



PUBLICATION SCHEME

Produced as required by the Freedom of Information (Scotland) Act 2002

UPDATED JULY 2011

DUNDEE COLLEGE PUBLICATION SCHEME

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1 Introduction

1	INTRODUCTION TO THE PUBLICATION SCHEME	<p>The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.</p> <p>Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This publication scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this publication scheme from time to time.</p> <p>The purpose of the publication scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and informs you whether it is available free, or if there is a charge for the information.</p> <p>Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environment information that we routinely make available.</p> <p>Where information is not published under this publication scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to Section 11 – How to Access Information not available under the scheme.</p>
2	ABOUT DUNDEE COLLEGE	<p><u>History of the College</u></p> <p>Dundee College was established in 1985 by the merger of Dundee College of Commerce and Kingsway Technical College. On 1 April 1993 control of the College passed to the Board of Management established by the Further and Higher Education (Scotland) Act 1992.</p>

1 Introduction (continued)

2	ABOUT DUNDEE COLLEGE (continued)	<p><u>Statutory Background</u></p> <p>The College is governed by the Further and Higher Education (Scotland) Act 1992. A number of further responsibilities are included in the Further and Higher Education (Scotland) Act 2005. Overall responsibility for the Strategic Direction of the College rests with the Board of Management. The College Principal, as Chief Executive, is the formal Accounting Officer and is responsible to the Scottish Parliament via the Scottish Funding Council for the stewardship of the College's finances and assets</p>
3	PREPARING THE PUBLICATION SCHEME	<p>When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to :</p> <ul style="list-style-type: none"> ▪ the services we provide; ▪ the costs of those services; ▪ the standard of those services; ▪ the facts that inform the important decisions we take which are important to the public; and ▪ the reasoning that informs our decision. <p>In preparing this publication scheme Dundee College has reviewed all its publications to ensure that these are relevant and accessible to interested parties.</p>
4	ACCESSING INFORMATION UNDER THE SCHEME	<p>Information available under our publication scheme will normally be available though the routes described below. Section 12 – Classes of Information provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.</p> <p>Online :</p> <p>Most information listed in our publication scheme is available to download from our website. In many cases a link within Section 12 – Classes of Information will direct you to the relevant page or document. Where no such link is present, you can use our website's “Search” facility at www.dundeecollege.ac.uk. If you are still having trouble finding any document listed under our publication scheme, then please call 01382 834843 for further assistance.</p>

4	ACCESSING INFORMATION UNDER THE SCHEME (continued)	<p>By email :</p> <p>If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide your name and a telephone number so that we can telephone you to clarify details, if necessary. Our email address is foi@dundeecollege.ac.uk.</p> <p>By phone :</p> <p>Information can also be requested from us over the telephone. Please call 01382 834843 to request information available under this scheme.</p> <p>By post :</p> <p>All information under the scheme will normally be available in paper copy form. Please address your requests to :</p> <p>Freedom of Information Officer Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Section 6 – Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.</p> <p>Advice and assistance :</p> <p>If you have any difficulty identifying the information you want to access, then please contact Freedom of Information Officer, who will be happy to help.</p>
5	INFORMATION THAT WE MAY WITHHOLD	<p>All information covered by our publication scheme can either be accessed through our website or will be provided promptly following receipt of your request.</p> <p>Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in Section 12 – Classes of</p>

5	INFORMATION THAT WE MAY WITHHOLD (continued)	<p>Information. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it.</p> <p>Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information will may also be withheld if it is another person's personal information, and its release would breach data protection legislation.</p> <p>Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where the document containing the information cannot be released, it may, in many cases, be possible to provide copies with the withheld information edited out.</p> <p>If you wish to complain about any information which has been withheld from you, please refer to Section 10 – Complaints.</p>
6	OUR CHARGING POLICY	<p>All information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.</p> <p>We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.</p> <p>In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.</p> <p>Reproduction costs :</p> <p>Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).</p> <p>Computer discs will be charged at the rate of £1.00 per CD-Rom.</p> <p>Postage costs :</p> <p>We may pass on postage charges to the requester at the cost to the authority of sending the information by first class post.</p>

7	OUR COPYRIGHT POLICY	<p>Dundee College holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.</p> <p>The publication scheme may, however, contain information where the copyright holder is not Dundee College. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before producing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within Section 12 – Classes of Information.</p> <p>Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.</p>
8	OUR RECORDS MANAGEMENT AND DISPOSAL POLICY	<p>Dundee College is registered under the terms of the Data Protection Act 1998.</p> <p>Dundee College is currently reviewing its records management, document retention and archiving policies.</p>
9	FEEDBACK	<p>FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our publication scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about :</p> <ul style="list-style-type: none"> ▪ other information that you would like to see included in the publication scheme; ▪ whether you found the publication scheme easy to use; ▪ whether you found the publication scheme helpful; ▪ whether our staff were helpful; ▪ other ways in which our publication scheme can be improved.

