

# Newham College of Further Education

## Freedom of Information Act Publication Scheme

Class	Name of Document/Description	Manner i.e. paper or electronic internet	Location i.e. lead officer	Fee
<b>Governance</b>				
Legal framework	<ul style="list-style-type: none"> <li>Instruments &amp; Articles of Government</li> </ul>	Paper/ Electronic	<ul style="list-style-type: none"> <li>Clerk</li> </ul>	£10.00 for paper copy
How the institution is organised	<ul style="list-style-type: none"> <li>Organisation Chart</li> <li>Key staff job descriptions</li> </ul>	<ul style="list-style-type: none"> <li>Paper/ Electronic</li> <li>Paper/ Electronic</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Clerk</li> </ul>	
Information on the institutional context	<ul style="list-style-type: none"> <li>Mission Statement – included in Strategic Plan</li> <li>Strategic Plan</li> <li>Quality guide to quality policies, procedures and practice</li> <li>Internal Verification Handbook</li> <li>Quality Policy &amp; Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Clerk</li> <li>Quality Manager</li> <li>Director QUILD</li> <li>Quality Manager</li> </ul>	Electronic copy free
Management structure	<ul style="list-style-type: none"> <li>Structure &amp; Membership of Senior Management team, Curriculum &amp; Quality, Strategic Development Group &amp; Academic Board</li> <li>Structure &amp; Membership of Corporation</li> <li>Committee Structure (Audit, Finance, Quality and Standards, Employment, Remuneration, Search committee)</li> <li>Committee Terms of Reference &amp; Standing Orders</li> <li>Code of Conduct</li> <li>Strategic Plan</li> <li>Declaration of Interests</li> <li>Corporation papers</li> </ul>	<ul style="list-style-type: none"> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Clerk</li> <li>Clerk</li> <li>Clerk</li> <li>Clerk</li> <li>Clerk</li> <li>Clerk</li> <li>Clerk</li> </ul>	
<b>Financial Resources</b>				
Finance	<ul style="list-style-type: none"> <li>Budgets and accounts</li> <li>Contracting - Included in the Financial Regulations</li> <li>Goods and Services - Included in the Financial Regulations</li> <li>Insurance - Included in the Financial Regulations</li> <li>Pensions – Included in the Financial Regulations and detailed in the annual accounts</li> <li>Remuneration of senior staff – detailed in the annual accounts</li> <li>Travel and subsistence - Included in the Financial Regulations and detailed in the annual accounts</li> </ul>	<ul style="list-style-type: none"> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Paper</li> <li>Paper</li> <li>Electronic</li> </ul>	<ul style="list-style-type: none"> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> </ul>	£10.00 for paper copy  Electronic copy free

Resource planning	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Annual accounts – financial year August to July. Document available in the February following year end</li> <li>Annual budget – available in the three year financial forecast</li> <li>Planning and budgeting procedures - Included in the Financial Regulations and Financial Procedures</li> <li>Corporate Plan/Mission Statement – included within the Strategic Plan</li> <li>Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Paper</li> <li>Electronic</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> <li>Head of Finance</li> </ul>	
<b>Human Resources</b>				
Employment and employee relations	<ul style="list-style-type: none"> <li>Quality Assurance Handbook (guide to quality policies, procedures and practice)</li> <li>Student Review Procedures</li> <li>Staff Handbook on Internal Verification</li> <li>Grievance Procedure</li> <li>Disciplinary Procedure</li> <li>Harassment Guidelines</li> <li>Health and Safety Policy</li> <li>Public Interest Disclosure Policy and Procedure</li> <li>E-mail guide</li> <li>Staff vacancies</li> </ul>	<ul style="list-style-type: none"> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> </ul>	<ul style="list-style-type: none"> <li>Quality Manager</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> </ul>	<p>£10.00 for paper copy</p> <p>Electronic copy free</p>
Equal opportunities /Diversity	<ul style="list-style-type: none"> <li>Equal Opportunities Policy</li> <li>Race Equality Policy</li> <li>Disability Statement</li> <li>Diversity Statement</li> </ul>	<ul style="list-style-type: none"> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> </ul>	<ul style="list-style-type: none"> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> <li>HR Director/Mgr</li> </ul>	
Staff development	<ul style="list-style-type: none"> <li>Staff Development Policy</li> </ul>	<ul style="list-style-type: none"> <li>Electronic</li> </ul>	<ul style="list-style-type: none"> <li>HR Director/Mgr</li> </ul>	
<b>Physical Resources</b>				
Estates	<ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Property Strategy</li> <li>Accommodation Strategy</li> <li>Tendering Policy</li> <li>Planned Maintenance Plan</li> <li>Disposal Policy</li> <li>Site Maps</li> <li>Site Addresses</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Director Estates</li> <li>Director Estates</li> <li>Director Estates</li> <li>Director Estates</li> <li>Director Estates</li> <li>Director Estates</li> <li>Director Estates</li> <li>Director Estates</li> </ul>	<p>£10.00 for paper copy</p> <p>Electronic copy free</p>
<b>Student Administration &amp; Support</b>				
Information on student admission, progression and completion	<ul style="list-style-type: none"> <li>Guidance Policy</li> <li>College Performance Report</li> <li>Students Achievements</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>D Principal SCS</li> <li>Clerk</li> <li>Director BID</li> </ul>	<p>£10.00 for paper copy</p> <p>Electronic copy free</p>
Student accommodation	N/A			
Student administration	<ul style="list-style-type: none"> <li>Student records policies and procedures – included in the data protection policy –</li> <li>Security and data protection - included in the data protection policy, risk management plan and disaster recovery plan</li> </ul>	<ul style="list-style-type: none"> <li>Paper /Electronic</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Director LID</li> <li>Director Estates</li> </ul>	
Student admission and enrolment	<ul style="list-style-type: none"> <li>Admissions and enrolment policies and procedures documents –details on the enrolment form and in the prospectuses and the student charter</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Admissions Mgr</li> </ul>	

