

**CENTRAL SUSSEX COLLEGE**  
**FREEDOM OF INFORMATION ACT**  
**PUBLICATION SCHEME**

**Introduction**

**1. Legal Requirement**

- 1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available through a publication scheme.
- 1.2 'Public authorities' are defined in the Act and include further education colleges.

**2. What is a publication scheme?**

- 2.1 The publication scheme is a document that describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new information is published or existing material revised. It is however, the public authority's commitment to make available the information described.
- 2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information can be accessed and whether or not charges will be made.

**3. The 'model' publication scheme for further education**

- 3.1 Central Sussex College has adopted the model publication scheme prepared for the Further Education sector and is committed to publishing the information it describes.
- 3.2 This model is designed for further education colleges and sixth form colleges across England, Wales and Northern Ireland. The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information across the sector. However, to reflect the diversity in size and function of institution, a number of optional classes of information are included.

**4. Who we are**

- 4.1 Central Sussex College was launched on the 1<sup>st</sup> August 2005, as a result of the merger of Crawley College and Haywards Heath College. The College has been established to provide the highest quality education and training, covering a range of academic subjects and vocational training and the best resources to enhance and enrich opportunities for learners and teachers in Sussex.

- 4.2 The College offers a choice of excellent learning facilities in Crawley, Burgess Hill, East Grinstead, Haywards Heath and Horsham.
- 4.3 Over £9million, has recently been invested in new buildings and learning facilities to provide teaching staff and learners with up-to-the-minute technology, in modern and bright surroundings. A significant investment programme is planned for the future to ensure that both students and staff have access to a comfortable and progressive work and learning environment.
- 4.4 The College is a Centre of Vocational Excellence (CoVE) in a number of vocational areas, in partnership with other Sussex Colleges. Details are available on the College website ([www.centralsussex.ac.uk](http://www.centralsussex.ac.uk))
- 4.5 With some, 3000 full-time students, 11500 part-time students and a choice of hundreds of courses, the College offers a challenging and exciting environment with a wealth of teaching and support opportunities. Currently, nearly 1000 highly skilled staff are employed across the College's learning facilities.

## **5. Accessing information covered by the publication scheme**

- 5.1 The classes of information we publish are included in the second part of the scheme. Information is generally available to the public through the College website ([www.centralsussex.ac.uk](http://www.centralsussex.ac.uk)).
- 5.2 Next to each class, we have indicated the manner in which the information described will be available. We have also indicated whether charges apply to the material in each class.
- 5.3 In most cases the information listed will be supplied free of charge unless otherwise stated, however, Central Sussex College reserves the right to charge for photocopying and any other significant costs in providing information requested. Applicants will be notified of any costs prior to the information being provided. The College may also charge a fee for other information that is not included in the Publication Scheme, which will be calculated according to the fees regulations.
- 5.4 To request information routinely available through our publication scheme, please refer to the 'contact' column.
- 5.5 Please note that a publication scheme relates to 'published' information. Therefore, material covered has already been prepared in a format ready for distribution. Wherever possible information will be supplied electronically.

## **6. What about information not covered by the publication scheme?**

- 6.1 From January 1 2005 you will have the right, under the Freedom of Information Act 2000, to request any information (subject to certain exemptions) held by Central Sussex College, which it has not already made available through the publication scheme.
- 6.2 Requests will have to be made in writing and, in general, the College will have 20 working days to respond. A fee may be charged, which will be calculated according to Fees Regulations in the Freedom of Information Act. The

College will not be required to release information to which an exemption in the Act legitimately applies. However, the College may be required to explain to the applicant why it is not releasing information and it may also have to justify this to the Information Commissioner.

- 6.3 To request information not covered by the College's publication scheme please use the Request Form available on the College Website ([www.centralsussex.ac.uk](http://www.centralsussex.ac.uk)) under the Freedom of Information section and forward to:

Quality Department  
Central Sussex College  
College Road  
Crawley  
West Sussex  
RH10 1NR

Tel: 01293 442270  
Fax Number: 01293 453407  
Email: [quality@centralsussex.ac.uk](mailto:quality@centralsussex.ac.uk)

## **7. Copyright**

- 7.1 Reproducing material supplied under this publication Scheme without the permission of Central Sussex College may be an infringement of copyright. Requests for permission to reproduce material should be made to the College Secretary.

