



## **FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME**

### **INTRODUCTION**

#### **1 LEGAL REQUIREMENT:**

- 1.1 Adopting a Publication Scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all “Public Authorities” to make information available proactively, through a Publication Scheme.
- 1.2 ‘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 A Publication Scheme is a document that 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 A Publication Scheme must set 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 Middlesbrough College has adopted the model Publication Scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.

- 3.2 This model is designed for Further Education Colleges and Sixth Form 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 institution, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.
- 3.3 To assist with the development of the model, a number of institutions across the sector volunteered as pilots. Information about the pilot exercise is available from the JISC (Joint Information Systems Committee) Website at [www.jisc.ac.uk](http://www.jisc.ac.uk).

#### **4 WHO WE ARE:**

Middlesbrough College, has existed since 1 August 2002, following the merger of Middlesbrough College and Teesside Tertiary College.

The College is based on four campuses. The Kirby campus, 1 mile from the town centre, houses the Faculty of Service Industries, comprising Hospitality, Catering, Travel and Tourism, Hair and Beauty, and Business (*Catering being a Centre of Vocational Excellence*) and the Faculty for Health, Care and Foundation Studies, including ALS and Projects. The Foundation Studies provision is delivered at Marton Campus.

The Faculty of Academic and FE Studies, including Languages, Basic and Key skills, HE and Community Outreach and Distance Learning, is at the Acklam Campus. The Faculty of Construction, Engineering and Commercial activities is based at the Longlands Campus. Marton Campus is the home of the Faculty of Visual, Performing Arts, Sports and Technologies.

Currently the college has approximately 15,500 learners (*current as at February 2005*) and has extensive links with local industry and commerce. Teesside has a chemical cluster of international significance and has the presence of successful process orientated industries.

The College gained re-accreditation of Investors in People (*IIP*) in September 2004.

## **MISSION STATEMENT:**

The College's revised Mission Statement approved by the Governing Body on the 4 June 2003 is:

**“We will provide a supportive environment where excellent learning opportunities enable our community to realise its potential”**

## **STRATEGIC AIMS:**

The Governing Body approved the following Strategic Aims on the 29 September 2003 for the Academic Year 2003 / 2004.

- 1 To provide a responsive, relevant and accessible curriculum to meet the needs of our learners.
- 2 To ensure effective learning and high levels of achievement through excellent teaching and support.
- 3 To provide a systematic staff development programme to enable all staff to develop their skills and acquire knowledge to meet the changing needs of learners, employers and the wider community.
- 4 To ensure that the corporation has a sound financial base.
- 5 To implement an infrastructure and physical environment that supports excellence in teaching and learning.
- 6 To embed equality and diversity in all our activities.
- 7 To contribute to the development of the Tees Valley Vision and Regional Economic Strategy.

Name of College:	Middlesbrough College
Type of College:	GFE/Tertiary
Principal and Chief Executive:	Mr John Hogg LL.B (Hons) Cert Ed FRSA
Address of Registered Office:	Middlesbrough College Marton Campus Marton Road Middlesbrough TS4 3RZ
Telephone:	01642 275000
Fax Number:	01642 313290
Website:	<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>
Chairman of Governors:	Mrs Hazel Pearson OBE

## **5 ACCESSING INFORMATION COVERED BY THE PUBLICATION SCHEME:**

- 5.1 The classes of information we currently 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 information available through our Publication Scheme, please contact in writing:

**The Head of Registration and Administration  
Middlesbrough College  
Marton Campus  
Marton Road  
Middlesbrough  
TS4 3RZ**

or email [FOI@mbro.ac.uk](mailto:FOI@mbro.ac.uk)

Most information within the Publication Scheme is available on the Website, [www.mbro.ac.uk](http://www.mbro.ac.uk). For any other information, please make requests in writing to **The Head of Registration and Administration**.

- 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.
- 5.5 Copyright - the material contained in this Publication Scheme has the copyright ownership of Middlesbrough College.

