



## **Freedom of Information Publication Scheme**

Contact  
Executive Assistant to the Senior Leadership Group  
Wiltshire College  
College Road  
Trowbridge  
Wiltshire  
BA14 0ES

E-Mail: [CollegeFol@wiltshire.ac.uk](mailto:CollegeFol@wiltshire.ac.uk)

## Freedom of Information Publication Scheme

### Contents

|  |                |
|--|----------------|
| <b>INTRODUCTION</b> .....  | <b>Page 3</b>  |
| What is a publication Scheme?                                      |                |
| Obtaining Information Covered by the Scheme                        |                |
| Fee  |                |
| Feedback/Complaints  |                |
| <br>   |                |
| <b>PART 1 – Who we are and what we do</b> .....                    | <b>Page 4</b>  |
| <br>   |                |
| <b>PART 2 – What we spend and how we spend it</b> .....            | <b>Page 7</b>  |
| <br>   |                |
| <b>PART 3 – What our priorities are and how we are doing</b> ..... | <b>Page 9</b>  |
| <br>   |                |
| <b>PART 4 – How we make decisions</b> .....                        | <b>Page 11</b> |
| <br>   |                |
| <b>PART 5 – Our policies and procedures</b> .....                  | <b>Page 12</b> |
| <br>   |                |
| <b>PART 6 – Lists and registers</b> .....                          | <b>Page 14</b> |
| <br>   |                |
| <b>PART 7 – The services we offer</b> .....                        | <b>Page 15</b> |

# Freedom of Information Publication Scheme

## INTRODUCTION

### 1 What is a Publication Scheme?

The Freedom of Information Act 2000 (“the Act”) requires all public authorities to adopt a publication scheme. This is a document, which describes the information the College publishes or intends to publish. In this context, ‘publish’ means to make information available, routinely. The Publication Scheme is a guide to, rather than a list of, actual publications, because individual items will change as new material is created and existing material revised.

### 2 Obtaining Information Covered by the Scheme

The College will make available, upon request, copies of information/publications listed in the scheme. Some of the information/publications are available on the College website ([www.wiltshire.ac.uk](http://www.wiltshire.ac.uk)) and some are available as paper copies as indicated in the Publication Scheme. Requests for information covered by the Publication Scheme should be made in writing to Executive Assistant to the Senior Leadership Group, Wiltshire College, College Road, Trowbridge Wiltshire, BA14 0ES. Email: [CollegeFol@wiltshire.ac.uk](mailto:CollegeFol@wiltshire.ac.uk)

### 3 Fee

Items are marked as either ‘free’ or ‘charge’. The charge is £10 administration fee plus 3p per side of A4 for the document required. This is to cover the cost of administration and photocopying. Payment must be received before the document is sent out where a charge is required. Requests for information will be dealt with within a maximum of 20 days.

### 4 Feedback/Complaints

Comments/queries regarding the Publication Scheme are welcome, and should be sent in writing to the:

The Clerk to the Corporation  
Wiltshire College  
College Road  
Trowbridge  
BA14 0ES

In the case of a complaint about the Scheme, the College will respond quickly and sympathetically. If it is unable to resolve the complaint satisfactorily, the matter may be raised with the Information Commissioner, at the address below:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



## **PART 1 – Who we are and what we do**

### **Mission Statement**

**The core purpose of Wiltshire College is to provide high quality, flexible, exciting learning and training opportunities that enable our learners to succeed.**

### **Wiltshire College**

Wiltshire College was formed in November 2000 as a merger of Chippenham, Lackham and Trowbridge Colleges. On 1<sup>st</sup> January 2008 Wiltshire College merged with Salisbury College to create an enlarged Wiltshire College. The College has 4 main campuses in Chippenham, Lackham, Trowbridge and Salisbury with over 4600 full-time students and 350 teaching staff.

Each campus offers a wide variety of full and part-time Further and Higher Education courses in addition to Apprenticeships, training for business and leisure courses.

The College has 3 Centres located throughout Wiltshire, plus a number of venues in village halls and community centres.