## **8 Feedback**

- 8.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We would also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent to in writing to the address in para. 6.3 above.
- 8.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act at the following address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **8. Further information**

More information about the Freedom of Information Act is available on the Information Commissioner's website at:

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **MAIN GROUPS OF INFORMATION**

This publication scheme lists the information that is available from the College into eight main groups each with a number of classes. The main groups are:

1. Governance
2. Financial Resources
3. Human Resources
4. Physical Resources
5. Student Administration and Support
6. Information Services
7. Teaching and Learning
8. External Relations



## 1. 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. 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	Documents	Format	Contact	Fee
1.1	<b>Legal Framework</b>	<ul style="list-style-type: none"> <li>▪ Instrument and Articles of Government</li> <li>▪ Legal status – conferred by the Further and Higher Education Act 1992</li> <li>▪ Charitable status – The College is an exempt charity under the powers conferred by the Further Education and Higher Education Act 1992</li> </ul>	<p>Website</p> <p>Website</p> <p>Website</p>	<p><a href="http://www.opsi.gov.uk/stat.htm">www.opsi.gov.uk/stat.htm</a></p> <p><a href="http://www.opsi.gov.uk/acts.htm">www.opsi.gov.uk/acts.htm</a></p> <p><a href="http://www.opsi.gov.uk/acts.htm">www.opsi.gov.uk/acts.htm</a></p>	
1.2	<b>How Central Sussex College is organised</b>	<ul style="list-style-type: none"> <li>▪ College Leadership Team</li> </ul>	College Website	<p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to About Us/College Leadership Team Refer request to</p>	
1.3	<b>Information on the institutional context</b>	<ul style="list-style-type: none"> <li>▪ Mission Statement</li> <li>▪ College Strategies</li> <li>▪ Quality Assurance Policy</li> </ul>	<p>College Website</p> <p>College Website</p> <p>College Website</p>	<p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a></p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a></p> <p><a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a></p>	

1.4	<b>Management Structure</b>	<ul style="list-style-type: none"> <li>▪ Corporation Membership List</li> <li>▪ Code of Conduct for Corporation Members</li> <li>▪ Register of Interests for Corporation Members</li> <li>▪ Corporation Committee structure chart</li> <li>▪ Terms of reference for the Corporation's Committees</li> <li>▪ Standing Orders for the Corporation</li> <li>▪ Minutes of Corporation meetings</li> </ul>	<ul style="list-style-type: none"> <li>College Website</li> <li>College Website</li> <li>Document</li> <li>College Website</li> <li>College Website</li> <li>College Website</li> <li>College Website</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Governance section</li> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Governance section</li> <li>contact: <a href="mailto:clerk@centraisussex.ac.uk">clerk@centraisussex.ac.uk</a></li> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Governance section</li> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Governance section</li> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Governance section</li> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Governance section</li> </ul>	

## 2. Financial Resources

This section covers information on the College's strategy and management of financial resources. The Finance section provides accounting, procurement and contracting services, helping to make the best use of resources and fulfilling statutory responsibilities. Information that may damage the commercial interests of Central Sussex College will be excluded from publication.

2	Class	Documents	Format	Contact	Fee
2.1	<b>Finance</b>	<ul style="list-style-type: none"> <li>▪ Published Annual Accounts</li> <li>▪ Financial Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Document</li> <li>College Website</li> </ul>	<ul style="list-style-type: none"> <li>contact: <a href="mailto:clerk@centraisussex.ac.uk">clerk@centraisussex.ac.uk</a></li> <li><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a></li> </ul>	

2.2	<b>Resource Planning</b>	<ul style="list-style-type: none"> <li>▪ Financial Regulations</li> </ul>	College Website	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a>	

### 3. Human Resources

This section covers information on the College's strategy and management of human resources (but excludes information relating to individual members of staff, which is exempt from disclosure as personal information). The information available, covers personnel policies and procedures.

<b>3</b>	<b>Class</b>	<b>Documents</b>	<b>Format</b>	<b>Contact</b>	<b>Fee</b>
3.1	<b>Employment and Employee relations</b>	<ul style="list-style-type: none"> <li>▪ Job vacancies</li> <li>▪ Whistleblowing Procedure</li> </ul> <p>Further information to be added at a later date.</p>	College Website  College Website	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a>  <a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a>	
3.2	<b>Equal Opportunities and Diversity</b>	<ul style="list-style-type: none"> <li>▪ Equality &amp; Diversity</li> <li>▪ Disability Equality Scheme</li> </ul>	College Website  College Website	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Equality & Diversity <a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Equality & Diversity	
3.3	<b>Staff Development</b>				

#### 4. Physical Resources

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 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.

4	Class	Documents	Format	Contact	Fee
4.1	Estates	<ul style="list-style-type: none"><li>Tendering</li><li>Address and map of sites</li></ul>	Financial Regulations College Website	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> <a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to campuses	

#### 5. 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. Information available within this section does not include specific student personal details, by virtue of being personal information.