Student discipline	<ul style="list-style-type: none"> <li>Disciplinary Procedures</li> <li>Complaints Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Clerk</li> </ul>	
Student learning support services	<ul style="list-style-type: none"> <li>Learning support aims and objectives</li> <li>Key Skills policy</li> </ul>	<ul style="list-style-type: none"> <li>Paper/Electronic</li> <li>Paper/Electronic</li> </ul>	<ul style="list-style-type: none"> <li>Director FSLs</li> <li>Director FSLs</li> </ul>	
Student liaison	<ul style="list-style-type: none"> <li>Student Union Constitution</li> <li>Student Council Constitution (Governs how the council is organised and run)</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Director YPA/ Clerk</li> <li>Director YPA/ Clerk</li> </ul>	
Student policies	<ul style="list-style-type: none"> <li>Mobile phone policy</li> <li>Drugs policy</li> <li>Academic misconduct policy</li> <li>Academic conduct policy</li> <li>Attendance policy</li> <li>Careers education and Guidance</li> <li>Curriculum policy</li> <li>Data protection</li> <li>Freedom of speech code of practice</li> <li>Guidance policy</li> <li>Harassment guidelines/students</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Code of Conduct</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper/Electronic</li> <li>Paper/Electronic</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>Clerk</li> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>Director HR</li> <li>Director HR</li> <li>D Principal SCS</li> <li>D Principal SCS</li> </ul>	
Student welfare	<ul style="list-style-type: none"> <li>Student diary (equivalent to student handbook)</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>D Principal SCS</li> </ul>	
Student Associations and Activities	<ul style="list-style-type: none"> <li>Student Consultative Forum</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> </ul>	
Student assessment strategy	<ul style="list-style-type: none"> <li>Examination schedules</li> <li>Examination regulations</li> <li>Academic misconduct policy</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Examinations</li> <li>Examinations</li> <li>Clerk</li> </ul>	
<b>Information Services</b>				
Availability and conditions of use of facilities	<ul style="list-style-type: none"> <li>Student diary</li> <li>Staff handbook</li> <li>Email guide</li> <li>Data protection policy</li> <li>Learning resources handbook (covers Study Centre and Information Technology Centre)</li> <li>IT user policy</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper/Electronic</li> </ul>	<ul style="list-style-type: none"> <li>D Principal SCS</li> <li>HR Director</li> <li>Director Estates</li> <li>Director Estates</li> <li>Director QUILD</li> <li>Director Estates</li> </ul>	<p>£10.00 for paper copy</p> <p>Electronic copy free</p>
Mission statements and related documents	<ul style="list-style-type: none"> <li>Strategic plan</li> <li>Self Assessment reviews</li> <li>Mission statements and related documents – included in the Strategic Plan and Self Assessment Reviews</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>D Principal SCS</li> <li>Clerk/ D Principal SCS respectively</li> </ul>	
Policies with regard to data and information	<ul style="list-style-type: none"> <li>Security policies – data protection policy and disaster recovery plan</li> <li>Data retention and archive policies – data protection policy</li> <li>Data protection statements/policies – data protection policy</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Director Estates</li> <li>Director BID</li> <li>HR Director</li> </ul>	
Procurement and disposal policies	<ul style="list-style-type: none"> <li>Policies relating to the procurement and disposal of equipment – included in the Financial Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Head of Finance</li> </ul>	
Scope of collections held	<ul style="list-style-type: none"> <li>Limes shortly to become Heritage (a computerised library system which has resources under every subject, concentrating on our curriculum)</li> <li>Dewey System (catalogues the resources)</li> <li>Subject Index (simplifies the process of finding specific resources)</li> <li>Access to Athens (Encyclopaedic library)</li> </ul>	<ul style="list-style-type: none"> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> <li>Electronic</li> </ul>	<ul style="list-style-type: none"> <li>Director QUILD</li> <li>Director QUILD</li> <li>Director QUILD</li> <li>N/A</li> </ul>	

