



Publication Scheme

CONTENTS

Introduction	Pages 2-3
Copyright	Page 4
Governance	Pages 5-7
Finance	Page 8-11
Human Resources	Pages 12-16
Physical Resources	Pages 17
Student Administration and Support	Pages 18-22
Information Services	Page 21-22
Teaching and Learning	Pages 22-24
External Relations	Pages 25-27

INTRODUCTION

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 proactively, through a publication scheme.
- 1.2 “Public authorities” are defined in the Act and include universities, further education colleges and sixth form colleges.

2. What is a publication scheme?

- 2.1 A publication scheme is a document which 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 material 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 described can be accessed and whether or not charges will be made.

3. The “model” publication scheme for further education

- 3.1 The Belfast Metropolitan College (“the College”) has adopted the model publication scheme developed for the Further Education sector and is therefore committed to publishing the information it describes.
- 3.2 This model is designed for further education colleges across England, Wales and Northern Ireland. The purpose of the model is to save colleges duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. However, to reflect the diversity in size and function of a college, a number of optional classes of information are included. As a result, models within the sector will vary slightly. Any optional classes relevant to us have been included in our scheme.

4. Who we are

Belfast Met is the largest and longest established further and higher education college in Northern Ireland. We offer a broad range of innovative, high quality, economically relevant provision. In August 2007, Belfast Institute merged with Castlereagh College, located in East Belfast, and then rebranded to form the Belfast Metropolitan College.

Our modern, award-winning estate spans the length and breadth of the city of Belfast and comprises four main campuses – Titanic Quarter, Millfield, Springvale and Castlereagh – as well as a range of smaller outreach centres, including the new community hub at Girdwood.

In August 2011 we opened the doors of our new building located in the Titanic Quarter area of Belfast – creating a new and exciting learning quarter for the city. This modern landmark building features the latest facilities and is located within close proximity to the Odyssey complex.

We have also opened the doors to our innovative e3 building which has been designed to promote employability, entrepreneurship and enterprise for the North and West Belfast area. This 5000sq. Metre building is located adjacent to the College’s Millennium Community Outreach Centre on the Springfield Road and accommodates up to 350 users per day, drawn from our higher education students, school pupils, start-up companies, local businesses and community organisations.

We attract over 30,000 enrolments per year and continually adapt and develop our curriculum to keep pace with shifting economic and skills demands.

Our vision is: To be a world-class college that nurtures the talent and ambition of the city of Belfast and beyond.

Our core values are: Collaboration, Ambition, Respect and Excellence.

5. Accessing information covered by the publication scheme

- 5.1 The classes of information we publish are described in the second part of the scheme.
- 5.2 Next to each class we have indicated the manner in which the information described will be available. Normally the College will make no charge for the provision of information. However, the College reserves the right to make a charge where administration costs, eg photocopying, postage, etc, are significant.
- 5.3 To request information available through our publication scheme, please contact:

Corporate Compliance Officer
Corporate Development
Belfast Metropolitan College
Castlereagh Campus
CC-01-009
Montgomery Road
Belfast
BT6 9JD
Tel: 028 9026 5455
Email: freedomofinformation@belfastmet.ac.uk

- 5.4 Please note that a publication scheme relates to “published” information. Therefore, material covered has already been prepared in a format ready for distribution.

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

- 6.1 Since 1 January 2005 you have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing or electronic means and in general, public authorities will acknowledge receipt of such requests within 4 working days and respond have 20 working days to respond. They may charge a fee, which will have to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

7. Feedback

- 7.1 It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Publication Scheme Co-ordinator:

Corporate Compliance Officer
Corporate Development

Belfast Metropolitan College
Castlereagh Campus
CC-01-009
Montgomery Road
Belfast
BT6 9JD
Tel: 028 9026 5455
Email: freedomofinformatation@belfastmet.ac.uk

7.2 Complaints

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:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or

The Information Commissioner's Office — Northern Ireland
3rd Floor
14 Cromac Place
Belfast
BT17 2JB
Telephone 028 9027 8757 or 030 3123 1114.

Email: ni@co.gsi.gov.uk

8. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at: www.ico.gov.uk

COPYRIGHT

The material available through this Publication Scheme is subject to the Colleges copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme are being republished or copied to others, you must identify the source of the material and acknowledge the copyright status. Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned. For HMSO Guidance Notes on a range of copyright issues, see the HMSO website:

www.hmso.gov.uk/guides.htm

or contact:

HMSO Licensing Division
St Clement's House
2-16 Colegate

Norwich
NR3 1BQ
Tel: 016 0362 1000
Fax: 016 0372 3000
E-mail: HMSO Licensing

1.0 GOVERNANCE

Introduction

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 College or that may threaten the health and safety of specific individuals.