9	FEEDBACK (continued)	<p>Please send any comments or suggestions to :</p> <p>Freedom of Information Officer Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Telephone : 01382 834843 Fax : 01382 828310 Email : foi@dundeecollege.ac.uk</p>
10	COMPLAINTS	<p>Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact :</p> <p>Freedom of Information Officer Dundee College Old Glamis Road DUNDEE DD3 8LE</p> <p>Telephone : 01382 834843 Fax : 01382 828310 Email : foi@dundeecollege.ac.uk</p> <p>Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.</p> <p>You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.</p>

10	COMPLAINTS (continued)	<p>The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9.00 am to 5.00 pm. His office can be contacted as follows :</p> <p>Scottish Information Commissioner Kinburn Castle Doubledykes Road, ST ANDREWS Fife KY16 9DS</p> <p>Telephone : 01334 464610 Email : enquiries@itspublicknowledge.info Web : www.itspublicknowledge.info</p> <p>*verbal requests for environmental information are acceptable.</p> <p><u>SCOTTISH PUBLIC SERVICES OMBUDSMAN</u></p> <p>The Further and Higher Education (Scotland) Act 2005 includes provisions to extend the remit of the Scottish Public Services Ombudsman to include further and higher educational establishments. The Act gives legislative effect to the Executive's Partnership Agreement commitment to 'give students in further and higher education the right to refer matters to the Ombudsman when institutional mechanisms fail them'.</p> <p><i>The Ombudsman will in principle be able to investigate complaints from aggrieved persons (including from students, staff and members of the public) that they have sustained injustice or hardship as a result of maladministration or service failure. Maladministration is generally taken to mean a failure in administrative procedures or processes, and service failure, as defined in statute, as 'any failure in a service provided by the authority, or any failure of the authority to provide a service which it was a function of the authority to provide'.</i></p> <p><i>Whether or not the Ombudsman investigates the complaint will be subject to the terms of the Scottish Public Services Ombudsman Act 2002 (as amended by the 2005 Act), and will be considered on a case by case basis. There are therefore restrictions and exclusions to the type of complaints the Ombudsman has the authority to investigate.</i></p>
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10	COMPLAINTS (continued)	<p>(Source – the Scottish Executive, Enterprise, Transport & Lifelong Learning Department letter of 9 September 2005).</p> <p>Contact details for the Scottish Public Services Ombudsman are as undernoted :</p> <p>Address : 4 Melville Street, EDINBURGH EH3 7NS Telephone : 0870 011 5378 Fax : 0870 011 5379 Email : Enquiries@Scottishombudsman.org.uk Web : www.scottishombudsman.org.uk</p>
11	HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME	<p>If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. FOISA provides you with a right of access to the information we hold, subject to certain exemptions. EIRs separately provide a right of access to the environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.</p> <p>Should you wish to request a copy of any information that we hold that is not available under this publication scheme, please write to :</p> <p>Freedom of Information Officer Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Email : foi@dundeecollege.ac.uk</p> <p>Charges for information not available under the publication scheme :</p> <p>The charges for information which is available under this scheme are set out under Section 6 – Our Charging Policy. If you submit a request to us for information which is not available under this publication that charges will be based on the following calculations.</p>

11	<p>HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME (continued)</p>	<p><i>General Information Requests :</i></p> <ul style="list-style-type: none"> ▪ There will be no charge for information requests which cost us £100 or less to process. ▪ Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500. ▪ We are not obliged to respond to requests which cost us over £600 to process. ▪ In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour. ▪ We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you. ▪ In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you. <p><i>Charges for environmental information :</i></p> <p>We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However charges may be made for locating, retrieving and providing information to you.</p> <p>In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.</p> <p>Charges are calculated on the basis of the actual cost to the authority of providing the information.</p>
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11	HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME (continued)	<ul style="list-style-type: none"> ▪ Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying. ▪ Postage is charged at actual rate for first class mail. ▪ Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour. <p><i>Requests for your own personal data :</i></p> <p>You have the right to request any personal data which Dundee College holds about you under Section 7 of the Data Protection Act 1998. We reserve the right to charge you up to £10 for any personal data which we disclose to you.</p>
12	CLASSES OF INFORMATION	<ol style="list-style-type: none"> 1 INTRODUCTION 2 GENERAL INFORMATION 3 ACCESS TO INFORMATION 4 GOVERNANCE 5 FINANCIAL RESOURCES 6 CORPORATE PLANNING 7 PROCUREMENT 8 HUMAN RESOURCES 9 PHYSICAL RESOURCES 10 HEALTH AND SAFETY 11 DIVERSITY 12 STUDENT ADMINISTRATION AND SUPPORT 13 TEACHING QUALITY 14 INFORMATION SERVICES 15 EXTERNAL AND COMMUNITY RELATIONS 16 GOVERNMENT AND REGULATOR RELATIONS 17 ENVIRONMENTAL INFORMATION

