

## Hopwood Hall College's publication scheme

This introduction to Hopwood Hall College's publication scheme covers the following topics:

1. Who can request information?
2. What information will be available?
3. How do I make a request?
4. What happens when I make a request?
5. What happens if the College doesn't understand my request?
6. How much does it cost?
7. What happens if my request is refused?
8. How many requests can I make?
9. Can I ask for the information in a different format?

1. **Who can request information?**

Anyone can request information under the Act regardless of age, nationality or location.

2. **What information will be available?**

The Act gives you a general right of access to 'recorded' information held by the College. However, some of the records requested may contain exempt information which does not have to be provided.

The Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a Publication Scheme. This is a guide to the types of information that the College routinely publishes.

3. **How do I make a request?**

The Publication Scheme is available electronically from the College website and on paper on request.

Information is grouped into classes within the scheme and each class has a description of the information it contains. You can browse these classes and see the information that is available.

The documents are available either in paper or electronic formats (where specified) and sometimes both. Alternative formats can be requested if required.

From 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by the College which has not already made available through its Publication Scheme.

The Act requires that all requests:

- i. Are in writing (this does include emails)
- ii. State clearly what information is required
- iii. State the name of the applicant, and an address for correspondence

You can either print off our 'request for information' form and complete it in full returning it to the address specified or make the request in writing yourself and send it to:

The Freedom of Information Officer  
Hopwood Hall College  
Middleton Campus  
Rochdale Road  
MIDDLETON  
M24 6XH  
Tel: 0161 643 7560  
Fax: 0161 643 2114  
[FOIA@hopwood.ac.uk](mailto:FOIA@hopwood.ac.uk)

4. [What happens when I make a request?](#)

When the College receives a request for information you will receive an acknowledgement of your request. The College will consider your request, and reply not later than 20 working after receiving your request.

The reply should confirm or deny whether or not the information is held, and either provide the information you requested, or explain why it has not been provided, quoting an exemption under the Act.

5. [What happens if the College doesn't understand my request?](#)

Under the Freedom of Information Act, the College has a duty to advise and assist anyone who makes a request for information. If the College doesn't understand your request, you will be contacted to clarify what it is that you want.

6. [How much does it cost?](#)

If you are requesting information contained in the Publication Scheme, the Scheme will give details of whether the College will charge for providing the information.

If you are requesting information not contained within the Publication Scheme, the College may charge you a fee. You will be advised of any charges prior to any reply.

If you refuse to pay the fee, the College can refuse to supply the information. Please refer to the College's Freedom of Information and Data Protection charging policy.

7. [What happens if my request is refused?](#)

A request for information may only be refused by the College if it falls under one of the exemptions.

If your request is refused, the reply from the College will identify which exemption it is applying. If you are not satisfied with the response that you receive, you may write to complain to:

The Freedom of Information Officer  
Hopwood Hall College  
Middleton Campus  
Rochdale Road  
MIDDLETON  
M24 6XH  
Tel: 0161 643 7560  
Fax: 0161 643 2114  
[FOIA@hopwood.ac.uk](mailto:FOIA@hopwood.ac.uk)

If we are unable to resolve any complaint, you can complain to the [The Information Commissioner](#), the independent body who oversees the Freedom of Information Act.

8. [How many requests can I make?](#)

The Act does not specifically limit the number of requests you can make. However, the Act states that the College can reserve the right to refuse any vexatious or repeated requests. This may include repeated requests from the same person for the same information, or requests which are intended to disrupt the College's work.

9. [Can I ask for the information in a different format?](#)

You may request that the information be supplied in any format. However, the College may take into account the cost of supplying the information in this format before complying with your request. In particular, you may ask for information in permanent format, in summary format, or for permission to inspect records containing the information.

It may also be possible for the College to supply the information in Braille or audio format, in large type, or translated into another language. However, you should discuss this with the College.

## Model Publication Scheme

**Model Publication Scheme (MPS) for Hopwood Hall College****Main categories**

The eight main groups identified below (and the classes within them) form the Hopwood Hall College Publication Scheme. They are in a logical order and no one single section has a higher status than another.

Some classes are 'Optional', that is Hopwood Hall College need not include these classes in their Publication Scheme but have still signed up to the MPS. All other classes are 'Core' and are compulsory. For further details see the Information Commissioners 'Explanatory Note' on Model Publication Schemes, particularly sections 3.2 and 3.3 on the [Information Commissioners website](#).