5	Class	Documents	Format	Contact	Fee
5.1	Information on student admission, progression and completion	<ul style="list-style-type: none"><li>Admissions Policy</li></ul>		contact: <a href="mailto:info@centraisussex.ac.uk">info@centraisussex.ac.uk</a>	

5.2	<b>Student accommodation</b>		College website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/ Welfare and Accomodation	
5.3	<b>Student administration</b>			contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a>	
5.4	<b>Student admission and enrolment</b>			contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a>	
5.5	<b>Student discipline</b>	<ul style="list-style-type: none"> <li>▪ Disciplinary Policy and Procedure (Student)</li> <li>▪ Customer Complaints Procedure</li> </ul>	Available electronically  College Website	contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a>  <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/ Customer Complaints	
5.6	<b>Student learning and support services</b>	<ul style="list-style-type: none"> <li>▪ Learning Development and Support</li> <li>▪ Personal Development advice</li> <li>▪ Services for students with special needs</li> </ul>	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/ Learning Support and also campus information	
5.7	<b>Student liaison</b>	<ul style="list-style-type: none"> <li>▪ Student Union information</li> </ul>	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/ Student Union	
5.8	<b>Student policies</b>	Student Policies listed in the Student Handbook		contact: <a href="mailto:info@centralsussex.ac.uk">info@centralsussex.ac.uk</a>	
5.9	<b>Student Welfare</b>	Student Handbook		<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Student Support/ Learning Support and also campus information  or contact: Info@centralsussex.ac.uk	

## 6. Information Services

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

Some data held may be personal data and therefore not available for disclosure.

<b>6</b>	<b>Class</b>	<b>Documents</b>	<b>Format</b>	<b>Contact</b>	<b>Fee</b>
6.1	<b>Availability and conditions of use of facilities</b>			contact: roombooking@centralsussex.ac.uk	
6.2	<b>Mission statements and related documents</b>	Not applicable			
6.3	<b>Policies with regard to data and information</b>	Further information to be added at a later date.			
6.4	<b>Procurement and disposal policies</b>	▪ Financial Regulations	College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a>	
6.5	<b>Scope of collections held</b>	Not applicable			

## 7. Teaching and Learning

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

7	Class	Documents	Format	Contact	Fee
7.1	<b>Academic Year Dates</b>	<ul style="list-style-type: none"> <li>▪ Term dates</li> </ul>	College Website	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to about us/term dates	
7.2	<b>Further Course Information</b>	<ul style="list-style-type: none"> <li>▪ Prospectus and individual course briefing sheets</li> <li>▪</li> </ul>	Refer to College website in first instance	<a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to courses	
7.3	<b>Information on internal procedures for assuring academic quality and standards</b>	<ul style="list-style-type: none"> <li>▪ Teaching and Learning</li> <li>▪ Student Support</li> <li>▪ Tutorial Policy and Procedure</li> <li>▪ Student Charter</li> <li>▪ Student Welfare</li> <li>▪ Customer Complaints Policy</li> <li>▪ College Inspection Report</li> </ul>	<p>College Website</p> <p>Refer to Ofsted website</p>	<p>contact: Info@centraisussex.ac.uk</p> <p>contact: Info@centraisussex.ac.uk</p> <p>contact: Info@centraisussex.ac.uk</p> <p>contact: Info@centraisussex.ac.uk</p> <p>contact: Info@centraisussex.ac.uk</p> <p><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Student Support/ Customer Complaints</p> <p><a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a></p>	
7.4	<b>Staffing structure of schools /departments</b>	Further information to be added at a later date.			
7.5	<b>Student Assessment Strategy</b>	<ul style="list-style-type: none"> <li>▪ Assessment</li> </ul>		contact: Info@centraisussex.ac.uk	

		<ul style="list-style-type: none"> <li>▪ Student Support</li> <li>▪ Appeal Procedures Plagiarism and Academic Misconduct</li> <li>▪ External examination bodies regulations</li> </ul>		contact: Info@centralsussex.ac.uk  Ccontact: Info@centralsussex.ac.uk  Refer to appropriate Examination body	
7.6	<b>Tuition Fees</b>	<ul style="list-style-type: none"> <li>▪ Fee Policy</li> </ul>	College website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Employer Services/ Fee Policy or Pricing Policy	

## 8. External Relations

This section covers information relating to the College's relationship with its external environment. These include the formal reports the College is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

8	Class	Documents	Format	Contact	Fee
8.1	<b>Community Liaison (optional)</b>	<ul style="list-style-type: none"> <li>▪ Purpose of Local Community Boards and Terms of Reference</li> <li>▪ Reports on Local Community Board meetings</li> </ul>	College Website  College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Governance section  <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Governance section	
8.2	<b>Government and Regulator relations</b>	<ul style="list-style-type: none"> <li>▪ Inspection Report</li> </ul>	Refer to Ofsted Website	<a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>	
8.3	<b>Marketing and recruitment</b>	<ul style="list-style-type: none"> <li>▪ Prospectus</li> <li>▪ Open Day Information</li> </ul>	College Website  College Website	<a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to order a Prospectus <a href="http://www.centralsussex.ac.uk">www.centralsussex.ac.uk</a> refer to Open Evenings	

8.4	<b>Public relations</b>	<ul style="list-style-type: none"> <li>▪ Press releases</li> <li>▪ Prospectus</li> <li>▪ Course Information</li> <li>▪ Employer Newsletters</li> </ul>	<p>College Website</p> <p>College Website</p> <p>College Website</p> <p>College Website</p>	<p><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to News and Events</p> <p><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to order a Prospectus</p> <p><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Courses</p> <p><a href="http://www.centraisussex.ac.uk">www.centraisussex.ac.uk</a> refer to Employer Services</p>	

