

GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

This is not an exhaustive list but indicative of the types of document held. If a document you require is not shown in this guide please make a Freedom of information request (e-mail: foi@wyke.ac.uk). Some information may in some circumstances be exempt from disclosure under the Freedom of Information Act 2000.

*Items with an **asterisk *** can be found on the College website at: <http://www.wyke.ac.uk>*

1. Who we are and what we do		
Sub classes		Documents
1.1	Legal Framework	<ul style="list-style-type: none"> • Instrument and Articles of Government - see: http://www.bis.gov.uk/policies/further-education-skills/HIDDEN/governance/governance-key-documents • Legal status - conferred by the Further and Higher Education Act 1992 http://www.legislation.gov.uk/ukpga/1992/13/contents • Charitable status - The college is an exempt charity http://www.charity-commission.gov.uk/About_us/Ogs/g057c003.aspx
1.2	How the institution is organised	<ul style="list-style-type: none"> • College structure charts • College calendar • Structure charts for Corporation and its committees* • Corporation calendar *
1.3	Location and contact details	<p>Location of College * College contact details *</p>

2. What we spend and how we spend it		
Sub classes		Documents
2.1	Funding income	<ul style="list-style-type: none"> • Annual audited financial statements
2.2	Budgetary and account information	<ul style="list-style-type: none"> • Annual audited financial statements • Annual budget, including capital budget, as approved by Corporation, • Management accounts as reported to Corporation
2.3	Financial audit reports	<ul style="list-style-type: none"> • Annual financial statements and regularity audit report • Annual internal audit report
2.4	Financial regulations and procedures	<ul style="list-style-type: none"> • Financial regulations and procedures including hardware and software procurement, tendering procedures and business expenses policy
2.5	Staff pay and grading structure	<ul style="list-style-type: none"> • Salary grades • Remuneration of senior staff as published in the annual accounts
2.6	Staff pension schemes	<ul style="list-style-type: none"> • Details of pension schemes as published in the annual accounts

3. What our priorities are and how we are doing		
Sub classes		Documents
3.1	Annual report	<ul style="list-style-type: none"> • Annual audited financial statements
3.2	College plan	<ul style="list-style-type: none"> • College plan • Statement of aims (mission statement)
2.3	Teaching and learning strategy	<ul style="list-style-type: none"> • Performance in learning
2.4	Academic quality and standards	<ul style="list-style-type: none"> • Annual self-assessment report
2.5	Inspections and reviews	<ul style="list-style-type: none"> • Ofsted inspection reports http://www.ofsted.gov.uk/oxedu_providers/full/(urn)/130581

4. How we make decisions		
Sub classes		Documents
4.1	Corporation and Committee minutes	<ul style="list-style-type: none"> • Non-confidential minutes of Corporation and its Committees*
4.2	Consultations	<ul style="list-style-type: none"> • Communication & consultation policy
4.3	Appointment committees and procedures	<ul style="list-style-type: none"> • Recruitment policies and procedures • Appointment procedures for Corporation members*

5. Our policies and procedures		
Sub classes		Documents
5.1	Policies and procedures relating to academic services	<ul style="list-style-type: none"> • Assessment policy • Course admissions criteria • Enrichment policy, • External examination body relations, • Gifted and talented policy • Information skills policy • Key skills policy • Plagiarism policy • Programmes of study policy
5.2	Policies and procedures relating to student services	<ul style="list-style-type: none"> • Student guidance & support policy • Student financial support policy
5.3	Student attendance monitoring	<ul style="list-style-type: none"> • Attendance policy • Student extended leave of absence policy
5.4	Other student policies	<ul style="list-style-type: none"> • Maintenance of mutual respect policy
5.5	Personnel policies and procedures	<ul style="list-style-type: none"> • Policies and procedures: appeals, appraisal, capability, code of conduct, changes to contracts, disciplinary, disclosure & disclosure information, engagement of volunteers, flexible working, grievance, initial teacher training, job share, leave, non-teaching days, malpractice, performance management, personal harassment, performance related pay, redundancy, recruitment of ex-offenders, redundancy, retirement, safeguarding children & vulnerable adults, senior post-holder appraisal, senior post-holder disciplinary, sickness absence, staff bringing children into College, staff development, staff well-being

5. Our policies and procedures (continued)		
Sub classes		Documents
5.6	Corporation policies and procedures	<ul style="list-style-type: none"> • Instrument and Articles of Government – see 1.1. above • Code of conduct, standing orders, committee terms of reference
5.7	Equality and diversity	<ul style="list-style-type: none"> • Single equality scheme
5.8	Health & safety and environmental policies & procedures	<ul style="list-style-type: none"> • Driving at work policy • Environmental policy • Health and safety policy
5.9	IT	<ul style="list-style-type: none"> • Information learning technology • IT security • IT disaster recovery
5.10	Premises & resources	<ul style="list-style-type: none"> • Premises and resources policy • Security policy
5.11	Risk management	<ul style="list-style-type: none"> • Risk management policy
5.12	Whistleblowing	<ul style="list-style-type: none"> • Whistleblowing policy
5.13	Complaints policies and procedures	<ul style="list-style-type: none"> • Student charter
5.14	Records management and data protection	<ul style="list-style-type: none"> • Data protection policy
5.15	Charging regimes and policies	<ul style="list-style-type: none"> • Tuition fee policy • Exam re-sits policy • Charging policy: requests made under the Data Protection Act, Freedom of Information Act, Publication Scheme, Environmental Information Regulations*

6. Lists and registers		
Sub classes		Documents
6.1	Information we are required to hold in publicly available registers	<ul style="list-style-type: none"> • Register of interests

7. The services we offer		
Sub classes		Documents
7.1	Prospectus	<ul style="list-style-type: none"> • Prospectus*
7.2	Services for which we are entitled to recover a fee	<ul style="list-style-type: none"> • Tuition fees policy • Exam re-sits policy
7.3	Careers advice	<ul style="list-style-type: none"> • Careers section on website* • Careers education & guidance policy
7.4	Advice and guidance	<ul style="list-style-type: none"> • Advice and guidance - see 5.2 above
7.5	Health advice	<ul style="list-style-type: none"> • Alcohol and Illegal drugs policy • Health education policy • Student mental health needs policy • Policy on students who become pregnant
7.6	Sports and recreational facilities	<ul style="list-style-type: none"> • Sports section on website*
7.7	Library collections	<ul style="list-style-type: none"> • Library section on website*
7.8	Media releases and marketing	<ul style="list-style-type: none"> • Recruitment liaison policy • Press management