	CLASS	DESCRIPTION	MANNER	FEE
1.1	Legal Framework	<p>This class contains information relating to how the College was established and its standing from the point of view of the law. Ultimately the corporate status of some FE “corporations” will be conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The actual legislation is often already publicly available, for example, on the HMSO website (www.legislation.hmso.gov.uk/acts) and need not be duplicated.</p> <p>Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. This legal status can have been obtained in a variety of ways such as by Instruments and Articles of Government, Charter or an Act of Parliament.</p>		
		<p><i>1.1.1 Legal Status</i> The legal status of the College was established by the Further Education (Northern Ireland) Order 1997.</p>	Available from www.tso.co.uk	
		<p><i>1.1.2 Articles of Government</i> In accordance with the requirements of Article 11 of the above Order, the Articles of Government provide for the functions and responsibilities of the Governing Body.</p>	<p>(i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk (ii) Website: www.belfastmet.ac.uk</p>	
		<p><i>1.1.3 Instruments of Government</i> Similarly, the Instruments of Government provide for the constitution of the Belfast Metropolitan College.</p>	<p>i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk (ii) Website: www.belfastmet.ac.uk</p>	
		<p><i>1.1.4 Charitable Treatment</i> The treatment of the College as a charity for taxation purposes is confirmed by correspondence from the Inland Revenue</p>	Paper copy from Head of Finance.	
1.2	How the College is Organised	<p>This class contains information relating to how the individual units of the College are organised and where each unit fits in the overall structure of the College.</p>		
		<i>1.2.1 Organisational Chart</i>	Currently under Construction	

		College organisational chart shows where each unit fits into the overall structure.		
		<i>1.3.1 Our Mission, Vision & Strategic Directions</i> Statement of vision and general strategic intent developed by the Governing Body.	i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk (iv) Website: www.belfastmet.ac.uk	
1.4	Management Structure	This class contains information relating to how the Colleges management structure is organised and the function and purpose of each part of the management structure.	i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	
		<i>1.1.4 Governing Body - List of Members</i> This is a list of the members of the Governing body, with an indication of which category they represent.	(i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk (iv) Website: www.belfastmet.ac.uk	
		<i>1.4.2 Governing Body - Calendar of Meetings</i> Lists the dates of all meetings of the Governing Body and its committees for the current year.	i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	
		<i>1.4.4 Governing Body - Minutes of Meetings</i> Minutes of Meetings of College Governing Body. Minutes edited to remove sensitive material and references to individuals.	i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	
		<i>1.4.5 Governing Body – Register of Interests</i>	i) Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	
		<i>1.4.6 Code of Conduct For members of Governing Body</i>	Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	
	CLASS	DESCRIPTION	MANNER	FEE
		<i>1.4.7 Procedure for selection of staff and student representative members on Governing Body</i>	Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	
		<i>1.4.8 Membership of Senior Management Team</i> List of members with designation.	Paper or electronic copy from PA to Director Andreabrowne@belfastmet.ac.uk	
		<i>1.4.9 Senior Management Team Minutes</i> Minutes of meetings of Senior Management Team.	Paper or electronic copy from PA to Director Andreabrowne@belfastmet.ac.uk	
		<i>1.4.10 College Calendar -Current</i> Gives details of the student year and details of when the College will be closed.	Paper or electronic copy from HRD	
		<i>1.4.11 College Calendar -Current</i> Gives details of the student year and details of when the College will be closed. Cross reference (?)	Paper or electronic copy from Website: www.belfastmet.ac.uk (iii) Prospectus or HRD.	
		<i>1.4.12 Summary of College Development Plan</i> The Governing Body steers the College by determining high-level strategic statements, which form the bedrock of the College Development Plan.	Paper or electronic from Secretary to the Governing Body – jmcandrew@belfastmet.ac.uk	

2. FINANCE

Introduction

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 damage the College's commercial interests will be excluded from publication.

	CLASS	DESCRIPTION	MANNER	FEE
2.1	Finance	See below for examples.		
		<p><i>2.1.1 Financial Memorandum</i> Document setting out the framework of strategic control between DfE and the College. The Financial Memorandum sets out the conditions which must be met by the College in order to continue receiving its recurrent grant from the Department for the Economy.</p> <p>https://www.economy-ni.gov.uk/publications/further-education-colleges-audit-code-2016-requirements-relation-funding-and-audit-function-fe</p> <p>https://www.economy-ni.gov.uk/publications/management-statement-and-financial-memorandum-between-dfe-and-fe-colleges</p>	See 2.1.1 for link to DfE website	
		<p><i>2. 1. 2 Accounts</i> The full Financial Statements, in the form laid down by the Department for the Economy, are produced annually for each year to 31st July. These accounts cover all aspects of the College's financial activities.</p>	The latest Annual Report and Financial Statements, including the full audited Accounts, are available from at http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/	
		<p><i>2.1.3 Contracting</i> Procedures for placing contracts by the College are as detailed in the Financial Memorandum. The College would normally review all contracts on a regular basis and would seek the assistance of the Government Procurement Service when new contracts are being placed.</p>	Governed by the Financial Memorandum See 2.1.1 above for link	
		<p><i>2.1.4 Goods and Services</i> Internal Control Procedures have been drawn up to cover the purchasing of goods and services. These set out the procedures to be followed and allocate responsibility</p>	Available from the Procurement Manager dfitzsimons@belfastmet.ac.uk	
		<p><i>2. 1.5 Insurance</i> The College has a number of areas where insurance is either a legal requirement or considered to be good practice. Our insurance requirements are reviewed annually by an independent broker to ensure that full cover and inflationary increases in value are maintained.</p>	Details of areas insured, Certificate of Insurance and Indemnity are available from bmcatamney@belfastmet.ac.uk	
		<p><i>2.1.6 Pensions</i> Retirement benefits to employees of the College are provided by the Northern Ireland Teachers' Pension</p>	Details of the Pension Schemes are available from NITPS, Waterside House, 75 Duke Street, Londonderry	