2 General Information

This section covers general information about how to make contact with the College. It includes information about how to complain about the College, and how to serve formal documents on it. It is aimed at providing very general information for the public. More detailed information will be provided in other groups.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Name and Address	The name of the College, and the address of its principal office.	Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE Telephone : 01382 834843 Fax : 01382 828310 Website : www.dundeecollege.ac.uk
Principal Officers	Name of the principal officers of the College.	Christina Potter (Principal) Leslie Dick (Assistant Principal) Grant Ritchie (Depute Principal) Garry Westwater (Assistant Principal & Director of Corporate Governance and Policy) Helen Archibald (Director of HR) Ray Mudie (Associate Principal)

2 General Information (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Contact Information	Information on how to contact the College.	<p>Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Telephone : 01382 834834 Fax : 01382 858117 Website : www.dundeecollege.ac.uk</p> <p>Dundee College Contact Information Sheet on website</p>
Location	Information on the College's principal and other main locations, including campus maps.	<p>Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Dundee College Gardyne Road Campus DUNDEE DD5 1NY</p> <p>Overgate Learning Centre Overgate Centre DUNDEE</p> <p>Campus Location Map on website Dundee College Student Diary</p>

2 General Information (continued)

Opening Hours	Opening hours of the College's principal office.	<p>During term time :</p> <p>Monday – Thursday 8.30 am – 9.00 pm</p> <p>Friday 8.30 am – 5.00 pm</p> <p>Other occasions by arrangement</p> <p>Overgate Learning Centre open weekends (normal hours)</p> <p><u>Unplanned Closures</u></p> <p>Severe Weather Policy (Details published in Student Diary)</p>
Academic Year Dates	Information on the dates of the College's academic years.	<p><u>Academic Year</u> 1 August 2011 – 27 July 2012</p> <p><u>Teaching Staff Dates</u> 15 August 2011 – 22 June 2012</p> <p><u>Semester Dates</u> 29 August 2011 – 21 December 2011 16 January 2012 – 18 May 2012</p> <p>College Calendar Dundee College Student Diary</p>
Holidays	Dates of closure of the College.	<p>10 & 11 October 2011 21 December – 5 January 2012 2 & 3 April 2012 7 May 2012</p> <p>College Calendar Dundee College Student Diary</p>

2 General Information (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Complaints	Procedures on how to complain about the College.	Complaints procedure – contact : Principal's PA Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE Student Code of Conduct Dundee College Student Diary Complaints Procedures on website
Document Serving	Arrangements for serving official documents to the College.	Executive Secretariat Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE
Freedom of Information contact	Central contact point for Freedom of Information inquiries.	Freedom of Information Officer Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE Telephone : 01382 834843 Fax : 01382 828310 E-mail : foi@dundeecollege.ac.uk Website : www.dundeecollege.ac.uk

3 Access to Information

This section tells people how to request information from the College, both under the Freedom of Information (Scotland) Act and the Data Protection Act. It also covers College procedures for these pieces of legislation.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Freedom of Information Requests	Details of how to request information from the College.	<p>Enquiries should be addressed to :</p> <p>Freedom of Information Officer Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Telephone : 01382 834843 Fax : 01382 828310 E-mail : foi@dundeecollege.ac.uk Website : www.dundeecollege.ac.uk</p>
Personal Information Requests	Details of how to make subject access requests under the Data Protection Act.	<p>Enquiries should be addressed to :</p> <p>Data Protection Officer Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Telephone : 01382 834843 Fax : 01382 828310 Website : www.dundeecollege.ac.uk</p>

3 Access to Information (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Environmental Information Requests	Details of how to request environmental information from the College.	Building & Estates Support Team Manager Dundee College Kingsway Campus DUNDEE DD3 8LE Telephone : 01382 834861 Fax : 01382 858117
Freedom of Information Policies	College Freedom of Information policies and procedures.	Guidance for Staff on the Freedom of Information (Scotland) Act 2002
Data Protection Policies	College Data Protection policies and procedures.	Guidance for Staff on The Data Protection Act 1998
Environmental Policies	Institutional Environmental policies and procedures.	Depute Prinicpal Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE Telephone : 01382 834843 Fax : 01382 828310

