

Guide to information published by West College Scotland Under the Model Publication Scheme 2018

Last Updated: November 2018

Freedom of Information (Scotland)

Act 2002 Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by West College Scotland. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

FOISA requires West College Scotland to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme. A publication scheme is a document which describes the information the college publishes, tells the public where to find it, and whether there is a charge for it.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities¹. The Commissioner has developed the Model Publication Scheme 2018 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges.

West College Scotland has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that we are committed to publishing all the information we hold, which is described by the classes in the MPS.

Our Guide to Information

This document is the **Guide to Information** which West College Scotland makes available under the classes described in the MPS. It:

- allows the public to see what information is available in relation to each class
- states what charges may be applied
- explains how to find the information easily
- provides contact details for enquiries and to get help with accessing the information
- Explains how to request information that has not been published.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. The MPS also covers environmental information.

**See section 24 of FOISA.*

About the Model Publication Scheme

The MPS set out nine broad classes of information and by adopting it, West College Scotland is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

- Class 1: About the authority
- Class 2: How we deliver our functions and services
- Class 3: How we take decisions and what we have decided
- Class 4: What we spend and how we spend it
- Class 5: How we manage our human, physical and information resources
- Class 6: How we procure goods and services from external providers
- Class 7: How we are performing
- Class 8: Our commercial publications
- Class 9: Our open data

The MPS also describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS – while this Guide sets out the specific arrangements we have made at West College Scotland.

Exempt information

If a document we publish contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact David Gunn, Director Organisational Development and HR, Paisley Campus, Renfrew Road, Paisley, PA3 4DR.

Availability and format of

information Online:

Most information listed in our Guide to information will be made available to download from our website at www.westcollegescotland.ac.uk

By inspection:

You can choose to visit our premises to inspect any of the information in this Guide.

However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please contact: David Gunn, Director Organisational Development and HR, Paisley Campus, Renfrew Road, Paisley, PA3 4DR.

By e-mail:

If the information you are looking for is listed in our Guide but is not published on our website, you can request it by e-mailing us at FOI@WCS.ac.uk. We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

However we offer alternative arrangements for people who do not want to, or cannot, access the information online (or by inspection at our premises). For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

By phone:

While we prefer to receive requests for information from our publication scheme in writing, you can also request information by phone. Please call David Gunn, Director Organisational Development and HR, Paisley Campus, Renfrew Road, Paisley, PA3 4DR. Telephone 0141 581 2222.

By post:

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: David Gunn, Director Organisational Development and HR, Paisley Campus, Renfrew Road, Paisley, PA3 4DR.

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

Other format

West College also considers its duties under the Equality Act 2010 when responding to requests for information in alternative formats.

Copyright

West College Scotland has adopted the Open Government Licence for public sector information <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder. Where West College Scotland does not hold the copyright in information we publish, it is noted.

Charges

This section explains when we make a charge for our publication and how any charge will be calculated. There is no charge to view information on our website or at our premises. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Size/type of paper	Pence per sheet of paper
A4 Black and white photocopying	10p
A4 Colour photocopying	30p

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run. We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of producing the information.

Feedback or Complaints

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact: David Gunn, Director Organisational Development and HR, Paisley Campus, Renfrew Road, Paisley, PA3 4DR. Email address david.gunn@wcs.ac.uk Telephone 0141 581 2222.

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact David Gunn, Director Organisational Development and HR, Paisley Campus, Renfrew Road, Paisley, PA3 4DR. Email address david.gunn@wcs.ac.uk Telephone 0141 581 2222.

Any complaint will be acknowledged within three working days of receipt and we will respond in full within twenty working days. 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. Verbal requests for environmental information are acceptable.

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information are acceptable.

How to access information which is not available under this MPS

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to:-

David Gunn
Director Organisational Development and HR
Paisley Campus
Renfrew Road Paisley
PA3 4DR

Charges for information not available under the MPS:

If you submit a request to us for information which is **not** available under the MPS the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests where the projected cost to West College Scotland of providing the information does not exceed £100..
- Where the projected cost of providing information is more than £100 but no more than £600, you may be asked to pay up to 10% of the cost between £100 and the upper limit of £600. That is, if you were to ask for information that costs us £600 to provide, you may be asked to pay up to £50, calculated on the basis of a waiver for the first £100 and up to 10% of the remaining £500.
- We are not obliged to respond to requests with a projected cost of over £600 to process but, if we do, we are entitled to charge for the full cost of providing the information falling over and above the £600 upper limit.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per hour.
- We do not charge for the time it takes to decide whether the information can be released, but 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 a 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.

