

C O L E G P O W Y S

Publication Scheme

Freedom of Information Act 2000

August 2008

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The main groups of classes of information in the Publication Scheme are:-

- 1. Governance**
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- 4. Physical Resources**
- 5. Student Administration and Support**
- 6. Information Services**
- 7. Teaching and Learning**
- 8. External Relations**

A. 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 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 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. Information on the scale of charges is included in paragraph 8 below.

3. The 'model' publication scheme for further education.

- 3.1 Coleg Powys 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 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 assessing 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.

4. Who we are

- 4.1 Coleg Powys serves the community by providing and promoting learning opportunities throughout life. It is a College of Further Education in Wales established under the Further and Higher Education Act 1992.

5. Accessing information covered by the publication scheme.

- 5.1 The classes of information we publish are described in the scheme itself included as Section C.
- 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:-

David Parsons,
Clerk to the Corporation,
Coleg Powys
Spa Road
Llandrindod Wells
LD1 5ES
Tel: 0845 4086 316

- 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 Since 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which 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. They may charge a fee, which will have to be calculated according to Fees Regulations. They 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 Publication Scheme Co-ordinator below.

David Parsons,
Clerk to the Corporation,
Coleg Powys
Spa Road
Llandrindod Wells
LD1 5ES
Tel: 0845 4086 316

- 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. Scale of Charges.

- 8.1 The College is committed to publishing as much information as possible in relation to the Publication Scheme on its website at www.coleg-powys.ac.uk.
- 8.2 There will be no charge for documents which are freely available such as prospectuses.
- 8.3 Copies can be requested by e-mail for which there is no cost.
- 8.4 A minimum charge of £20.00 will be made for provision of paper copies in respect of documents of less than 150 pages. Documents exceeding 150 pages will attract a charge of £25.00. Documents exceeding 750 pages will cost £30.00.
- 8.5 Payment is required by cheque made payable to 'Coleg Powys' **before** the information will be posted.

9. Further information.

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

www.informationcommissioner.gov.uk

B. EXPLANATORY NOTE OF COLUMNS USED IN PUBLICATION SCHEME:-

The columns used in this publication scheme are:-

	Class	Information	Form		Fee	Comment
			W	P		
	Examples of the type of information that fit in this class.	A brief description to aid the public in understanding what the type of information is.	<p>The manner in which the information is to be provided i.e.</p> <p>W = Via the College Website www.coleg-powys.ac.uk</p> <p>P = Via Paper Copy. Certain paper copies may also be provided via e-mail in which instances there will be no charge.</p>		<p>v</p> <p>A tick will indicate that a fee will be charged for the provision of a paper copy of information within each class, according to the scales detailed in the introduction.</p>	Clarification of alternative websites or where paper copies are available from.

C. PUBLICATION SCHEME

1. GOVERNANCE

Introduction.

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

Please note in some instances information from Committee minutes will be exempt from disclosure where it contains personal information that may damage the commercial interests of the College or may threaten the health and safety of specific individuals.

	Class	Information	Form	Fee	Comment
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This class contains information relating to how the College was established and its standing from the point of view of the law.

			W	P		
1.1	Legal Framework.	Legal status – Conferred by the Further & Higher Education Act 1992	v	v	v	This Act may be accessed at the HMSO site: - http://www.legislation.hmso.gov.uk/acts.htm Paper Copy via Clerks Office
		Charitable Status – The College is an exempt Charity under Further & Higher Education Act	v	v	v	This Act may be accessed at the HMSO site: - http://www.legislation.hmso.gov.uk/acts.htm Paper Copy via Clerks Office
		Instrument & Articles of Government	v	v	v	Paper Copy via Clerks Office

1. GOVERNANCE (continued)

	Class	Information	Form	Fee	Comment
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This class contains information relating to how the individual units of the College are organised and where each unit fits in the overall structure of the College.