4 Governance

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 of the organisation.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Legal Framework	Information on how the College was established and its standing from a legal perspective.	<p><u>History of College</u></p> <p>Dundee College was established in 1985 by the merger of Dundee College of Commerce and Kingsway Technical College. On 1 April 1993 control of the College passed to the Board of Management established by the Further and Higher Education (Scotland) Act.</p> <p><u>Statutory Background</u></p> <p>The College is governed by the Further and Higher Education (Scotland) Act 1992. A number of further responsibilities are included in the Further and Higher Education (Scotland) Act 2005. The College Principal is the formal Accounting Officer and is responsible to the Scottish Parliament via the Scottish Funding Council for the stewardship of the College's finances and assets.</p>
Governance Structure	The College's governance structures and operational procedures.	<p>Dundee College is governed by a Board of Management, established under the Further and Higher Education (Scotland) Act 1992.</p> <p>The Board of Management is a body of sixteen persons and includes the College Principal, representation from local businesses and the community, two elected members of college staff and the Student President.</p> <p>To assist in the conduct of its business, the Board has established the following Committees :</p> <ul style="list-style-type: none"> ▪ Audit ▪ Chairmans ▪ Finance ▪ Human Resource and Development ▪ Property ▪ Quality Enhancement Committee

4 Governance (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Governance Structure (continued)		Each of the Committees operates within an approved delegated framework and reports to the Board of Management.
Conflict of Interests	The College's conflict of interests policies.	A College Code of Conduct outlines procedures for staff and students.
Register of Interests	College register of interests.	Board members are required to complete and return a Register of Interests (website). Declaration of any Conflict of Interest is a standing agenda item on the Board and Committee agendas.
College Structure	A description of College's major organisational units and how these relate to each other.	<p>7 Centres</p> <p>3 Management Support Services</p> <ul style="list-style-type: none"> ▪ External Relations Group ▪ Learner, ICT and Curriculum Services ▪ Resources & Finance Services <p><u>Senior Management</u></p> <p>College Executive</p> <p>Contact :</p> <p>Principals PA Dundee College Kingsway Campus Old Glamis Road DUNDEE DD3 8LE</p> <p>Organisational Chart</p> <p>Dundee College Contact Information Sheet on website</p>

4 Governance (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Major Committees	The activities of major committees with devolved decision-making powers.	<p>Board of Management and Committees (6)</p> <p>Board of Management and Committee Schedules</p> <p>Board of Management and Committee Agendas, Minutes and Reports</p> <p>Calendar of Board of Management and Committee Meetings</p> <p>Executive</p> <p>Management Forum</p> <p>College Strategy Groups (15) :</p> <ul style="list-style-type: none"> ▪ Business Development Strategy Group ▪ Citizenship Strategy Group ▪ Employability Strategy Group ▪ Environmental Strategy Group ▪ Equality and Diversity Strategy Group ▪ Ethical Strategy Group ▪ Health, Safety and Well-Being Strategy Group ▪ Information and Communication Technology Strategy Group ▪ International Strategy Group ▪ Learner Involvement Strategy Group ▪ Learning and Teaching Strategy Group ▪ Marketing Strategy Group ▪ People Strategy Group ▪ Quality Enhancement Strategy Group ▪ Resources Strategy Group

5 Financial Resources

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 responsibilities. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information which would disrupt the effective conduct of public affairs, will be excluded from publication.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Financial Statements	The College's annual accounts.	Report of Board of Management and Financial Statements (website)
Budgetary Processes	Policies and procedures for making budgetary allocations to major budgetary units.	Financial Regulations Financial Procedures Budget Summary Sheet
Budgets Overview	Summary of budgetary allocations to major budgetary units.	Total Allocations of main Budget Headings
Financial Regulations	College's financial administration manual.	Financial Regulations Fraud Prevention Policy Fraud Response Policy
Insurance	Summary information on the College's major insurance policies.	Insurance Summary Schedule
Investments	Summary information on College endowments and investments.	Dundee College banks reserve funds in accordance with Finance Committee guidance.

