

HCUC PUBLICATION SCHEME

INTRODUCTION

1. Legal requirement

1. Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

- 1.1 '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 The HCUC 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 The HCUC publication scheme sets 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 HCUC has adopted with some amendments to reflect the structure of the organisation the model publication scheme developed for the Further Education sector. It is therefore committed to publishing the information it describes.
- 3.2 The HCUC model follows the design for Further Education colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions 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 each institution, a number of optional classes of information have been included. As a result, models within the sector will vary slightly. Any optional classes relevant to HCUC have been included in our publication scheme.

4. About HCUC

- 4.1 HCUC brings together Harrow and Uxbridge Colleges to form a new merged group that serves a diverse community of learners and employers with campuses in Harrow, Hayes and Uxbridge and a new division bringing together employer services for apprenticeships, training for the unemployed and wider partnership engagement. It builds on the educational character, values and strengths of each college whilst providing further

education, not only in the two boroughs but also beyond into London and more specifically in west London, to the benefit of students, employers and the wider community.

The College's mission is to value and promote learning as a key to success, to widen participation and increase student recruitment, to continue to deliver a curriculum portfolio that meets local and regional educations, training and skills needs.

- 4.2 Harrow College is a Further Education College located in the London Borough of Harrow at two main sites, Harrow-on-the-Hill and Harrow Weald campuses. There is one other Further Education College in Harrow and also a sixth form College and all secondary high schools have their own sixth form center except for two catholic high schools. The College offers academic (science) and vocational provision in 11 of the Ofsted areas of learning. In 2019/20 Harrow College had over 3,500 students and over half were from black and minority ethnic groups. In April 2016 the College was graded 'Requires Improvement' with 'Good' grades for Adults and High Needs Learners provision. Over the last 4 years the College has improved its achievement rates and is joint 1st in London for 16-19 year old achievements.

The student population is largely drawn from the West London Boroughs of Harrow, Brent, Hillingdon and Barnet. There is high employment in Harrow but with wards of deprivation (e.g., in South Harrow). The College attracts new arrivals or individuals with English language needs including refugees and asylum seekers.

- 4.3 Uxbridge College is a large Further Education College located in the London Borough of Hillingdon at two main sites, Uxbridge and the Hayes Community Campus. We are the only Further Education College in Hillingdon but there are 19 schools in the borough with sixth forms. The College offers academic and vocational provision in 12 of the Ofsted areas of learning. In 2016/17 Uxbridge College had over 8,000 students and over half were from black and minority ethnic groups. In May 2008 the College was graded as Outstanding by Ofsted. The College has maintained high achievement rates and is joint 1st in London for 16-19 year old achievements.

The student population is largely drawn from the West London boroughs of Hillingdon, Ealing, Harrow and Brent. Hillingdon is an area of high employment with Heathrow, the largest international airport in the world in the south of the borough. There are areas of affluence in the north of the borough but there are also significant areas of deprivation to the south of the A40 main arterial road into London. The College attracts students from abroad and many new arrivals to the area including refugees and asylum seekers.

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. We have also indicated whether charges apply to material in each class.
- 5.3 To request the information that is available through the HCUC publication scheme, please contact: HR Director – HCUC (Tel: 01895 853333, E-mail: hr@uxbridgecollege.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 From 1 January 2005 there is a right, under the Freedom of Information Act 2000, to request any information held by the College which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, the College will have 20 working days to respond. The College will charge a fee if requests are for multiple documents. The fee will be £20 for each single request, which will have to be calculated according to the Fees Regulations.

The College will not be required to release information to which an exemption in the Act legitimately applies. However, the College may be required to explain to the applicant why it is not releasing information and the College may also have to justify this to the Information Commissioner.

7. Reproducing Information from the Publication

Information obtained from the HCUC College Publication Scheme may not be reproduced without the prior permission of the College.

8. Feedback

- 8.1 It is important that the publication scheme is understandable. If the scheme is difficult to understand, please let HCUC know.