			W	P		
1.2	How the College is organised.	Corporation Structure (Members & Committees)	v	v	v	Paper copy via Clerk's Office
		College Structure (Senior Managers & Campuses)		v	v	Paper copy via Clerk's Office
		Senior Management Team (SMT) Structure Chart		v	v	Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment
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			W	P		
1.3	Information on the College context.	The Corporation Mission Statement & Strategic Aims	v	v	v	Paper Copy via Clerk's Office
		The Corporate Plan (Strategic)		v	v	Paper Copy via Clerk's Office

1. GOVERNANCE (continued)

	Class	Information	Form	Fee	Comment
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This class contains information relating to how the College's management structure is organised and the function and purpose of each part of the management structure.

			W	P		
1.4	Management Structure.	Description of the Corporation and Terms of reference and mode of operation (via Standing Orders and Articles of Government)		v	v	Paper Copy via Clerk's Office
		Listing of Corporation members	v	v	v	Paper Copy via Clerk's Office
		Codes of Conduct and Ethics for Members of Corporation	v	v	v	Paper Copy via Clerk's Office
		Description of the Committees and terms of reference - Audit Committee - Finance & Corporate Services Committee - Search Committee - Curriculum & Quality Committee - Reporting Committee - Special Committee - Remuneration Committee	v	v	v	Paper Copy via Clerk's Office

2. FINANCIAL RESOURCES

Introduction.

This section covers information on the College's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory obligations.

Information that may damage the College's commercial interests is excluded from publication:-

	Class	Information	Form	Fee	Comment	
This class includes policies and procedures relating to:-						
			W	P		
2.1	Finance	Budgeting		v	v	Paper copy via Clerk's Office
		Payroll		v	v	Paper copy via Clerk's Office
		Purchasing		v	v	Paper copy via Clerk's Office
		Payments		v	v	Paper copy via Clerk's Office
		Income		v	v	Paper copy via Clerk's Office
		General Ledger		v	v	Paper copy via Clerk's Office
		Asset Disposal		v	v	Paper copy via Clerk's Office
		Cash/Cheque Handling Procedures		v	v	Paper copy via Clerk's Office
		Credit Control & debt Collection Procedures		v	v	Paper copy via Clerk's Office
		Trial Balance: Monitoring & Review Procedures		v	v	Paper copy via Clerk's Office
		Tenders & Quotations		v	v	Paper copy via Clerk's Office

2. FINANCIAL RESOURCES (continued)

	Class	Information	Form	Fee	Comment	
This class includes information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment Of resources and how the College publishes the outcomes.						
			W	P		
2.2	Resource Planning	Financial Regulations		v	v	Paper copy via Clerks Office
		Procurement Strategy/Policy		v	v	Paper copy via Clerks Office
		Financial Control Procedures (See Class 2.1 for details)		v	v	Paper copy via Clerks Office
		Annual Accounts (Includes Financial Statements published with the Annual Report)	v	v	No Charge	Paper copy via Clerks Office
		Planning and Budgetary Procedures (see Financial Control Procedures)		v	v	Paper copy via Clerks Office
		The Corporate Plan (Strategic)		v	No Charge	Paper copy via Clerks Office
		Risk Management Policy		v	v	Paper copy via Clerks Office
		The Corporation Mission Statement	v	v	v	Paper copy via Clerks Office

3. HUMAN RESOURCES

Introduction.

This section covers information on the College'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).

	Class	Information	Form	Fee	Comment		
This includes information relating to:-							
			W	P			
3.1	Employment & Employee Relations	Recruitment Procedure		v	v	Paper copy via Clerks Office	
		Generic Terms and Conditions of employment		v	v	Paper copy via Clerks Office	
		Salary Policy		v	v	Paper copy via Clerks Office	
		Grievance Procedure/Grievance Procedure for Holders of Senior Posts		v	v	Paper copy via Clerks Office	
		Disciplinary Procedure/Disciplinary Procedure for Holders of Senior Posts		v	v	Paper copy via Clerks Office	
		Harassment at Work Policy		v	v	Paper copy via Clerks Office	
		Health & Safety Policy		v	v	Paper copy via Clerks Office	
		Public interest Disclosure Policy		v	v	Paper copy via Clerks Office	
		Job Vacancies		v	v	Paper copy via Clerks Office	
		Other Policies relating to Staff		v	v	Paper copy via Clerks Office	