6 Corporate Planning

This section provides information on the College's mission and major strategic plans. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information that would disrupt the effective conduct of public affairs will be excluded from publication.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Mission	College's Mission Statement.	To contribute to an ambitious Scotland by playing a lead role in education, economic development and community life. Mission Statement Strategic Plan 11>14
Corporate Plan	College's Corporate or Strategic Plan.	Strategic Plan 11>14 Operational Plan 2009/10
Strategies	Major College Strategy documents.	Business Development Strategy Group Citizenship Strategy Group Employability Strategy Group Environmental Strategy Group Equality and Diversity Strategy Group Ethical Strategy Group Health, Safety and Well-Being Strategy Group Information and Communication Technology Strategy Group International Strategy Group Learner Involvement Strategy Group Learning and Teaching Strategy Group Marketing Strategy Group People Strategy Group Quality Enhancement Strategy Group Resources Strategy Group

6 Corporate Planning (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Performance Indicators	Indicators used by the governing body and senior management to measure overall College performance.	Student Programme Outcome Student Achievement Ratio by Unit of Learning Early Student Retention Student Retention Student Surveys WSUMs Enrolment Monitors
Planning Procedures	Internal procedures for planning and resource allocation.	Executive Review and Planning Sessions (includes Resource Bids)

7 Procurement

This section provides information about the College's procurement policies, procedures and arrangements. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Procurement Policies	College's policies on major procurement exercises.	Financial Regulations
Procurement Procedures	College's procurement and purchasing manuals.	Financial Regulations Financial Procedures Approved Suppliers List
Procurement Contacts	Contact information for procurement and purchasing information.	List of Approved Budget Holders
Planned Procurements	Summary information about the College's significant planned procurements as required by EU ¹ legislation Prior Information Notices (PINs).	Estates Strategy ICT ² Strategy
Tender Documentation	EU prescribed documentation for significant procurements.	Dundee College is party to Proc-SNI Consortium (Universities purchasing group).
Supplier Contracts	EU prescribed award notices of major contracts over EU thresholds.	

¹ European Union

² Information and Communication Technology

8 Human Resources

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.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Staff Profile	Statistical information on staff.	Available from Human Resource Management
Recruitment Policies	Policies, statements, procedures and guidelines relating to recruitment.	Recruitment and Selection Policy Recruitment and Selection Guidelines Probationary Policy Relocation Expenses Policy Disclosure Policy Academic Staff Conditions of Service
Performance Management/ General HR Policies	Policies and procedures relating to performance management.	Disciplinary Policy and Procedures Internal Communication Policy Sickness Absence Management Policy Sickness Absence Management Policy – Formal Absence Interview Guidelines Leave of Absence Policy Maternity, Adoption, Parental and Family Matters Policy Personal Relationships Policy Staff Code of Conduct
Promotion	Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews.	Human Resource Management Job Evaluation Documentation – Various (Policies & Procedures)

8 Human Resources (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Pensions	Policies and guidelines on pension arrangements for staff.	<p>Local Government Pension Scheme Dundee City Council 28 Crichton Street DUNDEE DD1 3RJ</p> <p>Scottish Public Pensions Agency 7 Tweedside Park TWEEDSIDE TD1 3TE</p> <p>Also various pension updates – January 2009 (Pension Patter) Academic Staff Conditions of Service Retirement Policy</p>
Discipline	Disciplinary procedures and policies.	<p>Disciplinary Policy and Procedures Dignity at Work Policy and Procedures Alcohol and Drugs Policy</p>
Grievance	Grievance procedures and policies.	<p>Grievance Policy and Procedures Raising Concerns Policy Raising Concerns Procedural Guidance Notes</p>
Race Relations	Race equality policies.	<p>Student Code of Conduct Race Equality Policy and Action Plan</p>
Equal Opportunities	Equality and diversity policies, statements, procedures, and guidelines.	<p>Student Code of Conduct Equal Pay Policy Statement Disability Equality Scheme Gender Equality Policy Race Equality Policy</p>

8 Human Resources (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Public Interest Disclosure	Information required for compliance with the Public Interest Disclosure Act.	Disclosure Policy
Staff Development	Policies and procedures relating to the ongoing development of staff.	Professional Development Policy CPD (Continuous Professional Development) Guidelines CPD Programme of Events
Staff Records	The College's policy on the collection, maintenance and use of personal information about staff.	Enquiries are dealt with under the terms of the Data Protection Act 1998.
Staff Facilities	Description of the facilities and services available to members of staff.	College Functions <ul style="list-style-type: none"> ▪ Administration ▪ Catering ▪ Marketing ▪ Professional Development, etc