HCUC welcomes suggestions as to how the scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to:

HR Director
HCUC
Park Road
Uxbridge
Middlesex UB8 1NQ

Tel: 01895 853312
Fax: 01895 853316
E-mail: hr@uxbridgecollege.ac.uk

- 8.2 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

9. Further information

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

www.ico.org.uk

Freedom of Information Act 2000

Model Publication Scheme (MPS) for Further Education (FE) in England, Wales and Northern Ireland

Main categories

Eight main groups (and the classes within them) form the MPS. They are in a logical order and no one single section has a higher status than another. **The types of information and documents listed within the classes are examples only and not mandatory.** The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

Some classes are 'Optional', that is an institution need not include these classes in their Publication Scheme (PS) but may still sign up to the MPS. All other classes are 'Core' and are compulsory. For further details see the Information Commissioners 'Explanatory Note', particularly sections 3.2 and 3.3.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt, provided in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the model publication scheme are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information in this class	A brief description to aid the public in understanding the type of information	The format in which the information is to be provided, ie paper or electronically (via the Internet or email)	There will be no charge for information requested unless the amount of documents are multiple, numerous and take up significant amounts of College time and resources. In these cases the fee will be £10 for each document

1. Governance

Introduction

This section covers information relating to the way the College is governed, how decisions are made and includes information on the legal status of the College. 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 may threaten the health and safety of specific individuals.

	Class	Description	Manner
1.1	Legal framework	Instrument and Articles of Governance	E-mail/hard copy
1.2	How the institution is organised	Organisational structure charts	E-mail/hard copy
1.3	Information on the institutional context	College Mission Statement and Strategic Plan Statement of the College's quality assurance policies and procedures	E-mail/hard copy
1.4	Management structure	List of Governors and Members of the College Committees	E-mail/hard copy
1.5	Governance Policies	<ul style="list-style-type: none"> • Code of Conduct for Members of the Governing Body • Standing Orders of the Corporation • Instrument and Articles of Further Education Corporations • Public Interest Disclosure Procedure • Report on Attendance at Corporation and Corporation Sub- Committee meetings • Terms of Reference – Audit Committee • Terms of Reference – Resources Committee • Terms of Reference – Remuneration Committee • Terms of Reference – Search Committee • Terms of Reference – Quality, Curriculum & Students Committee • Terms of Reference – Stakeholder & Scrutiny Sub-Committees 	E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

2. Financial Resources

Introduction

This section covers information on the College's strategy and management of financial resources. The Finance Directorate provides accounting and 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
2.1	Finance	<ul style="list-style-type: none"> • Financial Statements • Contracting – included in the Financial Regulations • Goods and Services – included in the Financial Regulations • Insurance – included in the Financial Regulations • Pensions – detailed in the Financial Statement • Remuneration of Senior Post Holders - detailed in the End of Year Financial Accounts • Travel and subsistence – included in the Financial Regulations 	All available in hard copy
2.2	Resource planning	<ul style="list-style-type: none"> • Financial Regulations, including Procurement Policy • Financial Statements - Financial year August to July. This document is available in December following year end. • Planning and Budgeting Procedures – included in the Financial Regulations • Corporate Plan/Mission statement • Annual Report • Student Financial Support Policy • Finance - HCUC Subcontracting Fees and Charges Policy 	E-mail/hard copy Hard copy only E-mail/hard copy E-mail/hard copy Hard copy only
2.3	Finance Policies	<ul style="list-style-type: none"> • Fees Policy • Financial Regulations • Staff Expenses Policy and Procedure Guide • Mobile Telephone Policy • Risk Management Policy • Policy on the Payment of Subscriptions on behalf of Staff to Professional Associations Membership • Credit Control Policy • HCUC Anti-Fraud Policy • HCUC Anti Bribery Policy • HCUC Driving for Work Policy • HCUC Gifts and Hospitality 	E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy

3. Human Resources

Introduction

This section covers information on the College’s strategy and management of human resources. It does not include information relating to individual members of staff which is exempt from disclosure as it is personal information. The information available covers Human Resource policies and procedures (including terms and conditions of service of the different categories of staff.