Charges for environmental information:

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 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 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.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying, where this is being charged for, 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.

Requests for your own personal data:

Requests for your own personal data are to be made and dealt with under the EU General Data Protection Regulation 2016/679 ("GDPR"), as read with the Data Protection Act 2018, as a data subject access request. There is no charge for dealing with a subject access request in terms of providing a copy of an individual's own personal data, unless further copies of data are requested by the individual or West College Scotland can demonstrate that the request is manifestly unfounded or excessive, in which case West College Scotland is entitled to charge a reasonable fee based on its administrative costs, as set out below:

- 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.

Where West College Scotland can demonstrate that a data subject access request is manifestly unfounded or excessive (including being repetitive in character), West College Scotland can alternatively simply refuse to act on the request.

Publication Timescale

In some of the Classes covered by MPS, information is not published until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

Guide to Information published by West College Scotland

The next section includes the information we publish under the MPS classes. Several larger classes are broken down into a number of sub-classes for ease of use.

MPS class	Sub-classes
Class 1: About West College Scotland	1.1 General Information about West College Scotland. 1.2 Access to Information 1.3 Our Constitution 1.4 Corporate Planning 1.5 How West College Scotland is run 1.6 Diversity 1.7 Health and Safety 1.8 External and Community Relations 1.9 Government and Regulator Relations
Class 2: How we deliver our functions and services	2.1 Student Administration and Support 2.2 Teaching Quality 2.3 Information Services
Class 3: How we take decisions and what we have decided	
Class 4: What we spend and how we spend it	
Class 5: How we manage our human, physical and information resources	5.1 Human Resources 5.2 Physical Resources 5.3 Information Resources

Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	
Class 9: Our open data	

Guide to Information available under the MPS classes

Glossary of Terms

FOI	Freedom of Information (Scotland) Act 2002
EIR	Environmental Information (Scotland) Regulations 2004
WCS	West College Scotland
SFC	Scottish Funding Council
SQA	Scottish Qualifications Authority
RIPA	The Regulation of Investigatory Powers (Scotland) Act 2000

Class 1: About West College Scotland

Information about West College Scotland; who we are; where to find us; how to contact us; how we are managed and our external relations.

1.1 General information about West College Scotland

	Description	Links/where to find the information		Notes
1.1.1	The name of the college, and the address of its principal office.	West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR College's General Telephone Number: 0300 600 6060 By email: info@wcs.ac.uk		
1.1.2	Names of the principal officers of the college including Principal, Vice Principal(s), Assistant Principal(s), Director(s) and Secretary to the Board	Principal / Chief Executive Officer Vice Principal Educational Leadership Vice Principal Operations Assistant Principal Care, Life Sciences and Technology Assistant Principal Creative and Digital Industries, Business and Essential Skills Director Quality, Learning & Teaching Director Finance & Estates Director IT Director Organisational Development and HR Director Student Services and Communities Director Business & Enterprise Director Communications, Policy and Planning Secretary to the Board	Liz Connolly Stephanie Graham David Alexander Anne Campbell Angela Pignatelli Cathy MacNab Alan Ritchie David Black David Gunn Iain Forster-Smith Sara Rae Diarmid O'Hara Gwen McArthur	