Wiltshire Enterprise is the business division of Wiltshire College that delivers bespoke training programmes to businesses.



|   | <b>Class</b>   | <b>Description</b>   | <b>Manner</b>  | <b>Fee</b>       |
|---|--|--|--|------------------|
| 1.3   | Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it | Including: <ul style="list-style-type: none"> <li>Wiltshire &amp; Somerset Colleges Partnership</li> </ul>   | Printed  | Charge           |
| 1.4   | Location and contact details   |  |  |                  |
| <b>College Addresses</b>  |  | <b>Telephone Numbers</b>   | <b>Email/Website Addresses</b>   |                  |
| <b>Wiltshire College Chippenham</b><br>Cocklebury Road<br>Chippenham<br>Wiltshire<br>SN15 3QD |  | 01249 464644   | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:shirley.raw@wiltshire.ac.uk">shirley.raw@wiltshire.ac.uk</a> |                  |
| <b>Wiltshire College Lackham</b><br>Lacock<br>Chippenham<br>Wiltshire<br>SN15 2NY             |  | 01249 466800   | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:shirley.raw@wiltshire.ac.uk">shirley.raw@wiltshire.ac.uk</a> |                  |
| <b>Wiltshire College Trowbridge</b><br>College Road<br>Trowbridge<br>Wiltshire<br>BA14 0ES    |  | 01225 766241   | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:wendy.lloyd@wiltshire.ac.uk">wendy.lloyd@wiltshire.ac.uk</a> |                  |
| <b>Wiltshire College Salisbury</b><br>Southampton Road<br>Salisbury<br>Wiltshire<br>SP1 2LW   |  | 01722 344345   | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:wendy.lloyd@wiltshire.ac.uk">wendy.lloyd@wiltshire.ac.uk</a> |                  |
| 1.5   | Student activities   | Information relating to the operation and activities of the Student Union and other clubs, associations and non-academic activities that are organised for or by the students including: <ul style="list-style-type: none"> <li>Students' Union Constitution, Code of Practice, List of Officers and any other related documents</li> <li>Community Campus (<a href="http://www.wiltshire.ac.uk/studentlife/communitycampus">www.wiltshire.ac.uk/studentlife/communitycampus</a>)</li> <li></li> </ul> | Printed<br><br>Printed and Electronic  | Free<br><br>Free |

## PART 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

|     | <b>Class</b>  | <b>Description</b>   | <b>Cross reference</b>   | <b>Manner</b>              | <b>Fee</b>               |
|-----|---|--|--|----------------------------|--------------------------|
| 2.1 | Funding/<br>income  | <ul style="list-style-type: none"> <li>Annual accounts</li> <li>Annual budget (as appears in the final accounts)</li> <li>Information on tuition fees for home/EU students and international students</li> <li>Information on other charges</li> </ul> | Report and financial statements<br>1.2 Govs mins<br><br>As above<br><br>Director of Student Support and Engagement<br><br>Course directory, prospectuses and info sent to applicants | Printed<br><br><br>Printed | Charge<br><br><br>Charge |
| 2.2 | Budgetary<br>and account<br>information   | <ul style="list-style-type: none"> <li>Annual accounts (including revenue budgets and budgets for capital expenditure)</li> <li>Annual budget (as appears in the final accounts)</li> </ul>  | Report and financial statements<br>1.2 Govs mins<br><br>As above   | Printed<br><br>Printed     | Charge<br><br>Charge     |
| 2.3 | Financial<br>audit reports<br><br>Capital<br>programme                                      | <ul style="list-style-type: none"> <li>As reported to Governors' committee</li> <li>Budgets and accounts</li> </ul>  | 1.2 Govs mins<br><br>1.2 Govs mins   | Printed<br><br>Printed     | Charge<br><br>Charge     |
| 2.4 | Financial<br>regulations<br>and<br>procedures<br><br>Staff pay and<br>grading<br>structures | <ul style="list-style-type: none"> <li>Financial regulations, including procurement policy</li> <li>Remuneration of senior staff as published in annual accounts</li> <li>Salary grades</li> </ul>   | Financial Regulations<br><br>Annual Report and financial statements<br><br>Salary grades   | Printed<br><br>Printed     | Charge<br><br>Charge     |

|     | <b>Class</b>                                  | <b>Description</b>  |  | <b>Manner</b> | <b>Fee</b> |
|-----|---|---|--|---------------|------------|
| 2.5 | Register of suppliers                         | <ul style="list-style-type: none"> <li>Register of preferred suppliers</li> </ul>   | Preferred suppliers register                         | Printed       | Charge     |
|     | Procurement and tender procedures and reports | <ul style="list-style-type: none"> <li>Policies relating to the procurement and disposal of equipment</li> </ul>                                    | Code of tendering practice and Financial Regulations | Printed       | Charge     |
| 2.6 | Contracts                                     | <ul style="list-style-type: none"> <li>Details of contracts that are of sufficient size to have gone through a formal tendering process.</li> </ul> | Tender log   | Printed       | Charge     |