9 Physical Resources

Colleges are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the College's management of its physical resources. Information that provides specific details of the College'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 College's commercial interests.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Description of Estate	Overview of the College's estate.	Estates Strategy Condition Survey SFC ³ Returns
Estate Development Plans	Plans for major changes to the estate.	Estates Strategy Board Finance and Property Committee Minutes of Meeting
External Funding	Plans for use of major external capital and other sources of external funding.	Capital Works Programme Board Finance and Property Committee Minutes of Meeting
Buildings Under Construction	Summary information about buildings under construction.	Gardyne Project
Maintenance	Maintenance arrangements and policies for buildings and grounds.	Capital Works Programme Planned Maintenance Programme Asbestos Management Policy
Estates Indicators	Performance indicators on major estates functions.	eMandate
Environmental Policies	The College's environmental policies, practices and overview of their impact.	Environmental Policy Environment Group Remit Environment Group Minutes of Meeting

³ Scottish Funding Council

10 Health and Safety

This section covers information about the College's health and safety policies, procedures and record. In some instances information will be exempt from disclosure where it contains personal information, or information which, if released, may substantially prejudice the commercial interests of any person or organisation, endanger the physical or mental health or safety of an individual, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Policies	Policies, procedures and guidelines relating to health and safety.	Health, Safety and Well-Being Policy Health and Safety Training Access Equipment Procedures Asbestos Management Plan Asbestos Procedure and Guidance COSHH ⁴ Procedures and Guidance Driving at Work Policy Electrical Safety Policy Excursions and Residentials Policy Eye and Eyesight Tests Fire Procedures First Aid Policy Gardyne Road Campus Swimming Pool Lone Workers New and Expectant Mothers Risk Assessment Policy Safe Use of Work Equipment Short Visits and Trips for School Pupils Smoking Policy Student Placement Procedures Workplace Inspection Work Related Stress Policy

10 Health and Safety (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Annual Reports	Reports to governing body on health and safety issues.	Regular Reports
Monitoring	Mechanisms for monitoring and reporting on health and safety issues.	Overview by Human Resource and Development Committee of Board of Management Safety Inspections Safety Audits – External Auditors
Statistics	Summary statistics on accidents and incidents within the College.	Reported regularly
Support Structures	Information on the College's support structures for health and safety.	Health & Safety Committee Remit Health & Safety Committee Membership Health & Safety Committee Minutes of Meeting Human Resource and Development Committee
Contact Information	Details of how to get information about health and safety.	Health & Safety Co-ordinator Dundee College Kingsway Campus Old Glamis Road Dundee DD3 8LE Telephone : 01382 834861 Fax : 01382 834864 Dundee College Student Diary

⁴ *Control of Substances Hazardous to Health*

11 Diversity

This section provides information about the College's diversity and equality policy and procedures.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Disability Policies	Policies, procedures (including impact assessments) and guidelines relating to support and equality for disabled people.	Disability Discrimination Act Dignity at Work Supported Learning Booklet Alternative Assessment and Examination Arrangements Procedures Students with Disabilities and/or Additional Support Needs Policy Disability Equality Scheme Gender Equality Policy Race Equality Policy Equality and Diversity Strategy
Support Structures	A description of the College's support structures for disability issues.	Supported Learning Booklet Disabilities and Additional Support Information Sheet
Contacts	Details of how to get information about support for disabled people.	Supported Learning Booklet Disabilities and Additional Support Information Sheet Dundee College Student Diary
Accessibility of Buildings and Services	The levels of accessibility of each of the College's main buildings and services.	Supported Learning Booklet Access Arrangements Information Sheet Personal Evacuation Plans and Procedures
Strategies	The College's diversity and equality strategies	Equality and Diversity Strategy
Statistics	Summary statistics on support for disability within the College.	Annual Summary to be published

12 Student Administration and Support

This section contains information on how the College manages the administration and progression of their students from admission to course completion, including student support services.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Course Information	Programmes offered by the College.	Vocational Programmes for School Pupils School Leavers Prospectus General Prospectus Open & Flexible Learning Prospectus International Prospectus Course Information Sheets Dundee College Newspaper
Admissions	The College's admissions procedures and policies.	Prospectus Open Days Admission Statement CAMS On-line Application System Alternative Assessment and Examination Arrangements Procedures Students with Disabilities and/or Additional Support Needs Policy
Fees and Charges	Tuition fees and other charges to students.	Academic Course Fees Financing Your Full-Time Education booklet Financing Your Part-Time Education booklet Financing Your Post-Graduate Education booklet A Guide to Childcare Funding Students' Association Information Sheet Fee Waiver Scheme
Registration	The College's arrangements for registering students.	Enrolment Days Enquiry Bureau

