

COLCHESTER INSTITUTE

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 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

Colchester Institute 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 institutions 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 institution, 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.

3.3

To assist with the development of the model, a number of institutions across the sector volunteered as pilots.

Information about the pilot exercise is available from the JISC (Joint Information Systems committee) website at:

www.jisc.ac.uk/index.cfm?name=mps_overview

4.

Who we are

Colchester Institute is a college of further education (FE) and higher education (HE) located on three main sites in Colchester, Clacton and Braintree.

Provision is mainly vocational, concentrating on levels 1, 2 and 3. In most areas, however, provision is from level 1 to level 4.

There is a substantial range of HE courses validated through the college partnership with The University of Essex. The college offers a wide range of full-time and part-time vocational provision at a range of levels in 13 of the 14 areas of learning funded by the Learning and Skills Council (LSC).

The majority of full-time enrolments are students aged 16 to 18 following courses at levels 1, 2 and 3. There are about 10,000 FE students, 1,500 HE students and about 800 staff.

There are about 490 work-based learners, based mainly in the areas of construction, engineering and business. The college has achieved Centre of Vocational Excellence (CoVE) status for hospitality and food studies and the Construction Professional and Technical Areas.

Colchester Institute works in partnership with other local providers in Colchester and Tendring and is a core member of the North Essex Learning Partnership. The close working relationship with the sixth form college demonstrates the partnership approach to increasing the post-16 participation rate. The college also works closely with schools, Connexions and the youth service to provide alternative educational routes for youngsters who are disaffected.

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. Items published routinely on the Colchester Institute website can be downloaded free of charge, for other items there is a standard charge of £30 for up to 5 items requested. All additional costs indicated in the "Additional Fee" column are in addition to the standard charge.

5.3

To request information available through our publication scheme, please contact:

The HR Manager, Colchester Institute, Sheepen Road, Colchester, CO3 3LL, telephone 01206 712076 or email julie.cox@colchester.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

From 1 January 2005 you will 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 and, in general, public authorities will 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 person named in paragraph 5.3.

7.2

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

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

Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

www.scotland.gov.uk/government/foi