



Gower College Swansea  
Coleg Gŵyr Abertawe

## **FREEDOM OF INFORMATION**

### **GUIDANCE ON GOWER COLLEGE SWANSEA FREEDOM OF INFORMATION PUBLICATION SCHEME**

The Freedom of Information Act, 2000, requires Gower College Swansea to adopt and maintain a publication scheme that sets out the information we intend to proactively publish as a matter of routine. The purpose of a publication scheme is to promote greater openness by 'public authorities' which includes colleges.

The classes of information we will publish under this act are described from pages 4 to 16. Where it is within the capacity of the college, information will be provided on the website. Where it is impracticable to make information available on the website, we will indicate how information can be obtained by other means and provide it by those means.

#### **Making a request under the publication scheme**

To request information available through our publication scheme please contact:

Clerk's Office  
Gower College Swansea  
Tycoch Road  
Sketty  
Swansea  
SA2 9EB

Tel: (01792) 284222

Fax: (01792) 284201

- In all cases please give your name and address and a clear description of the information you wish to receive. If you supply your email address we will endeavour to send the information by email.
- Written requests for information will be acknowledged within 7 working days (including those received via Facebook or Twitter).
- You will be advised of costs (if any) within 15 working days.
- If a charge is made, information will normally be provided within 20 working days plus the number of days between the request for payment and it being received.
- If there is no charge, information will normally be provided within 20 working days of receiving your initial request.
- You will be informed if the information is not available or cannot be released and be given a reason, normally within 20 working days, of receiving your initial request.

## Charges

Documents published on the Gower College Swansea website	Free of charge
Documents published on the College secure Intranet provided in electronic form	Free of charge
Any published document in printed form	£0.05 per printed page + postage
Documents not published on our website or intranet which require a search (electronic format)	£10 per document
Documents not published on our website or intranet which require a search (printed format)	£10 per document + £0.05 per printed page

## Information that is generally exempt from release

- Personal information under the Data Protection Act;
- Commercially sensitive information about the college, its partners or contractors;
- Information that is archived, out of date or otherwise inaccessible;
- Information in draft form.

## Feedback

It is important that this publication scheme meets your needs. If you find the scheme is 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:

Head of Quality  
Gower College Swansea  
Tycoch Road  
Sketty  
Swansea  
SA2 9EB

Clerk's Office  
Gower College Swansea  
Tycoch Road  
Sketty  
Swansea  
SA2 9EB

We will deal with any complaint in line with our Complaints Procedure. However, if we are unable to resolve any complaint, you have the right to 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

## **CLASSES/CATEGORIES OF INFORMATION WITHIN THE PUBLICATION SCHEME**

- 1. WHO WE ARE AND WHAT WE DO**  
Organisational information, structure and contacts
- 2. WHAT WE SPEND AND HOW WE SPEND IT**  
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit
- 3. WHAT ARE PRIORITIES AND HOW WE ARE DOING**  
Strategies and plans, performance indicators, audits, inspections and reviews
- 4. HOW WE MAKE DECISIONS**  
Decision making processes and records of decisions
- 5. OUR POLICIES AND PROCEDURES**  
Current written protocols, policies and procedures for delivering our services and responsibilities
- 6. LISTS AND REGISTERS**  
Any information we are currently legally required to hold in publically available registers and Asset Registers
- 7. THE SERVICES WE OFFER**  
Information about the services we offer, including leaflets, guidance and newsletters

# 1. WHO WE ARE AND WHAT WE DO

## **GOWER COLLEGE SWANSEA**

The bringing together of both Gorseinon and Swansea College formed Gower College Swansea on 20 August 2010, a college of the highest standard serving a population of approximately 225,000.

Gower College Swansea will retain the identities of both colleges, operating at two main locations, plus other 'satellite' sites;  
 The Gorseinon location is predominantly 'sixth form' whilst the Swansea location is home for vocational provision, meeting both local and regional needs.  
 The aim of the college is to provide a mixed economy of learning opportunities in Swansea that will meet everyone's learning preference.