	<p>Scheme (NITPS) and either the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC), or National Employment Savings Trust (NEST) for non-teaching staff. These schemes are externally funded and contracted out of the State Earnings Pension Scheme. In respect of each of these schemes, the College's staff constitute only a small percentage of the overall membership</p>	<p>BT47 9FP. NILGOSC, Templeton House, 411 Holywood Road, Belfast BT4 2LP. https://www.nestpensions.org.uk</p>	
	<p><i>2.1.7 Fees</i> A Fees Policy has been developed to produce a pricing structure, which is competitive, offers value for money, ensures the financial viability of the College and enables the College to build up sufficient reserves to help sustain future development and expansion. The courses offered and fees charged are shown annually in the College's Prospectus.</p>	<p>A copy of the College's Prospectus is available at all Receptions of each Site and also on the College's website at www.belfastmet.ac.uk</p>	
	<p><i>2.1.8 Refund Policy</i> This Policy outlines the circumstances in which Refunds are granted and processed.</p>	<p>Refund Policy shown in College's Prospectus which is available at all Receptions of each Site and also on the College's website at www.belfastmet.ac.uk type in refunds into search facility</p>	
	<p><i>2.1.9 Financial Help</i> This section covers Fees, Loans and Grants, Care to Learn, Hardship Fund, Disabilities, Contacts.</p>	<p>College's website at www.belfastmet.ac.uk type in 'financial help' into search facility</p>	
	<p><i>2.1.10 Terms and Conditions</i> The College has developed Terms and Conditions for enrolment and applications which will apply to all potential and existing learners.</p>	<p>College's website at www.belfastmet.ac.uk type in 'terms and conditions' into search facility</p>	

	CLASS	DESCRIPTION	MANNER	FEE
		<i>2.1.0 Travel and Subsistence</i> The regulations and conditions for making payments for travel and subsistence to teaching and non-teaching staff are agreed on a sector-wide basis and the rates are upgraded on a periodic basis.	Copies of the regulations for teaching and support staff are available from Finance Dept.	
2.2	Resource Planning	This class should include information that defines how the College undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes.		
		<i>2.1.2 College Development Plan</i> The College Development Plan includes the financial forecasts and budgets for the next 3 years. Decisions regarding redeployment of resources would be taken on an operational basis by the Senior Leadership Team throughout the year. The budget is agreed by the Governing Body prior to the financial year. Cross Reference 1.4.12	website at www.belfastmet.ac.uk	
2.3	Financial Policies & Management	<i>2.2.1 Asset Management Policy</i>		
		<i>2.2.3 Asset Management Register</i> A comprehensive register of equipment providing for the safeguard and management of all equipment located in all BMC sites.	Paper or electronic copy from Head of Finance.	
		<i>2.2.4 Cash Handling Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.5 Credit Card Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.6 Credit Control & Debt Management Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.7 Debt Recovery Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.8 Disposal of Assets Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.9 Fraud and Corruption Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.10 Gift & Hospitality Policy</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.11 Money Laundering Policy</i>	Paper or electronic copy from Head of Finance	
		<i>2.2.12 Petty Cash Policy & Procedures</i>	Paper or electronic copy from Head of Finance.	
		<i>2.2.13 Treasury Management</i>	Paper or electronic copy from Head of	

			Finance.	
		<i>2.2.14 DfE Fraud Policy</i>	Paper or electronic copy from Head of Finance.	

3. HUMAN RESOURCES

Introduction

This section covers information on the Colleges 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).

	CLASS	DESCRIPTION	MANNER	FEE
3.1	Employment and Employee Relations	See below for examples.		
		<i>3.1.1 Recruitment and Selection Procedures</i> These include senior staff, lecturers, casual part-time lecturers and non-teaching staff.	Paper or electronic copy from HR Services	
		<i>3.1.2 Terms and Conditions of Employment</i> Main terms and conditions of employment contained within contract of employment issued to all staff groups.	Paper or electronic copy from HR Services	
		<i>3.1.3 Salary Grades</i> Salary remuneration for all grades of staff.	Paper or electronic copy from HR Services	
		<i>3.1.4 Local Consultation with Recognised Trades Unions</i> Minutes of joint meetings held between Management and recognised Trades Unions branch representatives.	Paper or electronic copy from HR Services	
		<i>3.1.5 Grievance Procedure</i> Procedures for raising a grievance for all staff groups.	Paper or electronic copy from HR Services	
		<i>3.1.6 Disciplinary Procedure</i> Procedures for the progressing of disciplinary action for all staff groups.	Paper or electronic copy from HR Services	
		<i>3. 1.7 Harassment Policy</i> Procedure for raising concerns regarding harassment of any member of staff.	Paper or electronic copy from HR Services	
		<i>3. 1.8 Induction Policy</i> Details of the induction programme of both new staff and promotees within the College	Paper or electronic copy from Centre For Excellence	
		<i>3.1.9 Sickness Absence Procedure</i> Sickness absence policy and procedure for all staff groups.	Paper or electronic copy from HR Services	
		<i>3.1.10 Acceptable Use Policy</i> Policy detailing the conditions under which all users may access the College's computer systems.	Paper or electronic copy from HR Services	
		<i>3.1.11 Safeguarding of Children and Vulnerable Adults Policy</i> Policy detailing the procedures to be followed in relation to suspected, or confirmed, cases concerning child protection issues.	Paper or electronic copy from HR Services	
		<i>3.2.12 Public Interest Disclosure "Whistleblowing"</i> Policy concerned with the protection of staff who draw wider attention to unacceptable corporate behaviour	Paper or electronic copy from HR Services	
		<i>3. 1. 13 Family Friendly Policies</i> Policies detailing Adoption Leave, Career Break Scheme, Carer Leave, Childcare Vouchers, Discretionary Leave,	Paper or electronic copy from HR Services	