3. HUMAN RESOURCES (Continued)

	Class	Information	Form		Fee	Comment
			W	P		
3.2	Equal Opportunities & diversity	Policies & Procedures relating to Equal Opportunities with respect to age, race, ethnic origin, gender, religion and belief sexual orientation and disability.	v	v	v	Paper copy via Clerks Office
		Policies & procedures relating to Race Relations/Equality policies as required under Race Relations Amendment Act 2000.		v	v	Paper copy via Clerks Office
		Welsh Language Scheme	v	v	v	Paper Copy via Clerks Office

	Class	Information	Form		Fee	Comment
			W	P		
This class includes information on staff development and training. Examples of information types is included below:-						
3.3	Staff Development	Staff Development: Induction		v	v	Paper Copy via Clerks Office
		Probationary Procedure		v	v	Paper Copy via Clerks Office
		Performance Management & Review		v	v	Paper Copy via Clerks Office
		Procedure for Staff with Performance Difficulties		v	v	Paper Copy via Clerks Office
		Staff Development and Training		v	v	Paper Copy via Clerks Office

4. PHYSICAL RESOURCES

Introduction.

The College owns and rents substantial land & property resources. Classes in this section cover information at a strategic level relating to the College's management of its physical resources.

Please note information that provides specific details of the College's future plans to alter its estates (purchases/ disposals) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	Class	Information	Form		Fee	Comment	
			W	P			
4.1	Estates	Estate Strategy & Plan		v	v	Paper copy via Clerks Office	
		Tendering Policies		v	v	See Section 2.1 Finance Section 2.2 Financial Regulations	
		Sustainability		v	v	Paper copy via Clerks Office	
		Disposal policies		v	v	See Section 2.1 included in Financial Regulations	
		Maps Campus locations	v	v	No Charge	Paper copy available in College and Campus guides	
		Addresses Campus locations	v	v	No Charge	Paper copy available in College and Campus Guides	
		Energy & Water Management Policy		v	v	Paper copy via Clerks Office	

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.

Please note information available within this section does not include specific student personal details, by virtue of being personal information.

	Class	Information	Form		Fee	Comment
			W	P		
5.1	Information on student admission, progression and completion.	The range of student entrants classified by age, gender, ethnicity, employment status at start of course, disability, geographical origin.		v	v	Paper copy via Clerks Office
		Student retention and completion data.		v	v	Paper copy via Clerks Office
		Data on qualifications awarded to students.		v	v	Paper copy via Clerks Office
		Data on employment/training outcomes for students.		v	v	Paper copy via Clerks Office

	Class	Information	Form		Fee	Comment
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This class includes information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of student records system itself, and the division of responsibilities between registry staff, college staff and the students.

	Class	Information	W	P	Fee	Comment
5.2	Student Administration	Student records, policies and procedures documents.		v	v	Paper copy via Clerks Office
		Security and data protection policy and procedure documents.		v	v	Paper copy via Clerks Office

5. STUDENT ADMINISTRATION AND SUPPORT (continued)

	Class	Information	Form	Fee	Comment	
This class includes information relating to the administration/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the co-ordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and College staff.						
			W	P		
5.3	Student Admission and Enrolment	Admissions and enrolment policies and procedure documents. Includes - Fee Policy		v	v	Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment	
This class includes information relating to the conduct of disciplinary proceedings against students.						
			W	P		
5.4	Student Discipline	Procedure relating to Student Conduct		v	No Charge	Paper copy via Clerks Office
		Student Diary		v	No Charge	Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment	
This class includes information on student support services from an academic and learning perspective, particularly those not covered under Information services.						
			W	P		
5.5	Student learning support services.	Learning development and support		v	No Charge	Paper copy via Clerks Office
		Personal development advice		v	No Charge	Paper copy via Clerks Office
		Services for student with special needs.		v	No Charge	Paper copy via Clerks Office
		Disability Statement		v	No Charge	Paper copy via Clerks Office

5. STUDENT ADMINISTRATION AND SUPPORT (continued)

	Class	Information	Form	Fee	Comment	
			W	P		
5.6	Student Liaison	Terms of reference of student association		v	v	Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment
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This should include a guide to all student policies issued by the College.