Gower College Swansea is the second largest in Wales with an annual turnover of nearly £40 million. The College is a strong institution and will form an integral part of post-14 curriculum in Swansea. A high degree of choice will be offered for 16-19 year old learners and a flexible responsive service for employers, along with a high quality work based learning and employer engagement (with a single comprehensive business support and training service).

Gower College Swansea aims to increase local participation rates by launching new educational and training opportunities, and work with other local providers to deliver new provision to reduce the proportion of NEETS.

Gower College Swansea has approx 4000 full time learners and approximately 6000 part time learners.

<b>Information to be Published</b>	<b>How the information can be obtained</b>
<p><b>Legal Framework</b></p> <ul style="list-style-type: none"> <li>• Education Reform Act 1988</li> <li>• Further and Higher Education Act 1992</li> <li>• The Instruments and Articles-The Gower College Swansea Further Education Corporation (Government) Regulations 2010</li> </ul>	<p>Available on HMSO website:  <a href="http://www.legislation.hmso.gov.uk/acts.htm">www.legislation.hmso.gov.uk/acts.htm</a>                      available on the Welsh Assembly website</p>
<p><b>How the College is organised</b></p>	
<ul style="list-style-type: none"> <li>• Governance                             <ul style="list-style-type: none"> <li>- About the Corporation Board</li> <li>- Code of Conduct for Corporation Board Members</li> <li>- Sub-Committees: Terms of Reference and membership and description</li> <li>- Governors' Interests</li> <li>- Meetings &amp; Minutes</li> </ul> </li> <li>• Senior Management structure chart</li> <li>• Faculty/Curriculum and Functional Area structure charts</li> </ul>	<p style="text-align: center;"><a href="#">Governance</a></p> <p>Available in hard copy or can be made available electronically</p> <p>Available in hard copy or can be made available electronically</p>

Information to be Published	How the information can be obtained
<ul style="list-style-type: none"> <li>• College Vision</li> <li>• Mission Statement</li> <li>• Strategic Aims</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Partnerships</b></p>	<p><a href="#">Partnerships</a></p>
<p><b>Location, contact details and opening times</b></p> <ul style="list-style-type: none"> <li>• Main sites: <ul style="list-style-type: none"> <li>- Gorseinon Campus</li> <li>- Tycoch Campus</li> </ul> </li> <li>• Other locations: <ul style="list-style-type: none"> <li>- Broadway Hair, Beauty &amp; Holistic Centre</li> <li>- Canolfan Gorseinon Centre</li> <li>- Kingsway Centre</li> <li>- Kingsway Hair Academy</li> <li>- Llywn-y-Bryn</li> <li>- Sketty Hall</li> <li>- Skills &amp; Enterprise for Business</li> <li>- Sports Centre</li> </ul> </li> </ul>	<p><a href="#">Gorseinon Campus</a>  <a href="#">Tycoch Campus</a></p> <p><a href="#">Broadway</a>  <a href="#">Canolfan Gorseinon Centre</a>  <a href="#">Kingsway Centre</a>  <a href="#">Kingsway Hair Academy</a>  <a href="#">Llywn-y-Bryn</a>  <a href="#">Sketty Hall</a>  <a href="#">Sandringham Park</a>  <a href="#">Sports Centre</a></p>
<p><b>Term dates and open evenings</b></p>	<p><a href="#">Term dates and open evenings</a></p>
<p><b>Student Associations &amp; Activities</b></p> <ul style="list-style-type: none"> <li>• Sports Academies</li> <li>• Sports Centre</li> <li>• Student Council</li> </ul>	<p><a href="#">Sports Academies</a>  <a href="#">Sports Centre</a></p> <p>Available in hard copy or can be made available electronically</p>