		Flexible Working Policy, Job Sharing, Maternity Leave, Parental Leave, Paternity Scheme etc.		
		<i>3.1.14 NILGOSC Pension Regulations - Employer's Discretions</i> Policy detailing the discretions the College is permitted to exercise under NILGOSC Pension Regulations.	Paper or electronic copy from HR Services	
		<i>3. 1.15 Dismissal and Suspension Procedures (Lecturing Staff)</i> Procedures relating to the dismissal and/or suspension of a lecturer.	Paper or electronic copy from HR Services	
		<i>3. 1.16 Facilities Agreement</i> Policy detailing the facilities for representatives of recognised teachers' organisations (Further Education)	Paper or electronic copy from HR Services	
		<i>3. 1.17 Redundancy Procedure</i> Procedures for the handling of redundancies for lecturers and support staff.	Paper or electronic copy from HR Services	
		<i>3.1.18 Travelling and Subsistence Policy</i> Policy detailing the entitlement of lecturers and support staff to reimbursement for costs incurred. Cross Ref: 2.1.0	Paper or electronic copy from HR Services	

		<i>3.1.19 Scheme for the Placing of Lecturers on Salary Scales</i> Policy detailing the process for the placement of a lecturer onto the appropriate salary scale.	Paper or electronic copy from HR Services	
		<i>3.1.20 Carry Over of Annual Leave</i> Agreement detailing the carry forward of unused annual leave from one year to the next, for support staff.	Paper or electronic copy from HR Services	
		<i>3.1.21 Complaints Policy</i> Details the College policy and procedure in relation to complaints about any aspect of provision of services, or about the provision of services of bodies associated with the College.	Paper or electronic copy from HR Services	
		<i>3.1.21 TOIL Policy for Support Staff</i> This procedure is designed to be complementary to the provisions of the Flexible Working Hours Scheme which applies to Support Staff working in Belfast Metropolitan College.	Paper or electronic copy from HR Services	
		<i>3.1.22 Staff Code of Conduct</i> Outlines staff duties, responsibilities, accountabilities, conflicts of interest, integrity, relations with the public, use of resources, confidentiality, staff concerns about improper conduct.	Paper or electronic copy from HR Services	
3.2	Equality and Diversity			
		<i>3.2.1 Equal Opportunities Policy for staff</i> Statement of the Colleges commitment to affording equality of opportunity to all staff throughout their employment.	Paper or electronic copy from HR Services	
		<i>3.2.2 Equality Scheme</i> <i>The College's statement of commitment to compliance with the promotion of equality of opportunity and good relations under s75 of the Northern Ireland Act 1998</i>	http://www.belfastmet.ac.uk/AboutUs/Corporate/EqualityAndDiversity.aspx	
		<i>3.2.3 Equality Scheme - Progress Reports</i> Annual reports and progress made by the College in relation to its duties under Section 75 of the Northern Ireland Act 1998.	Paper or electronic copy from Policy Planning Unit	
		<i>3.2.4 Equality Screening Forms</i> Forms used by the College to equality screen policy decisions as required under s75 of the Northern Ireland Act 1998.	Paper or electronic copy from Policy Planning Unit	
		<i>3.2.5 Equality Consultations</i> Consultations related to policy decisions equality screened under s75 of the Northern Ireland Act 1998.	Paper or electronic copy from Policy Planning Unit	
		<i>3.2.6 Disability Action Plan</i> Sets out the College's commitment to promote positive attitudes towards people with a disability and their participation in public life under the Disability Discrimination Act 1995 [as amended by the DDA (NI) Order 2006].	http://www.belfastmet.ac.uk/AboutUs/Corporate/EqualityAndDiversity.aspx	
		<i>3.2.7 Annual Fair Employment Monitoring Return</i> Annual submission to the Equality Commission regarding the fair employment of existing, prospective and new employees.	Paper or electronic copy from HR Services (subject to Data Protection Legislation)	
		<i>3.2.8 Article 55 Review</i> Three yearly review of the fair employment of existing, prospective and new employees, and the identification of appropriate action, as necessary.	Paper or electronic copy from HR Services (subject to Data Protection Legislation)	
		<i>3.2.9 Equality and Diversity Steering Committee - Minutes of</i>	Paper or electronic	