## **6 WHAT ABOUT INFORMATION NOT COVERED BY THE PUBLICATION SCHEME?**

- 6.1 From 1<sup>st</sup> January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority that it has not already made available through its Publication Scheme.
- 6.2 Requests will have to be made in writing and, in general, public authorities will have 20 working days to respond. A fee may be charged, which will have to be calculated according to Fees Regulations. The College will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

## **7 FEEDBACK:**

- 7.1 It is important that this Publication Scheme meets your needs. If you find the Scheme 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 the Contact named above, in section 5.3.
- 7.2 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**

## **8 FURTHER INFORMATION:**

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

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's Website at:

[www.scotland.gov.uk/government/foi](http://www.scotland.gov.uk/government/foi)

## Section 1 - Governance

### Introduction:

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or groups within the organisation are responsible for specific functions and where they fit in the overall structure of the organisation.

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 institution or that may threaten the health and safety of specific individuals.

Within the section, a number of issues are contained within the Governors' Website launched in 2003 and operated by the Clerk to the Corporation. The Website is up-dated after each Governing Body meeting and the relevant documents amended. To avoid duplication in the scheme the Governors' Website as of the 31 December 2003 will contain the following information:

**Main College Website is:** [www.mbro.ac.uk](http://www.mbro.ac.uk)

**Governors' Website address is:** [www.mbro.ac.uk/governors](http://www.mbro.ac.uk/governors)

Section Heading	Documents within that Section
Mission Statement	<ul style="list-style-type: none"><li>• Mission Statement and Strategic Aims 2003 / 2004.</li></ul>
Middlesbrough College Annual Report 2001 / 2002	<ul style="list-style-type: none"><li>• Middlesbrough College Annual Report 2001 / 2002</li></ul>
Middlesbrough College Annual Report 2002 / 2003	<ul style="list-style-type: none"><li>• Middlesbrough College Annual Report 2002 / 2003.</li></ul>
Clerk's Annual Report 2001 - 2002	<ul style="list-style-type: none"><li>• Clerk to the Corporation's Annual Report 2001 - 2002</li></ul>
Clerk's Annual Report 2002 - 2003	<ul style="list-style-type: none"><li>• Clerk to the Corporation's Annual Report 2002 - 2003</li></ul>
Calendar of Meetings	<ul style="list-style-type: none"><li>• Calendar of Meetings 2002 - 2003</li><li>• Calendar of Meetings 2003 - 2004</li></ul>
Code of Conduct	<ul style="list-style-type: none"><li>• Code of Conduct</li></ul>

Section Heading	Documents within that Section
Governing Body Minutes	<ul style="list-style-type: none"> <li>• Agenda, Minutes and Appendices 2000</li> <li>• Agenda, Minutes and Appendices 2001</li> <li>• Agenda, Minutes and Appendices 2002</li> <li>• Agenda, Minutes and Appendices 2003</li> </ul>
Governor Profiles	<ul style="list-style-type: none"> <li>• Each full Governor and Clerk to the Corporation's profile, as of the 29 September 2003 (*).</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Category of Membership as of 29 September 2003 (*).</li> </ul>
Committee Structure	<ul style="list-style-type: none"> <li>• Committee Structure as of 15 December 2003 (*).</li> </ul>
Terms of Reference	<ul style="list-style-type: none"> <li>• Terms of Reference as of 29 September 2003 (*).</li> </ul>
Standing Orders	<ul style="list-style-type: none"> <li>• Standing Orders as of 29 September 2003 (*).</li> </ul>
Governance Performance Indicators.	<ul style="list-style-type: none"> <li>• Governance Performance Indicators 01/02</li> <li>• Governance Performance Indicators 02/03</li> <li>• Governance Performance Indicators 03/04</li> </ul>
Governor Nomination Process	<ul style="list-style-type: none"> <li>• Governor Nomination Process as of 17 March 2003 (*).</li> </ul>
Governor Induction Programme	<ul style="list-style-type: none"> <li>• Governor Induction Programme as of 15 December 2003 (*).</li> </ul>