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these can be omitted if they are exempt.

Personal data and information, which affect the commercial operations of an institution, are two examples.

**Main groups of classes**

The main groups of classes of information in the model publication scheme are:

- 1 GOVERNANCE
- 2 FINANCE
- 3 HUMAN RESOURCES
- 4 PHYSICAL RESOURCES
- 5 STUDENT ADMINISTRATION AND SUPPORT
- 6 INFORMATION SERVICES
- 7 TEACHING AND LEARNING
- 8 EXTERNAL RELATIONS

**Format of Columns**

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fit into this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, i.e. paper or electronically (via the internet or email)	Whether there is a charge for any of the information within each class

## 1. Governance

### Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information; information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

1	Class	Description	Manner	Fee
1.1	Legal framework	Instrument and Articles of Government	Document	10p/page
1.2	How Hopwood Hall College is organised	Organisation Chart	Document	10p/page
		Faculties Overview	Document	10p/page
1.3	Context	Mission Statement	Document	10p/page
		Quality Assurance Policies and Procedures	Document	10p/page
		Teaching and Learning policies and strategies	Document	10p/page
1.4	Management	Governors	Document	10p/page
		Governors Code of Conduct	Document	10p/page
		Committee members	Document	10p/page
		Committee terms of reference	Document	10p/page
		Code of practice for elections	Document	10p/page
		Minutes of corporation and committee meetings		

## 2. Finance

### Introduction

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

Information that may damage the commercial interests of Hopwood Hall College will be excluded from publication.

2	Class	Description	Manner	Fee
2.1	Finance	Annual report and financial statements	Document	10p/page
			Library	Free
2.2	Resource planning	Financial regulations	Documents	£20

### 3. Human Resources

#### Introduction

This section covers information on the institution'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).

3	Class	Description	Manner	Fee
3.1	Employment and employee relations	<b>Recruitment and Selection policy</b>	Document	10p/page
		Standard terms and conditions of employment	Document	10p/page
		Pay scales	Document	10p/page
		Consultation arrangements	Document	10p/page
		Grievance procedures	Document	10p/page
		Disciplinary procedures	Document	10p/page
		Ethics policy	Document	10p/page
		Whistle-blowing policy (Public interest disclosure)	Document	10p/page
		Job vacancies	Document	10p/page
		Health and Safety policy	Document	10p/page
		Harassment Policy	Document	10p/page
		Poor Performance Procedure	Document	10p/page
		Medical Difficulties procedure	Document	10p/page
		Data Protection Policy		

3.3	Equal opportunities and Diversity	Equality and Diversity policy	Document	10p/page
		Race relations policy	Document	10p/page
3.3	Staff development	Professional Development Policy	Document	10p/page
		Performance review policy	Document	10p/page
		Staff development policy	Document	10p/page

#### 4. Physical Resources

##### Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources.

Information that provides specific details of the institution's future plans to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

4	Class	Description	Manner	Fee
41	Estates	Sustainability policy	Document	10p/page
		Health and safety policy	Document	10p/page
		Site maps and addresses	Document	10p/page

#### 5. Student Administration and Support

##### Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information and covered by the Data Protection Act 1998.

5	Class	Description	Manner	Fee
5.1	Information on student admission, progression and completion	Student Qualifications on Entry	Report Document	10p/page
		Students classified by age, gender, ethnicity and disability	Report Document	10p/page
		Student progression, retention and completion data	Report Document	10p/page

		Student achievement	Report Document	10p/page
		Data on employment/training outcomes for students	Destination report for Full time 16-19 and adult students	10p/page
5.2	Student Accommodation	Hopwood Hall College has no dedicated student accommodation	N/A	N/A
5.3	Student Administration	Student Record Archiving Policy	Word Document	10p/page
		Data Protection Policy	Word Document	10p/page
5.4	Student Admission and Enrolment	Student Admission Policy	Word Document	10p/page
		Student Enrolment Policy	Word Document	10p/page
5.5	Student Discipline	Disciplinary Procedure	Document	10p/page
		Complaints Procedure	Document	10p/page
5.6	Student Learning and Support Services	Course Information 16-19	16-19 Prospectus	10p/page
		Course Information Adults	Adult Prospectus	10p/page
		Study Support Policies	Broadsheet	10p/page
		Study Support Procedure	website	
		Counselling Policy	Document	
			Document	
			Document	
5.7	Student Liaison	Student Council Terms of Reference	Document	10p/page
		Minutes of Student Council	Document	10p/page
		Student representation on the Academic Board	Document	10p/page
		Minutes of Academic Board	Document	10p/page
5.8	Student Policies	Student Record Archiving Policy	Document	10p/page