<b>Teaching &amp; Learning</b>				
<ul style="list-style-type: none"> <li>Academic year dates</li> </ul>	<ul style="list-style-type: none"> <li>College calendar</li> <li>Welcome letter to parents</li> <li>Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> </ul>	£10.00 for paper copy
<ul style="list-style-type: none"> <li>Further course information</li> </ul>	<ul style="list-style-type: none"> <li>College calendar</li> <li>Welcome letter to parents</li> <li>Enrolment pack</li> <li>Prospectus</li> <li>Short course booklet</li> <li>Course leaflets</li> <li>Subject/course change documentation</li> <li>Course leaflets</li> <li>Work experience procedures</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> </ul>	Electronic copy free
<ul style="list-style-type: none"> <li>Information on internal procedures for assuring academic quality and standards</li> </ul>	<ul style="list-style-type: none"> <li>New course proposal form</li> <li>Course amendment form (requires market research &amp; qual aim info)</li> <li>Curriculum policy</li> <li>Course evaluation survey</li> <li>Accessibility survey</li> <li>Satisfaction survey (students view of their experience of teaching and wider aspects of college life)</li> <li>Quality Assurance Handbook (guide to quality policies, procedures and practice)</li> <li>Appraisal/observation/self assessment cycle</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> </ul> <ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul> <ul style="list-style-type: none"> <li>See above</li> <li>See above</li> </ul>	<ul style="list-style-type: none"> <li>D Principal SCS</li> <li>D Principal SCS</li> </ul> <ul style="list-style-type: none"> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>Director QUILD</li> </ul> <ul style="list-style-type: none"> <li>See above</li> <li>See above</li> </ul>	
<ul style="list-style-type: none"> <li>Tuition fees</li> </ul>	<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>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Admissions Mgr</li> <li>Admissions Mgr</li> <li>Admissions Mgr</li> </ul>	
<b>External Relations</b>				
<ul style="list-style-type: none"> <li>Government and Regulator relations</li> </ul>	<ul style="list-style-type: none"> <li>inspection report</li> <li>Provider performance review</li> <li>Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc</li> </ul>	<ul style="list-style-type: none"> <li>Paper / Internet</li> <li>Paper</li> <li>Paper/ Internet</li> </ul>	<ul style="list-style-type: none"> <li>Clerk / <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></li> <li>Clerk</li> <li>Clerk / <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a></li> <li><a href="http://www.dfes.gov.uk">www.dfes.gov.uk</a></li> </ul>	£10.00 for paper copy
<ul style="list-style-type: none"> <li>Marketing and recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Full-time and part-time prospectus</li> <li>Letter to parents regarding open day</li> <li>Website</li> <li>Marketing strategy</li> </ul>	<ul style="list-style-type: none"> <li>Paper / Internet</li> <li>Paper</li> <li>Electronic / Internet</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>Marketing Mgr / <a href="http://www.newham.ac.uk">www.newham.ac.uk</a></li> <li>Marketing Mgr</li> <li>Marketing Mgr / Director BID / <a href="http://www.newham.ac.uk">www.newham.ac.uk</a></li> <li>Marketing Mgr</li> </ul>	Electronic copy free
<ul style="list-style-type: none"> <li>Public relations</li> </ul>	<ul style="list-style-type: none"> <li>Student bulletins</li> <li>Press releases</li> <li>Staff newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> <li>Paper</li> <li>Paper</li> </ul>	<ul style="list-style-type: none"> <li>D Principal SCS</li> <li>D Principal SCS</li> <li>D Principal SCS</li> </ul>	