## **PART 3 – What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

|     | <b>Class</b>                   | <b>Description</b>  | <b>Cross reference</b>              | <b>Manner</b>                         | <b>Fee</b>                         |
|-----|--------------------------------|---|-------------------------------------|---------------------------------------|------------------------------------|
| 3.1 | Annual report                  | Published following end of College financial year (31 July)   | Report and financial statements     |                                       |                                    |
| 3.2 | Corporate and business plans   | Strategic Plan  |                                     | Printed                               | Charge                             |
| 3.3 | Teaching and learning strategy | Information on the College's internal procedures for assuring academic quality and standards including: <ul style="list-style-type: none"> <li>• Performance &amp; Quality Group meeting minutes</li> <li>• Programme Handbooks</li> <li>• Assessment Code of Practice</li> </ul>                           | P&Q Minutes<br><br>College Handbook | Printed<br><br>Printed<br><br>Printed | Charge<br><br>Charge<br><br>Charge |
| 3.4 | Academic quality and standards | Qualitative data on the quality and standards of learning and teaching including: <ul style="list-style-type: none"> <li>• Data on qualifications awarded to students</li> <li>• Data on employment/training outcomes for students</li> <li>• Student progression, retention and completion data</li> </ul> |                                     | Printed & Electronic                  | Free                               |
| 3.5 | External review information    | <ul style="list-style-type: none"> <li>• Ofsted AMV (Annual monitoring visit) report</li> <li>• Ofsted inspection report</li> <li>• Quality Assurance Agency reviews</li> </ul>   |                                     |                                       |                                    |
| 3.6 | Corporate relations            | The strategy for Wiltshire College is to achieve a long term and sustainable development of our employer engagement with the companies located in Wiltshire. <ul style="list-style-type: none"> <li>• College Strategy</li> </ul>   |                                     | Printed and Electronic                |                                    |

|     | <b>Class</b>                      | <b>Description</b>  | <b>Cross reference</b>                                   | <b>Manner</b> | <b>Fee</b> |
|-----|-----------------------------------|---|--|---------------|------------|
| 3.7 | Government and regulatory reports | <p>Accreditation and monitoring reports by professional, statutory or regulatory bodies and information that the College is legally obliged to make available to its funding and/or monitoring bodies including:</p> <ul style="list-style-type: none"> <li>• Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc</li> <li>• OFSTED Inspections (for FE), Teaching Quality Assessment and Research Assessment Exercise Policies (see also Teaching and Learning)</li> <li>• External Verifier reports</li> </ul> | Finance Record Strategic, Development and Financial Plan | Printed       | Charge     |

## PART 4 – How we make decisions

Decision making processes and records of decisions.

|     | <b>Class</b>  | <b>Description</b>   | <b>Manner</b> | <b>Fee</b> |
|-----|---|--|---------------|------------|
| 4.1 | Minutes from governing body, SMT, CLG, QCG, Strategic ICT Group | Minutes of meetings where key decisions are made about the operation of the College, excluding material that is properly considered to be private, are available to the public.<br><br>SLG: Senior Leadership Group<br>SMT: Senior Management Team<br>CMG: College Management Group<br>PQG: Performance & Quality Group<br>ICT: Information and Communication Technologies Strategic Group | Printed       | Charge     |
| 4.2 | Teaching and learning committee minutes                         | <ul style="list-style-type: none"> <li>• Course Management Team meeting</li> <li>• Internal Verification meeting</li> <li>• Quality meeting</li> <li>• Course Leader/Programme Co-ordinator/FE Tutorial meeting</li> </ul>   | Printed       | Charge     |
| 4.3 | Minutes of staff/student consultation meetings                  | <ul style="list-style-type: none"> <li>• Student Liaison meeting (campus based)</li> <li>• Staff Forum (campus based)</li> </ul>   | Printed       | Charge     |
| 4.4 | Appointment committees and procedures                           | <ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> </ul>  | Printed       | Charge     |