	Class	Description	Manner
3.1	Employment and employee relations	<ul style="list-style-type: none"> • HCUC Recruitment and Selection Policy • Job Vacancies • Generic Terms and Conditions of Employment • Pay Scales • HCUC Grievance Procedure • Disciplinary Procedure • HCUC Sickness Policy and Procedure for Dealing with Absence • HCUC Internal Applicants for Permanent Vacancies Policy • Maternity, Paternity, Shared Parental Leave and Adoption Leave Policy • Capability Policy and Procedure • Management Guidelines for Teaching Loads for Academic Staff • Management Guidelines for Contact Hours for Academic Support Staff • HUCS College Pay Policies – Academic and Support • HCUC Staff Code of Conduct • HCUC DBS Disclosure Barring Service Policy • HCUC Staff Handbook • Freedom of Information Policy • HCUC Flexible Working Policy & Procedure • HCUC Probationary Review Policy • HCUC Redundancy Policy • HCUC Childcare Policy • HCUC Disciplinary Capability Procedure • HCUC Bullying and Harassment • HCUC Alcohol Drugs and Illegal substances Policy • HCUC Stress Related Illness Policy • HCUC Smoking Policy • HCUC Physical Intervention Policy • HCUC Protocol Close Personal Relationships • HCUC Overpayments of Salary and Allowances Policy and Procedure • HCUC Advice Note – Witnesses • HCUC Travel to Work in Adverse Weather Conditions • HCUC Purchase of Additional Annual Leave • HCUC Public Transport Season Ticket Loans Policy 	All available by e-mail/hard copy

3.2	Equal opportunities /Diversity	<ul style="list-style-type: none"> • HCUC Equal Opportunities Policy • HCUC Disability Statement • Race Equality Policy, Race Relations (Amendment) Act data. • HCUC Modern Slavery Act Statement 	All available by E- mail/hard copy
3.3	Human Resources Strategy	<ul style="list-style-type: none"> • HR Goals and Objectives • HR Operational Plan • HR Policies and Procedures not included above 	All available by E-mail/hard copy
3.4	Staff development	<ul style="list-style-type: none"> • HCUC Appraisal Policy and Procedure • Staff Induction Programme • HCUC Training and Development Policy • HCUC Policy on Support for Teaching Staff studying for a Teaching Qualification • HCUC Policy for Support staff studying for Teaching Qualifications • HCUC Mentoring Scheme Guidelines 	All available by e-mail/hard copy

4. Physical Resources

Introduction

The College owns land and property in its 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 (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

	Class	Description	Manner
4.1	Estates	<ul style="list-style-type: none"> • Estates Strategy • Map of Sites and Locations • HCUC Security Policy • First Aid Policy • Emergency Evacuation Procedure • Minibus Code of Practice • HCUC Security Screening – Arch & Metal Detector Protocol • HCUC Health & Safety Policy • HCUC Sustainability Policy • HCUC Lettings Policy 	E-mail/hard copy Hard copy only E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy E-mail/hard copy
4.2	Health and Safety	<ul style="list-style-type: none"> • HCUC Fire Safety and Emergency Evacuation Procedures • HCUC First Aid Policy and Procedure • HCUC Health & Safety Policy • HCUC Lockdown Policy & Procedure • HCUC Group Emergency Evacuation Plan (GEEP) • HCUC Personal Emergency Evacuation Plan (PEEP) • HCUC Staff Handbook 	

5. Student Administration and Support

Introduction

This section contains information on how the College manages the administration and progression of our students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, as it is personal information.