Section Heading	Documents within that Section
Policies & Procedures	<ul style="list-style-type: none"> <li>• Access to Governors' Meetings and Publication of Minutes Policy as of 17 March 2003 (*)</li> <li>• Attendance Policy as of 17 March 2003 (*)</li> <li>• Background Information for Governors as of 6 March 2003 (*)</li> <li>• Propriety of Actions Policy as of 15 December 2003 (*)</li> <li>• Public Interest Disclosure Policy as of 29 September 2003 (*)</li> <li>• Race Equality Policy as of 30 June 2003 (*)</li> <li>• Register of Interests Policy as of 16 December 2003 (*)</li> </ul> <p>Further policies and procedures may be added as the Governors' Website is being developed in 2004.</p>
Training	<ul style="list-style-type: none"> <li>• Training Activity 2001 / 2002</li> <li>• Training Activity 2002 / 2003</li> <li>• Training Activity 2003 / 2004</li> <li>• Training Plan 2002 / 2003</li> <li>• Training Plan 2003 / 2004</li> </ul>

(\*) This denotes the latest version as of the Publication Date of the scheme. The Clerk to the Corporation will post changes to the Governors Website and the latest version will be the only document posted on the Website.

Previous versions will be available upon request or by viewing the minutes / appendices in the four Learning & Resources Centres.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Legal Framework (1.1)	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of the Middlesbrough College will be conferred by the relevant statutes (see below), which is publicly available.</p> <p>Every Education institution has a legal basis, which forms its legal status. This legal status can be obtained in a variety of ways such as the Instrument and Articles of Government, Financial Memorandum, Education and Charities Act:</p> <ul style="list-style-type: none"> <li>• Education Reform Act 1988</li> <li>• Further &amp; Higher Education Act 1992</li> <li>• Charities Act 1993</li> <li>• Learning &amp; Skills Act 2000</li> <li>• Financial Memorandum 99/38</li> <li>• Audit Code of Practice 04/03</li> </ul>	<p>All documents available via the HMSO Website, the Learning &amp; Skills Council Website or other Governmental Websites.</p> <p><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>  <a href="http://www.hmso.gov.uk">www.hmso.gov.uk</a>  <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></p>	<p style="text-align: center;">No</p>
How the Institution is Organised (1.2)	<p>This class contains information relating to how the individual units within Middlesbrough College are organised and where each unit fits in the overall structure of the institution:</p> <ul style="list-style-type: none"> <li>• Organisational Charts</li> <li>• Description of work/responsibilities</li> </ul>	<p>All documents available via the College Website or if this is not available in the version required, please request the information. Cross reference to 3.1</p> <p><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p style="text-align: center;">No</p>

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Information on the institutional context (1.3)	This class should include information to be made available by FE Corporations such as: <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Strategic Objectives</li> <li>• Clerk to the Corporation's Annual Report</li> <li>• College Annual Report</li> </ul>	All documents available via the Governors' Website  <a href="http://www.mbro.ac.uk/governors">www.mbro.ac.uk/governors</a>	No
Information on the institutional context (1.3)	This class should include information to be made available by FE Corporations such as: <ul style="list-style-type: none"> <li>• Three Year Development Plan</li> <li>• Three Year Financial Forecast</li> <li>• Accommodation Strategy</li> </ul>	Upon request Upon request Upon request	Yes Yes Yes
Information on the institutional context (1.3)	This class should include information to be made available by FE Corporations such as: <ul style="list-style-type: none"> <li>• Quality Assurance Policies / procedures</li> <li>• Teaching &amp; Learning Strategy</li> </ul>	College Website College Website  <a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	No No