## PART 5 – Our policies and procedures



Current written protocols, policies and procedures for delivering our services and responsibilities [www.wiltshire.ac.uk/about\\_us/policies/](http://www.wiltshire.ac.uk/about_us/policies/)

|     | <b>Class</b>  | <b>Description</b>  | <b>Manner</b>        | <b>Fee</b> |
|-----|---|---|----------------------|------------|
| 5.1 | Policies and procedures for conducting College business | Information available includes: <ul style="list-style-type: none"> <li>Freedom of Information Act procedure</li> <li>Any other policies not included elsewhere in the PS</li> </ul>   | Printed              | Charge     |
| 5.2 | Procedures and policies relating to academic services   | <ul style="list-style-type: none"> <li>Assessment Code of Practice</li> <li>Internal student complaint and appeals procedure</li> </ul>   | Printed & Electronic | Free       |
| 5.3 | Procedures and policies relating to student services    | <ul style="list-style-type: none"> <li>Registry student records policies and procedure documents</li> <li>Registry security and data protection policy and procedure documents</li> <li>Student Code of Conduct</li> <li>Admissions and enrolment policies and procedure documents.</li> </ul>  | Printed & Electronic | Free       |
| 5.4 | Procedures and policies relating to human resources     | <ul style="list-style-type: none"> <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>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> <li>Any other policies relating to staff not included elsewhere in the PS</li> </ul> | Printed              | Charge     |
| 5.5 | Procedures and policies relating to recruitment         | <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>Job vacancies(link to website)</li> </ul>   | Printed              | Charge     |
| 5.6 | Code of Conduct for members of governing bodies         | <ul style="list-style-type: none"> <li>Code of Conduct</li> </ul>   | Printed              | Charge     |

|      | <b>Class</b>                                  | <b>Description</b>   | <b>Manner</b>        | <b>Fee</b> |
|------|---|--|----------------------|------------|
| 5.7  | Equality and Diversity                        | <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> | Printed              | Charge     |
| 5.8  | Health and Safety                             | <ul style="list-style-type: none"> <li>• Health and safety policy and procedures</li> </ul>  | Printed              | Charge     |
| 5.9  | Estate Management                             | <ul style="list-style-type: none"> <li>• Estates strategy and plan</li> <li>• Address of all locations/plan of main campuses <a href="http://www.wiltshire.ac.uk/centres/">www.wiltshire.ac.uk/centres/</a></li> </ul>   | Printed              | Charge     |
| 5.10 | Complaints policies and procedures            | <ul style="list-style-type: none"> <li>• Internal student complaint and appeals procedures</li> <li>• Complaints in relation to requests for information (please see Introduction to this Publication Scheme)</li> </ul>   | Printed & Electronic | Free       |
| 5.11 | Records management and personal data policies | <ul style="list-style-type: none"> <li>• Registry student records policies and procedure documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>  | Printed & Electronic | Free       |
| 5.12 | Charging regimes and policies                 | <ul style="list-style-type: none"> <li>• Charges made for information routinely published (please refer to Introduction of this Publication Scheme)</li> </ul>   |                      |            |

## PART 6 – Lists and registers

Information contained only in currently maintained lists and registers



|     | <b>Class</b>   | <b>Description</b>   | <b>Manner</b> | <b>Fee</b> |
|-----|--|--|---------------|------------|
| 6.1 | Information we are currently legally required to hold in publicly available registers<br><br>Asset registers | <ul style="list-style-type: none"><li>E-mandate (annual return to Skills Funding Agency relating to buildings and their condition)</li></ul>                   | Printed       | Charge     |
| 6.2 | Disclosure logs  | <ul style="list-style-type: none"><li>Log indicating information that has been provided in response to requests under the Freedom of Information Act</li></ul> | Electronic    | Free       |