	Class	Description	Manner
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"> • Student Qualifications on Entry • The range of Student Entrants Classified by Age, Gender, Ethnicity, Socio-economic Background, Disability and Geographical Origin as Returned to LSC • Student Progression, Retention and Completion Data • Student Achievement/Success Rates • Student Progression, Retention and Completion Data • Data on Qualifications Awarded to Students 	All available by e-mail/hard copy
5.2	Student accommodation	<ul style="list-style-type: none"> • Not Applicable 	
5.3	Student administration	<p>This class relates to the maintenance of individual student records, policies and procedures relating to the management of the student records system</p> <ul style="list-style-type: none"> • Student Records Policies and Procedures documents – included in Data Protection Policy • Security and Data Protection – included in the Data Protection Policy 	E-mail/hard copy E-mail/hard copy
5.4	Student admission and enrolment	<ul style="list-style-type: none"> • Prospectuses • Admissions Policies and Procedures including Fitness to Study and Fitness to Practise Policies 	Hard copy
5.5	Student discipline	<p>This class includes information relating to the conduct of disciplinary proceedings against students. Examples of the information in this class are:</p> <ul style="list-style-type: none"> • HCUC Student Code of Conduct for Students • HCUC Student Disciplinary Policy and Procedure • HCUC Appeals Procedure • HCUC Academic Malpractice Policy 	All available by e-mail/hard copy
5.6	Student learning support services	<p>This class includes information in student support from an academic and learning perspective</p> <ul style="list-style-type: none"> • Mental Health Strategy • Mental Capacity Act Procedure • Safeguarding & Child Protection Policy • SEND Strategy Policy 	Hard copy E-mail/hard copy
5.7	Student liaison	<p>This class includes information relating to the structure and functioning of staff / student consultative committees</p> <ul style="list-style-type: none"> • Terms of Reference of Staff/Student Council Meeting(s) • Minutes of previous Staff/Student Council Meeting(s) 	Hard copy Hard copy

5.8	Student policies	<p>This class includes a guide to all student policies issued by the College.</p> <ul style="list-style-type: none"> • HCUC Admissions Policy • HCUC Student Anti Bullying Policy • HCUC Recognition of Prior Learning • HCUC Assessment Policy • HCUC Attendance & Punctuality Policy • Complaints Policy and Procedures • HCUC CEIAG Policy (Course Enquiries and Careers Guidance) • Disciplinary Procedure • Disability Statement 	All available by e-mail/hard copy
		<ul style="list-style-type: none"> • Guidance for students on Equality and Diversity • HCUC Equality and Diversity Policy • HCUC Gender Identity Policy • HCUC Learner Involvement Strategy • Examinations Policy • Essential Skills Policy • HCUC Learning Resource Centre LRC Policy • Off Site Activities Policy • HCUC Residential Trips Policy • HCUC Academic Malpractice Policy • HCUC Preventing terrorism and Radicalisation Policy • HCUC Statement of Religious Diversity • HCUC Student Charter Policy • HCUC Student Submission of Work Policy • HCUC TEPR – formally Tutorial Policy • Work Placement Policy 	
5.9	Student welfare	<ul style="list-style-type: none"> • Welfare/Advice Services • Health Services • Careers Services • Sports and Recreational Facilities • Housing • Finance <p>The above are all available in the Student Handbook/diary</p>	
5.10	Student Associations and Activities	<ul style="list-style-type: none"> • HCUC Students' Union Constitution, List of Student Officers 	Hard copy

6. Information Services

Introduction

This section covers those functions within the College which provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

These functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (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
6.1	Availability and conditions of use of facilities	<ul style="list-style-type: none"> • Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems • Code of Practice – Staff and Student use of IT Facilities including E-mail, Software • Code of Practice – Access to Data • Code of Practice Protection Firewall • Communications Policy • HCUC BYOD (Bring your own device) Policy • HCUC E-Safety Policy • HCUC E-Strategy Policy • Terms of Reference – IT Strategy • HCUC IT Security Policy 	All available by e-mail/hard copy
6.2	Mission statements and related documents	Mission statements and related documents are included in the Strategic Plan	E-mail/hard copy
6.3	Policies with regard to data and information (General Data Protection Regulations)	<ul style="list-style-type: none"> • HCUC Data Protection Policy • HCUC Freedom of Information Act Policy • Key Definitions • Staff Guide • Subject Access Request Policy & Form • Retention & Disposal of Data Policy & Schedule • Data Breach Notification: Policy / Procedure & Form 	E-mail/hard copy E-mail/hard copy E-mail/hard copy
6.4	Procurement and disposal policies	Policies relating to the procurement and disposal of equipment – included in the Financial Regulations	E-mail/hard copy

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
7.1	Academic year dates	College Planning Process	E-mail/hard copy
7.2	Further course information	<ul style="list-style-type: none"> • Student/Staff/Course handbooks • Prospectuses • Course profiles 	Hard copy Hard copy E-mail/hard copy
7.3	Information on internal procedures for assuring academic quality and standards	<ul style="list-style-type: none"> • Academic Malpractice Policy • Assessment Policy • HCUC Controlled Assessment Policy • HCUC TEPR – formally Tutorial Policy • HCUC Essential Skills Policy • Capability Policy and Procedure • Complaints Procedure • Copyright Policy • Course Validation Process • Grade and Key Question Summary (Self Assessment Report) • HCUC Internal Verification Policy • HCUC Learning Support Policy • HCUC Management of Achievement Policy • HCUC Quality Management Policy • Staff Development Policy • HCUC Student Submission of Work Policy • HCUC Study Programmes Policy • Summary Information on Student Feedback • HCUC Teaching, Learning and Assessment Strategy • HCUC Terms of Reference - Academic Board • HCUC Terms of Reference – HE Academic Standards Committee • Employer Engagement Strategy • HCUC Procedure for the Management of Work Based Learning 	All Available by E-mail/hard copy
7.4	Staffing structure of schools/ departments	<ul style="list-style-type: none"> • College Organisation Chart • School Responsibility Information • School contact details • Prospectus • Student Handbooks • Organisation Chart of each School 	E-mail/hard copy “ “ Hard copy Hard copy
7.5	Student assessment strategy	<ul style="list-style-type: none"> • Academic Malpractice Policy • Assessment Policy • HCUC Controlled Assessment Policy • Examination Period Dates • Examination Regulations • Examination Policy • List of External Examination Bodies 	Can be e-mailed/ hard copy
7.6	Tuition fees	<ul style="list-style-type: none"> • Fees Policy • Information for Home/EU students • Information for International Students • Information on Other Charges <p>All information on fees is contained within the prospectuses</p>	Hard copy Hard copy Hard copy Hard copy Hard copy

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 institutions and how we manage our relationship with the local community.

	Class	Description	Manner
8.1	Fundraising	<ul style="list-style-type: none"> • Employer Services Information • Mailshots to Employers • Student Fundraising Activities 	Hard copy
8.2	Government and Regulator relations	<ul style="list-style-type: none"> • Ofsted Reports • Relevant Section of OfS Reports • Performance Data 	Ofsted web site E-mail/hard copy DfES web site
8.3	Marketing and recruitment	<ul style="list-style-type: none"> • Prospectuses • Open Days • Entry Requirements – Course Profiles • Widening Participation • Terms of Reference – Communication and Marketing Strategy Group 	Hard copy E-mail/hard copy E-mail/hard copy
8.4	Public relations	<ul style="list-style-type: none"> • Press releases • Prospectus • Course Brochures • Current Information provided to an Enrolled Student – Student Diaries/Induction Pack • College Newsletters • Policy on Press Statements and Gathering / Reporting of Information • HCUC Business Community Engagement Strategy 	Hard copy Hard copy Hard copy Hard copy

¹ www.ofsted.gov.uk/reports/

² www.dfes.gov.uk/index.htm