changing courses</li> <li>❖ Work experience</li> </ul> </li> </ul>
7.2	<b>Health Advice</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Staff induction materials</li> </ul>
7.3	<b>Careers Advice</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
7.4	<b>Chaplaincy Services</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
7.5	<b>Services for which the College is entitled to recover a fee (together with those fees)</b>	<ul style="list-style-type: none"> <li>• Tuition fee policy</li> </ul>
7.6	<b>Sports &amp; recreational facilities</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
7.7	<b>Museums, libraries, special collections and archives</b>	<ul style="list-style-type: none"> <li>• Library catalogues</li> </ul>
7.8	<b>Conference facilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
7.9	<b>Advice and guidance</b>	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
7.10	<b>Local campaigns</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
7.11	<b>Media releases</b>	<ul style="list-style-type: none"> <li>• Press releases</li> </ul>

### Freedom of Information Act - Datasets

- 1.1 A dataset is a collection of factual information in electronic form to do with the services and functions of the College that is neither the product of analysis or interpretation, nor an official statistic and has not been materially altered.
- 1.2 If the College is providing information that constitutes a dataset and the requester has expressed a preference to receive the information in electronic form, the College will provide it in reusable form so far as reasonably practicable.
- 1.3 A re-usable form means that the dataset will be in a readable form and based on open standards.
- 1.4 If the dataset is a relevant copyright work and the copyright and database rights is owned by the College, the College will provide it under the terms of a specific license.



Craven College  
Freedom of Information Act  
Information Access Request Form

Please read carefully the College Access to Information Policy/ Publication Scheme BEFORE you complete this form. It explains in detail the nature of Freedom of Information Requests and tells you what is expected from you AND what you should expect from us.

Parts 1, 2, 3 and 4 must be completed as fully as possible.

1. Personal details of the applicant

Title (Mr/Mrs/Miss/Ms)	First Name	Surname
Address		
Telephone	email	

2. Details of the information required, continue on separate sheet if necessary. (Please provide as much detail about the information you would like to have and to be as concise and as clear as possible in order that we can identify and process your request promptly. Any vagueness or ambiguity in your request will delay the processing).

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