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Management Structure (1.4)	<p>This class contains information relating to how the institution's management structure is organised and the function and purposes of each part of the management structure:</p> <ul style="list-style-type: none"> <li>• Governor Body profiles</li> <li>• Category of membership</li> <li>• Committee Structure</li> <li>• Code of Conduct</li> <li>• Standing Orders</li> <li>• Terms of Reference</li> <li>• Governor Nomination process</li> <li>• Governor Induction Programme</li> <li>• Governing Body Minutes</li> </ul> <p>See full list detailed earlier in the Governance Section for all documents, which are contained on the Governors' Website and relate to this section of how the Governing Body is managed.</p>	All documents available via the Governors' Website	No
		<a href="http://www.mbro.ac.uk/governors">www.mbro.ac.uk/governors</a>	
Management Structure (1.4)	<p>This class contains information relating to how the institution's management structure is organised and the function and purposes of each part of the management structure:</p> <ul style="list-style-type: none"> <li>• Papers to be presented to the Governing Body (<i>non confidential</i>) are available from the four Learning &amp; Resources Centres or for inspection at the Clerk to the Corporation's Office.</li> <li>• Papers and minutes of the various Governing Body Committees are available for inspection at the Clerk to the Corporation's Office only.</li> </ul>	Upon request  Upon request	Yes  Yes

## **Section 2 - Financial Resources**

### **Introduction**

This section covers information on the institution's strategy and management of financial resources. The Finance Division provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Finance (2.1)	<p>Staff Handbook - Financial Procedures. Examples of the type of information in this class include policies and procedures relating to:</p> <ul style="list-style-type: none"> <li>• Budgets and accounts</li> <li>• Contracts</li> <li>• Goods and services</li> <li>• Insurance</li> <li>• Pensions</li> <li>• Remuneration of senior staff as published in annual accounts</li> <li>• Travel and subsistence</li> <li>• Regulations for financial delegation</li> <li>• Financial planning, management and control</li> <li>• Purchasing</li> <li>• Payments</li> <li>• Income</li> <li>• Educational visits</li> <li>• Computer access and data security</li> <li>• Fixed assets</li> </ul>	<p>All documents within the Financial Procedures are available on the College Website</p>	<p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Resource Planning (2.2)	<p>This class should include information that defines how the college undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes. Examples of the type of information include:</p> <ul style="list-style-type: none"> <li>• Financial regulations including procurement policy</li> <li>• Annual accounts</li> <li>• Annual budget as appears in the accounts</li> <li>• Planning and budgeting procedures</li> <li>• Corporate plan and mission statement</li> <li>• Annual report</li> </ul>	<p>Financial Procedures available on the College Website</p> <p>Upon request or available to inspect at the Learning &amp; Resource Centres on each campus</p> <p>Upon request or available to inspect at the Learning &amp; Resource Centres on each campus</p> <p>Financial Procedures available on the College Website</p> <p>College Website</p> <p>Available from the Governors' Website</p>	<p>No</p> <p>Yes/No</p> <p>Yes/No</p> <p>No</p> <p>No</p> <p>No</p>
		<p><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>  <a href="http://www.mbro.ac.uk/governors">www.mbro.ac.uk/governors</a></p>	