			W	P			
5.7	Student Policies	Discrimination and Harassment (Students)		v	No Charge	Paper copy via Clerks Office	
		Equal Opportunities (Students)		v	No Charge	Paper copy via Clerks Office	
		Complaints Handling Procedure (Students)		v	No Charge	Paper copy via Clerks Office	
		Travel Policy/Transport Leaflet		v	No Charge	Paper copy via Clerks Office	
		Travel Pass Scheme		v	No Charge	Paper copy via Clerks Office	
		Educational Visits Procedures		v	No Charge	Paper copy via Clerks Office	
		Student Guide to Financial Contingency Fund		v	No Charge	Paper copy via Clerks Office	

5. STUDENT ADMINISTRATION AND SUPPORT (Continued)

			W	P		
5.7 Cont'd	Student Policies.	Child Protection & Vulnerable Adults		v	No Charge	Paper copy via Clerks Office
		Student Code of Conduct		v	No Charge	Paper copy via Clerks Office
		Substance Misuse Policy		v	No Charge	Paper copy via Clerks Office

5. STUDENT ADMINISTRATION AND SUPPORT (continued)

	Class	Information	Form		Fee	Comment
			W	P		
5.8	Student Welfare	Welfare/Advice Services		v	No Charge	Paper copy via Clerks Office
		Health Services		v	No Charge	Paper copy via Clerks Office
		Careers Services		v	No Charge	Paper copy via Clerks Office
		Sports & Recreational facilities		v	No Charge	Paper copy via Clerks Office
		Finance		v	No Charge	Paper copy via Clerks Office

5. STUDENT ADMINISTRATION AND SUPPORT (continued)

	Class	Information	Form	Fee	Comment	
This class includes information relating to the operation and activities of the student's union and other clubs, associations and non academic Activities that are organised for or by the students.						
			W	P		
5.9	Student Associations & Activities	Student Association Constitution		v	v	Paper copy via Clerks Office
		List of Officers		v	v	Paper copy via Clerks Office

6. INFORMATION SERVICES

Introduction.

This section covers those functions within the College that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services. These services routinely explain their facilities (and their conditions of use) to students, staff and the general public.

	Class	Information	Form	Fee	Comment	
Information is provided here about who can access systems and services and the facilities that they can access. This information provides assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use are appropriately dealt with.						
A. LEARNING CENTRES			W	P		
6.1	Availability and conditions of use of facilities.	Opening hours of libraries, help desks etc.		v	No Charge	Paper copy via Clerks Office
		Who is allowed to use the facilities and level of access.		v	No Charge	Paper copy via Clerks Office
		The general rules and conditions of use. (smoking, eating, drinking, copyright, data protection etc.)		v	No Charge	Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment	
Information is provided here about who can access systems and services and the facilities that they can access. This information provides assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use are appropriately dealt with.						
B. COMPUTER (IT) SERVICES			W	P		
6.1 Cont'd	Availability and conditions of use of facilities.	Who is allowed to use computer facilities and level of access.		v	No Charge	Paper copy via Clerks Office
		The general rules and conditions of use. (smoking, eating, drinking, copyright, data protection etc.)		v	No Charge	Paper copy via Clerks Office

6. INFORMATION SERVICES (continued.)

	Class	Information	Form	Fee	Comment	
This class includes information regarding the aims of the department in the context of its place in the organisation, a definition of the service provided.						
			W	P		
6.2	Mission Statements and related documents	A. Library				
		Guide to Learning Resource Centres		v		Paper copy via Clerks Office
		B. Computer (IT) Services				
		Guide to Computer Services		v		Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment	
Information here offers assurances to data subjects, whether they are individuals or companies that deal with the college that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure.						
			W	P		
6.3	Policies with regard to data and information	Security policy (general) on how data is protected.		v	v	Paper copy via Clerks Office
		Data retention and archive policies (draft)		v	v	Paper copy via Clerks Office
		Data protection statements/policies	v	v	v	Paper copy via Clerks Office

6. INFORMATION SERVICES (continued)

	Class	Information	Form		Fee	Comment
			W	P		
		Information here offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the College is making correct and appropriate use of funds.				
6.4	Procurement and disposal policies	Policies relating to the procurement and disposal of equipment.		v	v	Paper copy via Clerks Office.