12 Student Administration and Support (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Assessments	Arrangements for assessments and examinations.	Examination Timetables posted on notice boards throughout the College Student Code of Conduct
Progression	Regulations governing student progression.	Articulation agreement with HE Universities – Abertay University, Dundee University, Edinburgh Napier University, Heriot Watt University, Robert Gordon University and The Open University
Learning Support Services	Description and availability of the academic and non-academic learning support services offered by the College.	Supported Learning Booklet Alternative Assessment and Examination Arrangements Procedures Students with Disabilities and/or Additional Support Needs Policy Professional Development Policy CPD (Continuous Professional Development) Guidelines
Student Liaison	The structure and functioning meetings of staff/student consultative committees or other liaison groups.	User Liaison Groups Student Reps on Board of Management Committees Student Reps on College Strategy Groups Learner Involvement Strategy
Student Welfare	A description of the availability and range of the College's welfare and advise services.	Counselling and Advisory Booklet Student Induction Pack A Guide to Childcare Funding Dundee College Student Diary Support and Protection of Young and Vulnerable Students Policy Support and Protection of Young and Vulnerable Students Guidelines Look After Children Protocol College Accommodation Booklet
Chaplaincy Services	A description of the College's chaplaincy services.	Information available on request. Every effort is made to accommodate students and staff from different faiths and we offer contemplation facilities.

12 Student Administration and Support (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Health Services	A description of the medical support services provided by the College for students.	Health, Safety and Well-Being Policy First Aid Policy
Careers Services	Availability, conditions of use and range of services offered by the College's careers service.	Dundee College Student Diary/Handbook Learner Services – Courses & Career Guidance Information Sheet Learner Services – Employment Service Information Sheet Dundee College Contacts Information Sheet Jobs 4U @ Dundee College Higher Education/Jobs Fair
Sports and Recreational Facilities	Availability, conditions of use and range of sporting and recreational facilities offered by the College.	Gardyne Campus Other University Links
Student Records (Registry Services)	The College's policies on the collection, maintenance and use of personal information about students.	Dundee College is registered and complies with the requirements of the Data Protection Act for all student data use. Arrangements for the provision of data to SQA ⁵ , SFC and other bodies with statutory rights to data.
Student Discipline	The College's policies and procedures for disciplinary proceedings against students.	Students Code of Conduct
Student Accommodation	Availability, conditions of use and range of accommodation services offered by the College.	College Accommodation Booklet Guidance for Staff Working with Students in Residential Accommodation Dundee College Student Diary Overseas Students' Orientation Pack

⁵ *Scottish Qualifications Authority*

12 Student Administration and Support (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Graduation Arrangements	Information about awards ceremonies.	Awards Ceremony Information Sheet Dundee College Student Diary
Student Complaints	Procedures for dealing with student complaints about the College.	Students Code of Conduct Dundee College Student Diary
Relationship with the Students' Union/ Association	The legal and structural basis of the College's relationships with the Students Union/ Association.	Dundee College Students' Association Constitution and Code of Practice
Students' Union/ Association and Clubs	Information on the operation and activities of the Students Union and other student clubs.	Students' Association Information Sheet Other University Links Dundee College Student Diary

13 Teaching Quality

This section contains information regarding the management of teaching quality in the College including mechanisms for reviewing and ensuring the quality of teaching provided.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Programme Approval	Programme approval and monitoring arrangements.	Programme frameworks Approval process Approval records available and audited by SQA Programme Team Meeting Minutes of Meeting
Student Satisfaction	Summary results of surveys of student satisfaction with the College.	Examples of Surveys undertaken are : <ul style="list-style-type: none"> ▪ Post Entry Survey ▪ On-Course Survey ▪ Pre-Exit Survey Student feedback is also gathered at programme level, and a range of support services e.g. guidance
College Internal Reviews	Summary of the findings and evidence presented to teams undertaking the College's own internal review of quality and standards.	Executive Reviews using HMle standards for Self Evaluation HMle Review
Professional Accreditation of Courses by External Bodies	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Accreditation by a number of awarding bodies e.g. SQA, City & Guilds, etc
Validation	A description of courses where the College acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'.	N/A

13 Teaching Quality (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Quality Assurance Assessments of the College's Provision	Reports submitted to (and received from) external accreditation bodies relating to assessment of the College's provision.	External Verification Reports <ul style="list-style-type: none">▪ various awarding bodies SQA Audit Report Re-accreditation documentation <ul style="list-style-type: none">▪ various awarding bodies

14 Information Services

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.