## **Section 3 - Human Resources**

### **Introduction**

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff, which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Employment and Employee Relations (3.1)	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> <li>• Salary grades</li> <li>• Collective bargaining procedures and consultation with recognised trade unions and professional organisations, and agreements reached</li> <li>• Grievance procedures and policies</li> <li>• Disciplinary procedures and policies</li> <li>• Harassment and bullying policy</li> <li>• Health and Safety policy and procedures</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Job vacancies</li> <li>• Any other policies relating to staff not included elsewhere in the Publication Scheme</li> <li>• organisational structure charts</li> <li>• Description of work/responsibilities of units</li> </ul>	<p>All documents available in the Personnel Employment Handbook available on the College Website</p> <p>Upon request</p>	<p>No</p> <p>Yes</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	
Equal opportunities/Diversity (3.2)	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability</li> <li>• Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li> </ul>	<p>Personnel Employment Handbook available on the College Website</p> <p>Personnel Employment Handbook available on the College Website</p>	<p>No</p> <p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Human Resources strategy (3.3)	<p>This class sets out the general aims of the institution, priority areas and plans for addressing them. Examples of the type of information under this class should include any supporting policies and plans that are not covered in the classes specified below:</p> <ul style="list-style-type: none"> <li>• Mission Statement and Strategic Objectives</li>   <li>• Cross reference to Employment Policy Committee papers in section 1.4 Governance</li> </ul>	<p>Personnel Employment Handbook available on the College Website and the Governors' Website</p> <p>Cross reference to section 1.4</p>	<p>No</p> <p>Yes</p>
		<p style="text-align: center;"> <a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>  <a href="http://www.mbro.ac.uk/governors">www.mbro.ac.uk/governors</a> </p>	
Staff Development (3.4)	<p>This class should include information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Induction - details of areas covered and procedures</li> <li>• Policies and procedures relating to probation</li> <li>• Policies and procedures pertaining to appraisal</li> <li>• Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People</li> <li>• Policies on upgrades and promotions</li> </ul>	<p>All documents available in the Personnel Employment Handbook available on the college Website</p>	<p>No</p>
		<p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	

## **Section 4 - Physical Resources**

### **Introduction**

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution'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.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Estates (4.1)	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Location maps and site addresses</li> <li>• Site plans</li> <li>• College rooms database</li> <li>• Premises modifications and improvements procedure</li> <li>• Premises Maintenance Procedure</li> <li>• Equipment Maintenance Procedure</li> <li>• Lettings Procedure</li> <li>• Environmental and Sustainability policy (including recycling and energy management)</li> <li>• Tendering policies - cross reference to 2.1</li> <li>• Catering Services guidance notes</li> <li>• College Security Procedure</li> <li>• Accommodation strategy</li> </ul>	<p>College Website</p> <p>Upon request</p> <p>College Website</p> <p>All of these documents are available on the College Website</p> <p>Upon request</p>	<p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>Yes</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## **Section 5 - Student Administration and Support**

### **Introduction**

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Information on student admission, progression and completion (5.1)	This class should include information recommended to be made available by the Cooke report under this heading (as above): <ul style="list-style-type: none"> <li>• Student entry qualifications for courses</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin</li> <li>• Retention and completion data (cross ref Governing Body reports)</li> <li>• Detailed course literature available on request for part time courses</li> </ul>	College Website	No
		Upon request	Yes
		Upon request	Yes
		Upon request	No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student accommodation (5.2)	This class should include information relating to: <ul style="list-style-type: none"> <li>• Accommodation services information guide</li> </ul>	Upon request	No

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student administration (5.3)	<p>This class should include information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Registry student records policies and procedures documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>	<p>College Website College website</p> <p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p>No No</p>

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student admission and enrolment (5.4)	<p>This class should include information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures documents</li> <li>• Induction policy</li> </ul>	<p>College Website College Website</p> <p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p>No No</p>

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student discipline (5.5)	<p>This class should include information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents</li> <li>• Internal student complaint and appeals procedures</li> </ul>	<p>College Website College Website</p> <p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p>No No</p>

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student learning support services (5.6)	<p>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also likely appear in the Student Handbook and Prospectus in some form. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Learning development and support. Personal development advice</li> <li>• Services for students with learning difficulties and/or disabilities (updated each year)</li> <li>• Disability statement, Are you dyslexic? Support for learners who are blind or have partial vision, Support for learners who are deaf or hard of hearing, Counselling for students, Careers advice and information, student services, Learner Support Fund Application, LSF childcare application, Learning Allowance, EMA - Cross Reference to 5.9</li> </ul>	<p>Student Charter / Handbook available on the College Website</p> <p>College Website</p> <p>College website</p>	<p>No</p> <p>No</p> <p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student liaison (5.7)	<p>This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Cross Reference to 5.10</li> </ul>		