## 2. WHAT WE SPEND AND HOW WE SPEND IT

Information to be Published	How the information can be obtained
<p><b>Funding &amp; Income</b></p> <ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Refund Policy</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Budgetary and Account Information</b></p> <p>Annual Report &amp; Accounts</p> <ul style="list-style-type: none"> <li>• Management accounts including budget forecast</li> <li>• Financial Forecasts (Governors)</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Financial Audit Reports</b></p> <ul style="list-style-type: none"> <li>• Annual Report &amp; Accounts</li> <li>• Internal Audit Reports</li> <li>• External Audit Reports</li> </ul>	<p>Available in hard copy or can be made available electronically (where produced internally)</p>
<p><b>Capital Programme</b></p> <ul style="list-style-type: none"> <li>• Financial Forecasts (Governors)</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Financial Regulations and Procedures</b></p> <ul style="list-style-type: none"> <li>• Financial Regulations, including Planning &amp; Budgeting</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Staff Pay and Grading Structures</b></p> <ul style="list-style-type: none"> <li>• Pay Scales</li> <li>• Remuneration of Senior Staff as published in Annual Accounts</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Register of Suppliers</b></p> <ul style="list-style-type: none"> <li>• Purchase Ledger Listing</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Procurement and tender procedures and reports</b></p> <ul style="list-style-type: none"> <li>• Procurement Strategy</li> </ul>	<p>Available in hard copy or can be made available electronically</p>

### 3. WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING?

<b>Information to be Published</b>	<b>How the information can be obtained</b>
<b>Annual Report</b>	Available in hard copy/electronically on request
<b>Corporate &amp; Business Plans</b> <ul style="list-style-type: none"> <li>• Institutional Plan</li> <li>• Operational Plan</li> <li>• Quality Development Plan</li> </ul>	Available in hard copy or can be made available electronically
<b>Teaching &amp; Learning Strategy</b> <ul style="list-style-type: none"> <li>• Quality Policy</li> <li>• Teaching &amp; Learning Policy</li> <li>• Assessment Policy</li> <li>• BTEC Policy on Assessment &amp; Grading: Application of Criteria</li> </ul>	Available in hard copy or can be made available electronically
<b>Academic &amp; Quality Standards</b> <ul style="list-style-type: none"> <li>• Internal Verification Policy</li> <li>• Classroom Observation Procedures</li> <li>• Staff Development Programme</li> <li>• Appeals Policy &amp; Procedures</li> <li>• </li> <li>• Course Review</li> <li>• Student Survey</li> <li>• Student Focus Groups</li> <li>• Curriculum, Quality and Standards Committee</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p>Available in hard copy</p> <p>Available in hard copy</p> <p>Available upon request</p> <p>Available in hard copy</p>
<b>External Review Information</b> <ul style="list-style-type: none"> <li>• External Verifier Reports</li> <li>• Examiner Reports</li> <li>• Investors In People (IIP) Reports</li> <li>• Health &amp; Safety Executive (HSE) Reports</li> <li>• Estyn Inspection Reports</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p><a href="#">Estyn Inspection Reports</a></p>

Information to be Published	How the information can be obtained
<p><b>Corporate Relations</b></p> <ul style="list-style-type: none"> <li>• Employer Surveys</li> <li>• Employer Database</li> <li>• Marketing Strategy</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Government &amp; Regulator Reports</b></p> <ul style="list-style-type: none"> <li>• Provisional Development Plan (PDP) (including annual allocation of unit funding by age group)</li> <li>• Provider Performance Review (PPR) Report</li> <li>• Self Assessment Report (SAR)</li> <li>• Quality Development Plan (QDP)</li>   <li>• Finance Record</li> <li>• Mid Year Return</li> <li>• 5 Year Forecast</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p>Available in hard copy or can be made available electronically</p>

#### 4. HOW WE MAKE DECISIONS

Information to be Published	How the information can be obtained
<p><b>Minutes of meetings</b></p> <ul style="list-style-type: none"> <li>• Corporation Board and sub-committees</li> <li>• Student Council</li> <li>• Staff Consultation meetings</li> <li>• Other internal committees and groups</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p><i>(excluding material that is properly considered to be confidential)</i></p>