	Class	Information	Form		Fee	Comment
			W	P		
6.5	Scope of Collections held	Guides to Collections		v	No Charge	Info on the Online Public Access Catalogue (OPAC) on Intranet.
		Scope and availability of catalogues		v	No Charge	Info on the Online Public Access Catalogue (OPAC) on Intranet.

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	Information	Form		Fee	Comment
			W	P		
7.1	Academic Year dates	Dates for current academic year.	v	v	No Charge	Paper copy included in College/Campus Guide held at Campus Receptions
		Dates for future academic year	v	v	No Charge	Paper copy included in College/Campus Guide held at Campus Receptions

	Class	Information	Fee		Fee	Comment
			W	P		
This includes information relating to particular departments, also information relating to programmes and qualifications.						
7.2	Further course information	Term Dates	v	v	No Charge	Paper copy included in College/Campus Guide held at Campus Receptions
		Structure of courses	v	v	No Charge	Paper copy included in College/Campus Guide held at Campus Receptions
		Qualifications gained	v	v	No Charge	Paper copy included in College/Campus Guide held at Campus Receptions
		Work experience	v	v	No Charge	Paper copy included in College/Campus Guide held at Campus Receptions

7. TEACHING AND LEARNING (continued)

	Class	Information	Form	Fee	Comment	
This class includes information about the College's internal quality audit programme and annual review. It also includes information on the Colleges internal procedures for assuring academic quality and standards.						
			W	P		
7.3	Information on internal procedures for assuring academic quality and standards.	Programme specifications/course approvals/documentation		v	v	Paper copy via Clerks Office
		Course Review Documents		v	v	Paper copy via Clerks Office
		Accreditation and Monitoring Reports by professional, statutory or Registered bodies.		v	v	Paper copy via Clerks Office
		Assessment strategies, processes and procedures		v	v	Paper copy via Clerks Office
		College Self Assessment Procedures and outcomes		v	v	Paper copy via Clerks Office

7. TEACHING AND LEARNING (Continued)

	Class	Information	Form	Fee	Comment
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This class includes information about staff roles within departments, together with organisational charts.

			W	P		
7.4	Staffing structure of departments	Job titles of academic support staff.		v	No Charge	Paper copy via Clerks Office

	Class	Information	Form	Fee	Comment
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This class includes information on the regulations and/or policy governing student assessment.

			W	P		
7.5	Student Assessment Strategy	Examination Periods		v	No Charge	Paper copy may be seen on notice boards at campus
		Examination Regulations		v	No Charge	Paper copy available from the Examinations Office at Campus & Notice Boards
		Student Appeal Procedures		v	No Charge	Paper copy available from the Examinations Office at Campus & via Clerks Office
		External Examination Bodies	v			See the website of the particular examination body – Information available via Office of Vice Principal (Quality, Development & Planning)

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, how it manages its relationship with the local community and how it retains contact with its former staff and students.

	Class	Information	Form	Fee	Comment	
This class relates to information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material May provide information as to how well the College is performing.						
			W	P		
8.1	Government and Regulator relations	Reports to:- - DCELLS - Inspectorates/Estyn/Teaching Quality Assessments - Standard Bodies - Research Councils - Professional Bodies - Government Departments		v v v v v v	v v v v v v	Paper copy via office of Principal/Chief Executive

8. EXTERNAL RELATIONS (continued)

	Class	Information	Form	Fee	Comment
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This includes publications relating to student recruitment, including the College prospectus. It also includes information related to the learning Experience.

			W	P		
8.2	Marketing and recruitment	Prospectus – College Guide	v	v	No Charge	Paper copy held at Campus Receptions
		Open Days	v	v	No Charge	Paper copy included in College Guide held at Campus Receptions
		Entry Requirements	v	v	No Charge	Paper copy included in College Guide held at Campus Receptions.

	Class	Information	Form	Fee	Comment
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This includes information that is created specifically by the College to help publicise its facilities and activities.

			W	P		
8.4	Public Relations	Press Releases	v	v	v	
		Prospectus – College Guide	v	v	No Charge	Paper copy held at Campus Receptions
		Course Brochures		v	No Charge	Paper copy held at Campus Receptions
		Newsletters and Magazines		v	No Charge	Paper copy held at Campus Receptions