		<i>Meetings</i> Minutes of the working groups which assist the implementation of the College's Equality and Good Relations Duties under Section 75 of the Northern Ireland Act 1998.	copy from HR Services	
		<i>3.2.10 Staff equality monitoring information</i> Information provided by staff on the nine categories set out in s75 of the Northern Ireland Act 1998	Subject to Data Protection legislation	
		<i>3.2.11 Anti-Harassment and anti-bullying Policy for staff</i> Sets out the behaviours expected of staff and the support systems in place for those who believe they have been harassed.	Paper or electronic copy from HR Services	
		<i>3.2.12 Equal opportunities Policy for students</i> Statement of the Colleges commitment to affording equality of opportunity to all students	http://www.belfastmet.ac.uk/AboutUs/Corporate/EqualityAndDiversity.aspx	
		<i>3.2.14 Student anti-harassment and anti-bullying Policy</i> Sets out the behaviours expected of students and the support systems in place for those who believe they have been harassed.	http://www.belfastmet.ac.uk/AboutUs/Corporate/EqualityAndDiversity.aspx	
		<i>3.2.14 Dress Code Policy for Students</i> Policy which provides advice on clothing and symbols which if worn can detract from a harmonious learning environment. These items are not allowed on college premises. The consequences of breaching the policy are also outlined.	http://www.belfastmet.ac.uk/AboutUs/Corporate/EqualityAndDiversity.aspx	
		<i>3.2.15 Promoting Equality and Diversity in Belfast Metropolitan College</i> Information Leaflet providing advice about everyone's responsibility to promote inclusion, equality and diversity.	http://www.belfastmet.ac.uk/AboutUs/Corporate/EqualityAndDiversity.aspx	
		<i>3.2.16 Complaints under s75 of the Northern Ireland Act 1998</i> Information on complaints made under this legislation	Paper or electronic copy from Policy Planning Unit	
		<i>3.2.17 Complaints of harassment, bullying or discrimination made by students.</i> Equality related complaints.	Paper or electronic copy from Policy Planning Unit	
		<i>3.2.18 Student Equality Monitoring information</i> Information provided by staff on the nine categories set out in s75 of the Northern Ireland Act 1998	Subject to Data Protection Legislation	
		<i>3.2.19 Equality monitoring reports</i> Computer generated composite equality data for monitoring access to services	Paper or electronic from Policy Planning Unit	
		<i>3.2.20 Minutes of the NI College's Equality Forum Meetings</i> Minutes of meetings attended by the equality representatives from the 6 NI Colleges	Paper or electronic from Policy Planning Unit	
3.3	Employee Development	This class should include information on staff development and training, including induction programmes, probation and appraisal.	Paper or electronic copy from Centre For Excellence	
		<i>3.3.1 Induction Policy</i> Details of the induction programme of both new staff and promotees within the College. Cross Ref: 3.1.8	Paper or electronic copy from Centre For Excellence	
		<i>3.3.2 Employee Development Policy and Procedures</i>	Paper or electronic copy from Centre For Excellence	
		<i>3.3.3 Employee Development Programme</i> Information on planned training for current academic year.	Paper or electronic copy from Centre For Excellence	

	3.3.4 Appraisal Scheme Agreed scheme for annual appraisal of support and academic staff	Paper or electronic copy from Centre For Excellence	
	3.3.5 <i>Threshold Scheme</i> Agreed scheme for application and assessment for threshold payment	Paper or electronic copy from HR Services	

4. PHYSICAL RESOURCES

Introduction

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 (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the College's commercial interests.

	CLASS	DESCRIPTION	MANNER	FEE
4.1	Estates	See examples below.		
		<i>4. 1.1 Estates Strategy and Plan</i> Estates strategy and plan within the three year Corporate Development Plan.	Paper or electronic copy from Estate & FM	
		4.1.2 Asbestos Management Plan	Paper or electronic copy from Estate & FM	
		4.1.4 Health & Safety Policy	Electronic copy available on intranet	
		4.1.5 Smoking Policy	Electronic copy available on intranet	

5. STUDENT ADMINISTRATION AND SUPPORT

Introduction

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.

	CLASS	DESCRIPTION	MANNER	FEE
5.1	Information on Student Admissions, Progression and Completion	This class should include information recommended to be made available by the Cooke Report under this heading (as above).		
		<p>5.1.1</p> <p>(i) Student qualifications on entry.</p> <p>(ii) Range of student entrants classified by age, gender, ethnicity, socioeconomic background, disability and geographical origin as returned to the Department for the Economy</p> <p>(iii) Student progression, retention and completion data.</p> <p>(iv) Data on qualifications awarded to students.</p> <p>(v) Data on employment/training outcomes for graduates/students.</p> <p>Information on student progression, qualifications, employment outcomes.</p>	Bespoke reports from MIS or on Qlikview	
5.2	Student Administration	This class should include information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves.		
		<p>5.2.1</p> <p>Student records policies and procedures documents:</p> <ul style="list-style-type: none"> - General; - Students with Learning Difficulties and Disabilities. 	Paper or electronic copy from COPS	
53	Student Admission and Enrolment	This class should include information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the co-ordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff.	Paper or electronic copy from Learner Success or COPS	
		<p>5.3.1 Admissions and enrolment policies and procedures</p> <ul style="list-style-type: none"> - General Information - General Policies and Documents 	Paper or electronic copy from Learner Success	
5.4	Student Discipline	This class should include information relating to the conduct of disciplinary proceedings against students.		
		<p>5.4.1</p> <p>(i) Procedures for the identification of unacceptable behaviour and corrective action to be taken.</p> <p>(ii) Student Complaints and Appeals Procedures.</p>	Paper or electronic copy from Learner Success	