## PART 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

|     | <b>Class</b>   | <b>Description</b>  | <b>Manner</b>        | <b>Fee</b> |
|-----|--|---|----------------------|------------|
| 7.1 | Prospectus and course content                        | <ul style="list-style-type: none"> <li>Part time, Full time and HE prospectuses (<a href="http://www.wiltshire.ac.uk/prospectuses">www.wiltshire.ac.uk/prospectuses</a>)</li> <li>Course Information Sheets (<a href="http://www.wiltshire.ac.uk/courses">www.wiltshire.ac.uk/courses</a>)</li> <li>Programme Handbooks (<a href="http://www.wiltshire.ac.uk/learning/handbooks">www.wiltshire.ac.uk/learning/handbooks</a>)</li> </ul> | Printed & Electronic | Free       |
| 7.2 | Health advice  | <ul style="list-style-type: none"> <li>Health services (<a href="http://www.wiltshire.ac.uk/studentlife">www.wiltshire.ac.uk/studentlife</a>)</li> </ul>  | Printed & Electronic | Free       |
| 7.3 | Careers advice                                       | <ul style="list-style-type: none"> <li>Career services (<a href="http://www.wiltshire.ac.uk/careers">www.wiltshire.ac.uk/careers</a>)</li> </ul>  | Printed & Electronic | Free       |
| 7.4 | Sports and recreational facilities                   | <ul style="list-style-type: none"> <li>Sports and recreational facilities (<a href="http://www.wiltshire.ac.uk/studentlife/sport">www.wiltshire.ac.uk/studentlife/sport</a>)</li> </ul>   | Printed & Electronic | Free       |
| 7.5 | Museums, libraries, special collections and archives | <ul style="list-style-type: none"> <li>Koha library catalogue (<a href="https://wilt.koha-ptfs.co.uk">https://wilt.koha-ptfs.co.uk</a>)</li> </ul>  | Electronic           | Free       |
| 7.6 | Conference facilities                                | <ul style="list-style-type: none"> <li>Lackham House (<a href="http://www.lackham.co.uk">www.lackham.co.uk</a>)</li> </ul>  | Printed & Electronic | Free       |
| 7.7 | Advice and guidance                                  | <ul style="list-style-type: none"> <li>Welfare/advice services (<a href="http://www.wiltshire.ac.uk/support_services/student_finance">www.wiltshire.ac.uk/support_services/student_finance</a>)</li> <li>My Career Online (<a href="http://www.wiltshire.ac.uk/careers">www.wiltshire.ac.uk/careers</a>)</li> </ul>   | Printed & Electronic | Free       |
| 7.8 | Local campaigns                                      | <ul style="list-style-type: none"> <li>Community Campus (<a href="http://www.wiltshire.ac.uk/studentlife/communitycampus">www.wiltshire.ac.uk/studentlife/communitycampus</a>)</li> <li>Capital build projects (<a href="http://www.wiltshire.ac.uk/newbuildings">www.wiltshire.ac.uk/newbuildings</a>)</li> </ul>  | Printed & Electronic | Free       |
| 7.9 | Media releases                                       | <ul style="list-style-type: none"> <li>Press releases and news (<a href="http://www.wiltshire.ac.uk/news">www.wiltshire.ac.uk/news</a>)</li> </ul>  | Printed & Electronic | Free       |

## APPENDIX

| College Addresses   | Telephone Numbers | Email/Website Addresses  |
|---|-------------------|--|
| <b>Wiltshire College<br/>Chippenham</b><br>Cocklebury Road<br>Chippenham<br>Wiltshire<br>SN15 3QD | 01249 464644      | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:shirley.raw@wiltshire.ac.uk">shirley.raw@wiltshire.ac.uk</a> |
| <b>Wiltshire College<br/>Lackham</b><br>Lacock<br>Chippenham<br>Wiltshire<br>SN15 2NY             | 01249 466800      | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:shirley.raw@wiltshire.ac.uk">shirley.raw@wiltshire.ac.uk</a> |
| <b>Wiltshire College<br/>Trowbridge</b><br>College Road<br>Trowbridge<br>Wiltshire<br>BA14 0ES    | 01225 766241      | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:wendy.lloyd@wiltshire.ac.uk">wendy.lloyd@wiltshire.ac.uk</a> |
| <b>Wiltshire College<br/>Salisbury</b><br>Southampton Road<br>Salisbury<br>Wiltshire<br>SP1 2LW   | 01722 344345      | <a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a><br><a href="mailto:wendy.lloyd@wiltshire.ac.uk">wendy.lloyd@wiltshire.ac.uk</a> |

| Other Contacts   | Telephone Numbers | Email/Website Addresses  |
|--|-------------------|--|
| The Information<br>Commissioner<br>Wycliffe House<br>Water Lane<br>Wilmslow<br>Cheshire, SK9 5AF | 0303 123 11 13    | <a href="http://www.informationcommissioner.gov.uk">www.informationcommissioner.gov.uk</a>   |
| Skills Funding<br>Agency<br>Cheylesmore House<br>Quinton Road<br>Coventry, CV1 2WT               | 0845 01 94 170    | <a href="http://www.gov.uk/government/organisations/skills-funding-agency">www.gov.uk/government/organisations/skills-funding-agency</a> |
|  |                   |  |