1.1.3	<p>A description of the college's major organisational units and how these relate to each other e.g.</p> <ul style="list-style-type: none"> • Organisational structure charts. • Description of responsibilities/ activities of major organisational units (including all academic and support teams and departments). • Information on relevant senior managerial staff in major organisational units. • Contact information for major organisational units. 	<p>Information about West College Scotland, who we are, what courses we run and contact details can be found in the 'About Us' section of our website</p> <p>http://www.westcollegescotland.ac.uk/about-us/</p> <p>Please submit any further requests in writing (so that a copy can be retained) to: Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk</p>	
1.1.4	<p>Information on how to contact the college – initial point of contact covering areas likely to be of interest to enquirers e.g. admissions</p>	<p>College's General Telephone Number: 0300 600 6060 By email: info@wcs.ac.uk</p>	
1.1.5	<p>Information on the college's principal and other main locations, including campus maps</p>	<p>Clydebank Campus, Queens Quay, Clydebank G81 1BF Greenock Campus, Finnart Street, Greenock PA16 8HF Waterfront Campus, Customhouse Way, Greenock, PA15 1EN Paisley Campus, Renfrew Road, Paisley PA3 4DR</p> <p>Please click on the link below for campus addresses, contact details, maps and virtual campus tours.</p> <p>http://www.westcollegescotland.ac.uk/our-campuses/</p>	

1.1.6	Opening hours of the college's principal office	The core operating times for the College can be found at: http://www.westcollegescotland.ac.uk/useful-information/	
1.1.7	Information on the dates of the college's academic years including dates for the current academic year as well as future academic years, as far as known.	College term and holiday dates can be found at: http://www.westcollegescotland.ac.uk/useful-information/	
1.1.8	Dates of closure of the college, college calendar.	As above, these can be found at: http://www.westcollegescotland.ac.uk/useful-information/	
1.1.9	Procedures on how to complain about the college.	The College has a robust Complaints Handling Procedure which can be accessed via the link below. https://www.westcollegescotland.ac.uk/media/13793/how_to_make_a_complaint.doc You can also access our Complaints Form at: http://www.westcollegescotland.ac.uk/about-us/complaints/ Scottish Public Services Ombudsman (SPSO) http://www.spsso.org.uk/	
1.1.10	Arrangements for serving official documents on the college.	These should be delivered to Principal / Chief Executive Officer West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR	
1.1.11	Customer codes or charters	Please see link below for the Student Charter http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf	

1.2 Access to information

	Description	Links/where to find information	Notes
1.2.1	Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
1.2.2	Details of how to request environmental information from the College - Name, address and contact information of the College's main contact point for environmental requests	Requestors should use the same procedures as for FOI, as detailed in 1.2.1 above. However it would be helpful if they made it clear that they wish their request to be dealt with under EIR. The rules on making a request under the EIRs are slightly different from those on making a request under FOI. For EIR purposes a request does not have to be in a permanent form and so unrecorded telephone calls or face to face verbal requests will be sufficient to count as a request under the Regulations.	
1.2.3	Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints.	Information on how to request information can be found in our Guide. See link below: http://www.westcollegescotland.ac.uk/media/72008/guide_to_information_published_by_west_college_scotland_august_2014.pdf	
1.2.4	Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

1.2.5	Single Model Publication Scheme 2017 and West College Scotland Guide to Information	This document complies with requirements	
1.2.6	Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	Please see link below. http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf	
1.2.7	Charging schedule for environmental information provided in response to requests under the EIRs	Information in relation to charging can be found in the Guide to Information. Please see the link below. http://www.westcollegescotland.ac.uk/media/72008/guide_to_information_published_by_west_college_scotland_august_2014.pdf	
1.2.8	Details of how to make subject access requests under the DPA - Name, address and contact information of the College's main contact point for requests	Submit requests in writing, if possible using the College's subject access request form in Annex 1 to the College's Data Protection Procedure, (so that a copy can be retained) to David Gunn Director Organisational Development & HR West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR david.gunn@wcs.ac.uk The College's Data Protection Procedure can be found at the link below: http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf	

1.3 Our Constitution

	Description	Links/Where to find the information	Notes
1.3.1	Information on how the college was established and its standing from a legal perspective e.g. Institutional status under the Further and Higher Education (Scotland) Act 1992.	West College Scotland is a Regional College under the Post-16 Education (Scotland) Act 2013. The College is a registered charity (SCO201185). Please see link below. http://www.westcollegescotland.ac.uk/about/board_of_management/policies	