5.5	Student Learning Support Services	This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. Student Handbook and Prospectus in some form.		
		<i>5.5.1 Student Individual Learning Agreement</i> Agreement between College and student stating what is expected of both parties throughout the year. Contains a learning plan for the student.	Paper or electronic copy from Learner Success	
		<i>5.5.3 Students with Learning Difficulties and/or Disabilities - College Disability Action Plan details the College's commitment to support for eligible students and describes the type of support which is available</i>	Paper or electronic copy from Learner Success	
		<i>5.5.3 Students with Learning Difficulties and/or Disabilities - Department for the Economy</i> Sets out Department for the Economy terms and conditions for the payment of the Additional Support Fund. This fund provides financial support to enable the purchase of necessary equipment and specialised services.	Paper or electronic copy from Learner Success Also available DfE	
	CLASS	DESCRIPTION	MANNER	FEE
5.6	Student Liaison	This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups.		
		<i>5.6.1</i> Staff and students share involvement in College committees.	Paper or electronic copy from Learner Success	
5.7	Student Policies	This class should include a guide to all student policies issued by the College.		
		<i>5.7.1 Code of Practice for Students</i> Defines students' general responsibilities under the College Code of Practice.	Paper or electronic copy from Learner Success	
		<i>5.7.2 College Student Charter</i> Outlines the College's responsibilities to the students.	Paper or electronic copy from Learner Success	
		<i>5.7.9 General Regulations for Students</i> Information and advice on a number of general issues.	Paper or electronic copy from Learner Success	
		<i>5.7.3 Internet and Information Technology Use, and College Acceptable Use Policy</i> (i) College Policy on Information Technology access. (ii) Acceptable Use Policy (to be signed by student).	Paper or electronic copy from IT	
		<i>5.7.4 No Smoking Policy</i> Details smoking policy within the College.	Paper or electronic copy from Estates	
		<i>5.7.5 Policy on Drug and Alcohol Abuse</i> Details unacceptable use of drugs and alcohol within the College	Paper or electronic copy from Learner Success	
		<i>5.7.6 Policy on the use of Mobile Phones by Students</i> Details unacceptable use of mobile phones within the College.	Paper or electronic copy from Learner Success	
		<i>5.7.7 Car Parking and Driving on Campus</i> Details responsibilities of all vehicle users while on campus.	Paper or electronic copy from Estates	
		<i>5.7.8 Safety for Students</i> Advice for students plus information on College evacuation procedure.	Paper or electronic copy from estates	

5.8	Student Welfare	See examples below.	Paper or electronic copy from Learner Success	
		<i>5.8.1 Student Handbook</i> A Handbook containing College information and policies.	Paper or electronic copy from Learner Success	
		<i>5.8.2 Student Support Funds - Department of Education General Guidelines</i> Sets out terms and conditions for payment to eligible students.	Paper or electronic copy from Learner Success	
		<i>5.8.3 Education authority</i>	Paper or electronic copy from Learner Success	
		<i>5.8.4 College Policy and Procedure for Child Protection</i> Policy detailing the procedures to be followed in relation to suspected, or confirmed, cases concerning child protection issues.	Paper or electronic copy from Learner Success	
		<i>5.8.5 Student Counselling Information</i> (i) Information on referral procedures. (ii) Contact numbers for various counselling services, eg sexual matters, drugs and general issues.	Paper or electronic copy from Learner Success	
		<i>5.8.6 Careers Advisory Services</i> (i) Careers handbook outlines the various types of careers advice and guidance information available. (ii) Information on Universities and Colleges Admissions Service application, useful telephone numbers etc.	Paper or electronic copy from Learner Success	
		<i>5.8.7 Educational Maintenance Allowance (EMA)</i> An agreement for students in receipt of an EMA	Paper or electronic copy from BSUs	
5.9	Student Associations and Activities	This class should contain information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic activities that are organised for or by the students.		
		<i>5.9.1 Student Representative Council</i> (i) Details of Student Representative Council, what it can do and how students are elected. (ii) Minutes of Student Representative Council meetings.	Paper or electronic copy from Learner Success	

6. INFORMATION SERVICES

Introduction

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 Estates (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.