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 public and it is this type of information that is included here.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Library Facilities	Availability and conditions of use of library facilities.	Library Services Guides (also available in other languages) Library Catalogue Virtual Library Library Information Sheet Resource Packs On-line Induction eBooks
Computing Facilities	Availability and conditions of use of computing facilities.	Eligible students will be issued with a password once registered, this will entitle access in classroom/open access. Guidance for Staff on the Data Protection Act 1998 Acceptable Use Policy for College Supplied Notebooks Code of Conduct for the Use of ICT Facilities
Other Information Facilities	Availability and conditions of use of facilities.	Venue Hire Information Sheet for The Space, The Overgate and Kingsway Campus (see website)
Major Strategy Documents	High-level aims and strategies of information services units.	Dundee College Strategic Plan 11>14 Business Development Strategy Group Citizenship Strategy Group Employability Strategy Group Environmental Strategy Group Equality and Diversity Strategy Group

14 Information Services (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Major Strategy Documents (continued)		Ethical Strategy Group Health, Safety and Well-Being Strategy Group Information and Communication Technology Strategy Group International Strategy Group Learner Involvement Strategy Group Learning and Teaching Strategy Group Marketing Strategy Group People Strategy Group Quality Enhancement Strategy Group Resources Strategy Group

15 External and Community Relations

This section covers information relating to the College's relationship with its external environment. These include how it manages its relationship with the local community and how it retains contact with its former staff and students.

By virtue of its nature most Colleges will probably find that the majority of these classes are already made available to the public by some means.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Alumni	Arrangements for keeping in touch with former staff and students.	Dundee College does not have an Alumni at present. Contact with former students made through Registry Services.
Community Relations	Description of the facilities and services available to the local community.	School Liaison Information Sheet School Leavers Prospectus Vocational Programmes for School Pupils Venue Hire Information Sheet for The Space, The Overgate and Kingsway Campus (see website)
Development Activities	Promotional material relating to College fundraising objectives.	See website Staff Association and Students Association Dundee College Campaign Board
Public Relations	Information created specifically to publicise facilities and activities.	College Website : www.dundeecollege.ac.uk Press Releases DC Newsletter Dundee College Newspaper, DC Magazine, Annual Review and other publications

16 Government and Regulator Relations

This section covers information the College provides to government and external regulators. By virtue of its nature most colleges will probably find that the majority of these classes are already made available to the public by some means.

Members of the public are also likely to find the same or related information is available from the external partners the College has links with.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Funding Body Statistical Reports and Returns	Information that the College is legally obliged to make available to its funding body.	Returns submitted to SFC and other statutory bodies SFC website : www.sfc.ac.uk
HMle Reports	Reports on College by Her Majesty's Inspectorate of Education (HMle).	Copies of HMle reports relating to Dundee College HMle website : www.hmie.gov.uk
Other Statutory Reports	Information which the College is legally required to publish.	The College receives a large number of official reports from various bodies and stakeholders.
Information on Student Admission, Progression and Completion	Statistical information on these matters which the College is required by the Funding Council to publish.	The College submits programme and student descriptive and performance data in line with SFC guidelines.

17 Environmental Information

This section covers information the College holds relating to environmental issues.

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Legislation	Types of international treaties, conventions or agreements and community, national, regional or local legislation on the environment or relating to it.	All EU legislation including regulations, directives and council decisions. All relevant EU wide and Scottish legislation including : <ul style="list-style-type: none"> ▪ Environmental Protection Act 1990 ▪ Control of Pollution Act 1974
Policy Relating to the Environment	Policies, plans and programs held by the College and relating to the environment.	Environmental Policy
Progress Reports	Progress reports on the implementation of the legislation and policies referred to in the above two rows when prepared or held by the Colleges in electronic form.	Role of Environmental Group and Health, Safety and Well-Being Group
Reports on the Status of the Environment	Reports held by the College on the state of the environment.	Ecologists Report on new Campus Site
Monitoring of activities effecting the Environment	Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment.	eMandate submission and records of waste disposal

17 Environmental Information (continued)

CLASS NAME	CLASS DEFINITION	EXAMPLES/COMMENTS
Authorisations	Authorisations with a significant impact on the environment and environmental agreements or a reference to the place where such information can be requested or found.	Records kept to demonstrate compliance with Waste Disposal Regulations
Environmental Impact Studies	Environmental impact studies and risk assessments concerning the air and atmosphere, water, soil, land, landscape and natural site including wetland, costal and marine areas, biological diversity and its components, genetically modified organisms and the interaction among those elements effecting the College.	Part of BREEAM ⁶ assessment for proposed new Campus, otherwise not currently carried out apart from Health and Safety context.
Information of Facts Used in Framing Environmental Polices	Facts and analysis of facts which the College considers relevant and important in framing major environmental policy proposals.	Environmental aspects and potential impacts inform College strategic and operational plans.

⁶ BRE Environmental Assessment Method