## 5. OUR POLICIES AND PROCEDURES

Information to be Published	How the information can be obtained
<p><b>Policies and procedures for conducting College business</b></p> <ul style="list-style-type: none"> <li>• Welsh Language Scheme</li> <li>• Corporation Board Byelaws</li> <li>• Financial Regulations</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p>Available in hard copy or can be made available electronically</p>
<p><b>Policies and procedures relating to academic services</b></p> <ul style="list-style-type: none"> <li>• Appeals Procedures</li> <li>• Malpractice Policy (Plagiarism)</li> <li>• Examinations Policy</li> <li>• Assessment Policy</li> <li>• Examination Regulations</li> <li>• Essential Skills Policy</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Policies and procedures relating to student services</b></p> <ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Ex-Offenders' Policy</li> <li>• Academic Appeals Procedure</li> <li>• Child Protection &amp; Vulnerable Adults Policy</li> <li>• Complaints Procedure</li> <li>• Internal Verification Policy</li> <li>• Reasonable Force Policy</li> <li>• Student Code of Conduct</li> <li>• Student Disciplinary Procedure</li> <li>• Student Attendance Procedure</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p><a href="#">Student Code of Conduct</a>  <a href="#">Student Disciplinary Procedure</a>  <a href="#">Student Attendance Procedure</a></p>

Information to be Published	How the information can be obtained
<p><b>Policies &amp; Procedures Relating to:</b></p> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Bullying &amp; Harassment: Management of Allegations Policy &amp; Procedures</li> <li>• Bullying &amp; Harassment: Advice for Staff</li> <li>• Capability Procedure</li> <li>• Code of Conduct for Staff</li> <li>• Consultation Arrangements</li> <li>• Disciplinary &amp; Dismissal Procedures</li> <li>• Expenses Policy</li> <li>• External Duties – Policy &amp; Procedures</li> <li>• Flexible Working Policy</li> <li>• Framework for Payments for Part Time Staff</li> <li>• Grievance Procedure</li> <li>• Grievance Procedure for Senior Post Holders</li> <li>• Guarantee of Earnings Policy</li> <li>• Harassment &amp; Policy</li> <li>• Health &amp; Wellbeing Policy</li> <li>• Induction Procedures</li> <li>• International Staff Visits</li> <li>• Leave of Absence Policy &amp; Procedures</li> <li>• Long Term Sickness Absence Procedure</li> <li>• Maternity Policy</li> <li>• Paternity Leave Policy</li> <li>• Poor Performance Policy</li> <li>• Probationary Period</li> <li>• Reasonable Force to Control or Restrain Policy</li> <li>• Redundancy Policy</li> <li>• Risk Assessment for Expectant &amp; New Mothers: Procedures &amp; Guidelines</li> <li>• Short Term Sickness Absence Procedure</li> <li>• Staff Training &amp; Development Policy</li> <li>• Stress Policy</li> <li>• Whistle-blowing Policy</li> <li>• Workload Allocation Scheme</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p><b><i>All HR policies are currently undergoing review and therefore, this list will undergo changes as and when new and reviewed policies are published.</i></b></p>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Recruitment &amp; Selection Policy</li> <li>• Reference Policy &amp; Procedures</li> <li>• Generic Terms &amp; Conditions of Employment</li> <li>• Induction Procedures</li> <li>• Current Vacancies</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p><a href="#">Current Vacancies</a></p> <p><b><i>All HR policies are currently undergoing review and therefore, this list will undergo changes as and when new and reviewed policies are published.</i></b></p>

<b>Information to be Published</b>	<b>How the information can be obtained</b>
<p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"> <li>• Single Equality Scheme*</li> <li>• Equality and Diversity Policy*</li> </ul>	<p style="text-align: center;"><a href="#">Single Equality Scheme</a> <a href="#">Equality and Diversity Policy</a></p> <p><i>The college is currently developing a Strategic Equality Plan to meet the new Public Sector Equality Duty due to be published in April 2012. This will replace these documents*</i></p>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Safety Management System</li> <li>• Risk Management</li> <li>• COSHH Arrangements</li> <li>• Travel Arrangements</li> <li>• Educational Visits</li> <li>• Transportation</li> <li>• DSE</li> <li>• Health &amp; Safety Statement of Intent</li> <li>• Strategic Plan</li> <li>• Managing Health &amp; Safety</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Estates</b></p> <ul style="list-style-type: none"> <li>• CCTV Protocol</li> <li>• Energy and Water Management Policy</li> <li>• Environment Policy Statement</li> <li>• Maintenance Policy</li> <li>• Estates Strategy</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>• Complaints Procedures</li> <li>• Compliments &amp; Complaints leaflet</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Records Management and Personal Data</b></p> <ul style="list-style-type: none"> <li>• Data Protection Policy &amp; Guidelines</li> <li>• Back-up &amp; Restore Policy</li> </ul>	<p>Available in hard copy or can be made available electronically</p>
<p><b>Charging Regimes</b></p> <ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Refunds Policy</li> <li>• International Tuition Fees</li> </ul>	<p>Available in hard copy or can be made available electronically <a href="#">International Tuition Fees</a></p>