	CLASS	DESCRIPTION	MANNER	FEE
6.1	Availability and Conditions of Use of Estates	Information in these classes provides details about who can access systems and services, and the estates that they can access. They also provide assurance for external bodies! individuals that rules exist to ensure the breaches of conditions of use (eg breach of copyright, e-mail spamming of an external site) are appropriately dealt with.		
		<i>6.1.1 Learning Resource Centre Information Leaflets - Opening hours, contact details.</i>		
		<i>6.1.2 Internet and College Acceptable Use Policy</i> Provides information regarding the use of computers and the Internet within the College.		
		6.1.3 Freedom of Information <ul style="list-style-type: none"> ▪ A Guide for Applicants ▪ A Guide to Charging Fees ▪ Disclosure Guidelines to Staff ▪ Flowchart of Information ▪ FOI Policy ▪ Request Form ▪ Handling Requests - A Management Guide ▪ Handling Requests - Guide for Staff ▪ Roles & Responsibilities ▪ Exemptions 	College website http://www.belfastmet.ac.uk/about-us/corporate-information/freedom-of-information/	

		<ul style="list-style-type: none"> ▪ Contracts for Services ▪ A Disclosure tendering & contracts ▪ Procurement Information ▪ Document Retention Schedule ▪ Records Management Policy ▪ FOI Publication Scheme – Sept 2015 		
		<p>6.1.4 Data Protection Information for Students Information for Staff Document Retention Schedule FOI Disclosure Guidelines to Staff Data Protection Registration Z5387979 www.dataprotection.gov.uk Data Protection Policy</p>	http://www.belfastmet.ac.uk/about-us/corporate-information/data-protection/	
6.2	Mission Statements and Related Documents	<p>This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the service provided and, where appropriate, service level agreements.</p>	Subsumed under 1.4.13 (Governance).	

7. TEACHING AND LEARNING

Introduction

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.

	CLASS	DESCRIPTION	MANNER	FEE
7.1	College Calendar - Current	This class should include information on the dates for the current academic year as well as future academic years (as far as is known).		
		<i>7.1.1 College Calendar</i> Gives details of the student year and details of when the College will be closed.	Available in College prospectus and from website	
7.2	Further Course Information	This class should include information relating to particular schools and departments, also information relating to programmes and qualifications.		
		<i>7.2.1 Course In formation</i> (i) The prospectus covers all full-time and part-time learning programmes offered by the College. (ii) Other marketing publications include College leaflets for specific curriculum areas, together with information relating to Recognised Training Organisation provision and tailored courses for Business.	Available in College prospectus and from website	
7.3	Information on Internal Procedures for Assuring Academic Quality and Standards	This class should include information about the Colleges internal quality audit programmes and annual review. It should also include information on the Further Education Colleges internal procedures for assuring academic quality and standards.		
		<i>7.3.1 Inspection and Self Evaluation Framework</i> This documentation outlines the philosophy and approach taken by the Education and Training Inspectorate in achieving and measuring quality in further education and training establishments. The key performance indicators are outlined and the philosophy behind the self-assessment and grading approach. <i>7.3.2 HE Quality Code</i> The UK Quality Code for Higher Education sets out the Expectations that all UK higher education providers are required to meet. The purpose of the UK Quality Code for Higher Education is: to safeguard the academic standards of UK	The Quality Manual and other relevant documentation is available from the following website: https://www.etini.gov.uk/ The HE Quality Code is available at http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code	

		<p>higher education to assure the quality of the learning opportunities that UK higher education offers to students to promote continuous and systematic improvement in UK higher education to ensure that information about UK higher education is publicly available.</p>		
		<p><i>7.3.3 Inspection Reports</i> Reports of Inspections of the College carried out periodically by the Education and Training Inspectorate and submitted to the College Governing Body. (Cross reference 8.3.2)</p>	<p>Available from the website https://www.etini.gov.uk/</p>	
		<p><i>7.3.4 External Verifier Reports</i> Reports provided annually by External Verifiers, appointed by awarding bodies in relation to specific course programmes.</p>		
		<p><i>7.3.5 Course Approval Documentation</i> Written confirmation of the awarding body approval to offer a learning programme.</p>		
		<p><i>7.3.6 Course Review and Evaluation</i> A course team document produced internally, providing a self- assessment and grading of course and student performance.</p>		

	CLASS	DESCRIPTION	MANNER	FEE
		<p><i>7.3.6 Student Surveys</i> Perception surveys issued to students annually to seek feedback on the delivery of the following:</p> <ul style="list-style-type: none"> - Student Induction; - Student Support Services; - Library and IT Services; - Learning Programmes; - Tutorial Support. <p>Student Voice Strategy</p>		
		<p><i>7.3.7 Learning and Assessment Procedures</i> Written course documentation outlining the learning and assessment strategies.</p>	Available in College prospectus and from website	
		<p><i>7.3.8 College Structure</i> College organisational chart shows where each unit fits into the overall structure.</p>	Currently under construction	
7.4	Staffing Structure of Schools/Departments	This class should include information about staff roles within schools and departments, together with organisational charts.		
		7.4.1 Departmental organisation.		
7.5	Student Assessment Strategy	This class should include information on the regulations and/or policy governing student assessment. Student Guidelines on Assessment		
		7.5.1 Examination arrangements.		
7.6	Tuition Fees	This class should include information relation to tuition fees for UK students, EU students and other international students, including information on when tuition fees will be payable and how to pay.		
		7.6.1 A Fees Policy has been developed to produce a pricing structure, which is competitive, offers value for money, ensures the financial viability of the College and enables the College to build up sufficient reserves to help sustain future development and expansion. The courses offered and fees charged are shown annually in the College's Prospectus.	College Prospectus are available at all Receptions in major sites and also on the college website www.belfastmet.ac.uk The Fees Policy is available on demand from the Head of Finance	

8. EXTERNAL RELATIONS

Introduction

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 Colleges, 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 classes are already made available to the public in some means. Members of the public are also likely to find the same or related information is available from the external partners with which the College has links.