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student policies (5.8)	<p>This class should include a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> <li>• Policies relating to students not included elsewhere in the Publication Scheme</li> <li>• Reference to student policies included elsewhere in the Publication Scheme</li> </ul>	<p>College Website</p> <p>College Website</p>	<p>No</p> <p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student welfare (5.9)	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Welfare/advice services</li> <li>• Health issues</li> <li>• Careers services - cross reference 5.6</li> <li>• Sports and recreational facilities</li> <li>• Housing</li> <li>• Finance</li> </ul>	<p>Student Handbook / Charter available on the College Website</p>	No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student Associations and Activities (5.10)	<p>This class should contain information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic activities that are organised for or by the students. Examples of information include:</p> <ul style="list-style-type: none"> <li>• Students' Union Constitution, Code of Practice, List of Officers and any other related documents</li> </ul>	<p>Upon request</p>	Yes

## **Section 6 - Information Services**

### **Introduction**

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

Such 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.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
<p>Availability and conditions of use of facilities (6.1)</p>	<p>Information in these classes provides details about who can access systems and services and the facilities that they can access. They also provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (e.g. breach of copyright, email spamming of an external site) are appropriately dealt with:</p> <p>Availability and conditions of use of facilities:</p> <ul style="list-style-type: none"> <li>• Learning Resource Guide and opening hours</li> <li>• LRC code of conduct</li> <li>• Data Protection Policy - a guide to staff</li> <li>• Opening hours, Helpdesk, scheduled maintenance times</li> <li>• Data Protection Policy - a guide to students</li> <li>• Middlesbrough College staff acceptable use policy</li> <li>• Middlesbrough College student acceptable use policy</li> <li>• Electronic mail policy</li> <li>• System logging and monitoring</li> <li>• JANET acceptable use policy</li> <li>• Athens registration rules</li> <li>• ILT strategy</li> </ul>	<p>All documents available on the College Website</p> <p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p style="text-align: center;">No</p>

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Mission statements and related documents (6.2)	This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements:  Mission statements and related documents: <ul style="list-style-type: none"> <li>• Information Services Mission Statement</li> <li>• Quality standards- service level agreement</li> </ul>	College Website College Website  <a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	No No
Policies with regard to data and information (6.3)	Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure:  Policies with regard to data and information: <ul style="list-style-type: none"> <li>• College information strategy</li> <li>• Policy on access to information</li> <li>• Data security policy</li> <li>• CCTV policy</li> <li>• Records Management Policy</li> <li>• Records Retention &amp; Disposal Policy</li> </ul>	All documents available on the College Website  <a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	No

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Procurement and disposal policies (6.4)	<p>Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds:</p> <p>Procurement and disposal policies:</p> <ul style="list-style-type: none"> <li>• Purchasing policy</li> <li>• Disposal of IT equipment and electronic media</li> </ul>	<p>College Website College Website</p> <p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p>No No</p>
Scope of collections held (6.5)	<p>Scope of collections held:</p> <ul style="list-style-type: none"> <li>• Classification guide</li> <li>• Online catalogue</li> </ul>	<p>College Website College Website</p> <p style="text-align: center;"><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p>	<p>No No</p>

## **Section 7 - Teaching & Learning**

### **Introduction**

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Academic Year dates (7.1)	This class should include information on the dates for the current academic year as well as future academic years (as far as is known): <ul style="list-style-type: none"> <li>• College Calendar</li> </ul>	College Website	No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	
Further course information (7.2)	This class should include information relating to particular schools and departments, also information relating to programmes and qualifications: <ul style="list-style-type: none"> <li>• College Prospectus</li> <li>• Part-Time broadsheet</li> </ul>	College Website College Website	No No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Information on internal procedures for assuring academic quality and standards (7.3)	<p>This class should include information about the institution's internal quality audit programmes and annual review. It should also include information on the FE college's internal procedures for assuring academic quality and standards:</p> <ul style="list-style-type: none"> <li>• Annual self assessment report</li> <li>• Programme validation procedure</li> <li>• Assessment, internal verification and moderation policy</li> <li>• Internal/External Verifier reports</li> <li>• Student questionnaires and focus groups, work based employer questionnaires</li> <li>• Tutorial policy</li> <li>• Library services - cross reference to section 6</li> <li>• IT support - cross reference to section 6</li> <li>• Teaching accommodation - cross reference to section 4</li> <li>• Teaching and Learning annual report</li> <li>• Teaching and Learning handbook/policies</li> </ul>	<p>College Website</p> <p>College Website College Website</p> <p>Upon request</p> <p>Upon request</p> <p>College Website</p> <p>Upon request</p> <p>College Website</p>	<p>No</p> <p>No No</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	
Staffing structure of schools/departments (7.4)	<p>This class should include information about staff roles within schools and departments, together with organisational charts:</p> <ul style="list-style-type: none"> <li>• Cross reference to section 3</li> </ul>	Upon request	Yes