## 6. LISTS AND REGISTERS

Information to be Published	How the information can be obtained
Asset Registers	Available in hard copy or can be made available electronically
Register of Interests <ul style="list-style-type: none"> <li>- Corporation Board members</li> <li>- Senior Staff</li> <li>- Staff</li> </ul>	Available in hard copy or can be made available electronically
Risk Register	Available in hard copy or can be made available electronically

## 7. THE SERVICES WE OFFER

Information to be Published	How the information can be obtained
<b>Prospectus and course content</b> <ul style="list-style-type: none"> <li>• Full Time prospectus</li> <li>• Part Time prospectus</li> <li>• Skills &amp; Enterprise for Business</li> <li>• International courses</li> <li>• 14-16 Programmes</li> </ul>	<p style="text-align: center;"> <a href="#">Full &amp; Part Time Prospectus</a>            (Also available in hard copy upon request)  <a href="#">Skills &amp; Enterprise for Business</a>  <a href="#">International courses</a>  <a href="#">14 - 16 Programmes</a>            (Also available in hard copy upon request)         </p>
<b>Advice, Guidance and Careers</b> <ul style="list-style-type: none"> <li>• Careers</li> <li>• Funding</li> <li>• Health &amp; Welfare</li> <li>• Information for Parents</li> <li>• Learning Resources</li> <li>• Enrichment Activities</li> <li>• Student Advice</li> </ul>	<p style="text-align: center;">           Available on request   <a href="#">Funding - FT</a>  <a href="#">Funding - PT</a>   <a href="#">Health and Welfare Services</a>  <a href="#">Information for Parents</a>  <a href="#">Library Services</a>   <a href="#">Activities and Events</a>            Also available in hard copy   <a href="#">Student Support</a> </p>

<p><b>Services for which the college is entitled to recover a fee together with those fees</b></p> <ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Refund Policy</li>   <li>• Broadway Hair, Beauty and Holistic Centre</li>    <li>• Skills &amp; Enterprise for Business</li>   <li>• Sketty Hall</li>   <li>• Sports Centre</li>   <li>• Vanilla Pod Restaurant</li> </ul>	<p>Available in hard copy or can be made available electronically</p> <p><a href="#">Broadway Centre &amp; Kingsway Hair Academy Price Guide</a>  <a href="#">Broadway Centre Beauty &amp; Holistics Price Guide</a></p> <p><a href="#">Sandringham Park</a>  <i>(See individual courses for prices)</i></p> <p><a href="#">Sketty Hall</a>  <i>(See individual services for prices)</i></p> <p><a href="#">Sports Centre Membership</a></p> <p><a href="#">Vanilla Pod</a></p>
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<b>Information to be Published</b>	<b>How the information can be obtained</b>
<p><b>Museums, libraries, special collections and archives</b></p>	<p><a href="#">Library Services</a></p>
<p><b>Conference Facilities</b></p> <ul style="list-style-type: none"> <li>• Sketty Hall</li>   <li>• Gorseinon Campus</li> </ul>	<p><a href="#">Sketty Hall</a>  <i>(See individual services for prices)</i></p> <p><a href="#">Gorseinon Campus Room Hire</a></p>
<p><b>Media Releases &amp; Local Campaigns</b></p> <ul style="list-style-type: none"> <li>• Latest News</li> <li>• Events</li> </ul>	<p><a href="#">News</a>  <a href="#">Events</a></p>