	CLASS	DESCRIPTION	MANNER	FEE
8.1	Community Liaison	This class should contain information about the College's relationship with their local community. The information included within this class represents the Colleges approach to maintaining and fostering that relationship.		
		<i>8.1.1 Essential Skills Strategy</i> This is a Department of Education sponsored strategy, which aims to improve the overall performance of the Northern Ireland population in relation to Literacy and Numeracy standards.		
		<i>8.1.2 Community Education Strategy</i> This document indicates how the College aims to increase access and widen participation for its local community.		
		<i>8.3.1 Inspection Reports</i> Reports of Inspections of the College carried out periodically by the Education and Training Inspectorate and submitted to the College Governing Body.	Available from the website www.deni.gov.uk	
		<i>8.3.2 Further Education Leavers Survey (FELS) Report</i> Return made to Department of Education covering enrolments, retention and success of students on vocational courses (ie courses leading to recognised qualifications) in the previous year.		
		<i>8.3.3 Annual Report</i> A report outlining the activities, achievement and financial performance of the previous year.		
		<i>8.3.4 FESR</i> A snapshot taken each year on 1 November and full year data		
8.4	Marketing & Recruitment	This class should include publications relating to student recruitment (UK and International). It will also include information related to the learning experience. There will be some overlap with Student Administration and Support.		
		<i>8.4.1 Recruitment Publications</i> The College produces a range of publications which are available at different points within the year which facilitates student recruitment: Full-time prospectus (January), Part-time Prospectus (January and May), A Level and Access to University booklets (January) and the Supported Learning Booklet. These publications	Available from Website and Centre for Marketing and Design	

		outline the following details on the range of courses on offer during the next academic year: Course Overview, Entry Requirements, Progression opportunities and Key Points of Contact.		
		8.4.2 Marketing Publications The College produces a range of publications and digital communications which are primarily used to communicate its strategies, activities, developments and student support areas. These include: Corporate Plan, Annual Report, the Student Handbook, and Digital Signage.	Available from Website and the Centre for Marketing and Design and Centre for Strategic Planning.	
		8.4.3 Recruitment Events (i) The College holds its main recruitment event (Open Day) for full-time students during January, February and August each year for full-time courses. All schools within the College's catchment, parents of the key target group and careers teachers/advisors are all invited to attend. Additional Clearing Days are also held in September. (ii) College Information Days for part-time courses are held in January, June and August each year.	Information available from the Centre for Marketing and Design. Promoted on website and via other internal and external marketing mediums.	
		8.4.4 Marketing Events The College also holds a range of events throughout the year which adds value and contributes to the student experience and effectively engages with our key stakeholders. These include: graduation ceremonies (Higher Education, Supported Learning and Apprenticeship Graduation), stakeholder events, award ceremonies, 'one-off' and other occasional events such as open days for community groups, parents and stakeholders.	Information available from the Centre for Marketing and Design and Corporate Development Department. A number of these events are also promoted on website and via other marketing mediums	
8.5	Public Relations (Possibly renamed Student Communication)	This class should contain information that is created specifically by the College to help publicise its Estates and activities. The majority of such information will have been created for prospective and current students, but may still be of considerable interest to those wishing to know more about what the College has to offer and the activities of its students and staff.		
		8.5.1 Student Handbook This is a student publication, which contains information on support services available for students such as Careers, Health and Wellbeing and Students' Union.	Available on the College Website	
		8.5.2 Current Information Provided to an Enrolled Student (i) Student Handbook containing College information and policies. (ii) Generic On-line induction available	Student Handbook and induction available on the College website	
8.6	Media Relations	This class will contain information regarding the College's proactive and reactive media relations activity. The purpose of such activity is to protect and enhance the corporate reputation of the College and to ensure that its vision, aims and strategic		

		objectives are communicated to external audiences.		
		8.5.1 Documents and activities in support of Media Relations include: Media Handling and VIP Protocols, News Releases, Media Invites, Feature Articles, Platform Pieces, Journalist Briefings, Photocalls, Print and Broadcast interview opportunities etc	Please contact the Centre for Marketing and Design for further information	
8.7	Public Affairs	<p>This class contains information regarding the College's proactive and reactive contact with government, political and other key stakeholder groups. The purpose of such activities is to inform and influence stakeholder policy and opinion and so enhance reputation corporate reputation and create a favourable environment for the College to achieve its vision, mission and strategic objectives.</p> <p>8.6.1 Documents and activities in support of Public Affairs include: policy responses, face-to-face briefings, stakeholder specific events, site visits, open days, business events and speaking opportunities.</p>	Please contact the Centre for Strategic Planning for further information.	