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Student assessment strategy (7.5)	This class should include information on the regulations and/or policy governing student assessment: <ul style="list-style-type: none"> <li>• Examination handbook</li> <li>• Assessment Policy - cross reference to 7.3</li> <li>• Student Charter / Handbook</li> </ul>	Upon request  College Website	Yes  No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	
Tuition fees (7.6)	This class should include information relating to tuition fees for UK students. EU students and other international students, including information on when tuition fees will be payable and how to pay: <ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Course guides</li> </ul>	College Website College Website	No No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## **Section 8 - External Relations**

### **Introduction**

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most institutions will probably find that the majority of these classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the institution has links.

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Community liaison (8.1)	<p>This class should contain information about the institution's relationship with their local community. The information included within this class represents the institution's approach to maintaining and fostering that relationship. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> <li>• College Mission Statement</li> </ul>	College Website	No
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Fundraising (8.2)	<p>Information included within this class relates to the activities undertaken by the institution to raise additional revenue to that provided by its main funding bodies:</p> <ul style="list-style-type: none"> <li>• Three Year College Development Plan - cross reference to 1.3</li> <li>• European Policy Statement</li> </ul>	<p>Upon request</p> <p>College Website</p>	<p>Yes</p> <p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Government and Regulator relations (8.3)	<p>This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Reports/returns to funding councils</li> <li>• College Performance Indicators</li> <li>• 3 year Development Plan - cross reference to 1.3</li> <li>• OFSTED Inspections (for FE) <i>(see also Teaching and Learning section 7)</i></li> <li>• Self Assessment Report and Delivery Plan</li> <li>• Post Inspection Action Plan</li> <li>• DFES Forvus Report <i>(details of 16-18 achievement)</i></li> </ul>	<p>LSC Website</p> <p>LSC Website</p> <p>Upon request</p> <p>Ofsted Website</p> <p>College Website College Website</p> <p>DFES Website</p>	<p>No</p> <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p>
		<p><a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a></p> <p><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p> <p><a href="http://www.dfes.gov.uk">www.dfes.gov.uk</a></p> <p><a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></p>	

## Middlesbrough College Publication Scheme

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Marketing and recruitment (8.4)	<p>This class should include publications relating to student recruitment (UK and International), including the college prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Course Information - cross reference to 5.1</li> <li>• Entry requirements - cross reference to 5.1</li> <li>• Fees policy - cross reference to 7.6</li> </ul>	<p>College Website College Website College Website</p>	<p>No No No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	

Publication Class	Title & Description of Document	Source / Manner	Fee Due
Public relations (8.5)	<p>This class should contain information that is created specifically by the institution to help publicise its facilities and activities. The majority of such information will have been created for prospective and current students, but may still be of considerable interest to those wishing to know more about what the institution has to offer and the activities of its students and staff. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Press releases</li> <li>• Prospectus</li> <li>• Course brochures</li> <li>• Newsletters</li> <li>• Current information provided to an enrolled student (i.e. contents of the 'welcome pack')</li> </ul>	<p>All documents available on the College Website</p>	<p>No</p>
		<a href="http://www.mbro.ac.uk">www.mbro.ac.uk</a>	