		Complaints Policy	Document	10p/page
		Disciplinary Policy	Document	10p/page
		Disability Policy	Document	10p/page
		IT Usage Policy	Document	10p/page
		Tutor Absence Policy	Document	10p/page
5.9	Student Welfare	Student Bulletin	Document	10p/page
		Student Handbook	Document	10p/page
		Information on:	Documents	10p/page
		<ul style="list-style-type: none"> <li>▪ Careers Advice</li> <li>▪ Bullying and Harassment</li> <li>▪ Changing Course</li> <li>▪ Chaplaincy</li> <li>▪ Directed Study</li> <li>▪ Disability</li> <li>▪ Education Maintenance Allowance</li> <li>▪ Enrichment Programmes</li> <li>▪ Financial Help</li> <li>▪ Health and Safety</li> <li>▪ Homelessness</li> <li>▪ Illness or Injury at College</li> <li>▪ Learner Support Fund</li> <li>▪ Learning Centre</li> <li>▪ Personal Security and Property</li> <li>▪ Student Welfare</li> <li>▪ Study Support</li> <li>▪ College contact points</li> </ul>		
5.10	Student Associations and Activities	Student Union Terms of reference	Document	10p/page
	(Optional, but strongly recommended)	Student Union Officers	Document	10p/page



## 6. Information Services

### Introduction

This section covers those functions within the institution that provide access to information to the student body and both academic and administrative staff. These include libraries, computing services and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public, and it is information of this nature that is included within this section. Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

6	Class	Description	Manner	Fee
6.1	Availability and conditions of use of facilities	Opening hours of buildings	Document	10p/page
		IT Services - Opening Hours	Document	10p/page
		<ul style="list-style-type: none"> <li>Helpdesk</li> <li>Libraries</li> <li>IT facilities</li> </ul>	Document	10p/page
		IT facilities Usage Policy		
6.2	Mission statements and related documents	Mission	Document	10p/page
		IT Services – Partnership Agreements	Document	10p/page
		Information Processing service level agreements	Document	10p/page
		<ul style="list-style-type: none"> <li>Student Data Processing</li> <li>Examination Processing</li> </ul>		
6.3	Policies with regards to data and information	Data Protection Policy	Document	10p/page
		IT Usage Policy	Document	10p/page
		CCTV Code of Practice	Document	10p/page (£2.40)
6.4	Procurement and Disposal policies	Computer Consumables Disposal Policy	Document	10p/page
		IT Procurement Policy	Document	10p/page
		IT Equipment disposal policy	Document	10p/page
6.5	Scope of collections held	Annual Collection Cycle <ul style="list-style-type: none"> <li>Applications</li> </ul>	Document	10p/page

		<ul style="list-style-type: none"> <li>• Enrolments</li> <li>• Induction (qualification collection)</li> <li>• Learning Agreements</li> <li>• Achievement</li> <li>• Destinations</li> </ul>		
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## 7. Teaching and Learning

### Introduction

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

7	Class	Description	Manner	Fee
7.1	Academic Year Dates	Term Dates	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
7.2	Further Course Information	Courses offered	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
7.3	Information on internal procedures for assuring quality and standards	Teaching and Learning Policy	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
		Attendance Policy	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
		Student Support Policy	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
		Complaints Policy	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
		Student Charter	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
7.5	Student assessment Strategy	Assessment Policy	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil
		Study Support Policy	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	Nil

## 8. External Relations

### Introduction

This section covers information relating to the institution's relationship with its external environment. Members of the public may find the same or related information is available from the external partners with which the institution has links.

8	Class	Description	Manner	Fee
8.3	Government and Regulatory relations	1996 Inspection Report	Download from <a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a>	Nil
		2001 Inspection Report	Copies from HM Stationery Office	

8.4	Marketing and Recruitment	Prospectus, course and training information Open Day dates	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a> <a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	
8.5	Public Relations	Press releases Newsletters	<a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a> <a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>	