1.4 Corporate Planning

	Description	Links/Where to find the information	Notes
1.4.1	West College Scotland corporate plan (including) Mission statement.	Please see link below. http://www.sfc.ac.uk/funding/outcome-agreements/outcome-agreements-2018-19/west-scotland-oa2018-19.aspx	
1.4.2	West College Scotland's corporate or Strategic Plan	Please see link below. https://www.westcollegescotland.ac.uk/media/77482/corporate-plan-2015.pdf	
1.4.3	Corporate strategies e.g. Estate Strategy, Human Resources strategy	Our People Strategy can be accessed via the link below: http://www.westcollegescotland.ac.uk/media/114373/people-strategy-2016-2019.pdf Our Estates Strategy can be accessed via the link below: http://www.westcollegescotland.ac.uk/media/114376/wcs-estates-strategy-2016.pdf Our Procurement Strategy can be accessed via the link below: http://www.westcollegescotland.ac.uk/media/114379/wcs-procurement-strategy-	

		<p>2016-2020.pdf</p> <p>Our IT Strategy can be accessed via the link below: http://www.westcollegescotland.ac.uk/media/87150/it-strategy-approved-300316.pdf</p>	
1.4.4	Corporate policies e.g. sustainability, environmental policies	<p>Our Carbon Management Plan 2016-21 can be accessed via the link below and includes our sustainability aims: http://www.westcollegescotland.ac.uk/media/91962/carbon-management-plan-2016-2021.pdf</p>	
1.4.5	Internal procedures for planning and resource allocation	<p>Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk</p>	

1.5 How West College Scotland is run

	Description	Links/where to find the information	Notes
1.5.1	<p>The college's governance structures and operational procedures, e.g.</p> <ul style="list-style-type: none"> • Board of Management • Constitution • Standing Orders • Board Members • Board Calendar • Board Minutes • Board structure/ Committee structure • Code of Conduct 	<p>Please see link below.</p> <p>http://www.westcollegescotland.ac.uk/about-us/board-of-management/</p>	

1.5.2	<p>The college's conflict of interest's policies e.g.</p> <ul style="list-style-type: none"> • Information on the circumstances in which members of the governing body are expected to declare potential conflicts of interest. • senior managers and other members of staff are expected to declare potential conflicts of interest. • Codes of conduct governing conflict of interest issues. 	<p>Please see link below.</p> <p>http://www.westcollegescotland.ac.uk/about-us/board-of-management/</p> <p>Articles of Governance can be found at the link below.</p> <p>https://www.westcollegescotland.ac.uk/media/169495/articles-of-governance-final-2018.pdf</p>	
1.5.3	<p>Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the college's conflict of interest policies.</p>	<p>Please see link below.</p> <p>https://www.westcollegescotland.ac.uk/media/212830/board-and-committee-members-interests-summary-2018-19.docx</p>	
1.5.4	<p>West College Scotland outcome agreement</p>	<p>Please see link below.</p> <p>http://www.sfc.ac.uk/funding/outcome-agreements/outcome-agreements-2018-19/west-scotland-oa2018-19.aspx</p>	

1.6 Diversity

	Class Description	Examples/Comments	Notes
1.6.1	<p>Policies, procedures and guidelines relating to support and equality for disabled people.</p>	<p>Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus</p>	

		Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
1.6.2	A description of the college's support structure for disability issues.	Information regarding support for students can be accessed through the link below: http://www.westcollegescotland.ac.uk/money-advice-support-services/enabling-services/	
1.6.3	The levels of accessibility of each of the college's main buildings and services.	The College operates out of a number of premises with differing entry points. In the main all campuses have either ground level access with elevator and/or ramp access to all levels. Accessible bathrooms are located on all floors and designated disability parking spaces are available.	
1.6.4	The college's diversity and equality strategies.	Information regarding this can be found in our Mainstreaming Equality Report 2017. Please see the link below. http://www.westcollegescotland.ac.uk/media/119207/equality-report-2017.pdf Please also see our Access and Inclusion Strategy and our BSL Action Plan https://www.westcollegescotland.ac.uk/media/212836/wcs-access-and-inclusion-strategy-final.pdf https://www.westcollegescotland.ac.uk/media/212837/west-college-scotland-bsl-action-plan-final-2018.pdf	

1.7 Health and Safety

	Description	Links/where to find the information	Note
1.7.1	Policies, procedures and guidelines relating to health and safety	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
1.7.2	Annual reports to governing body on health and safety issues	Regular reports are presented to the Organisational Development and HR Committee of the College Board of Management on Health and Safety. Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
1.7.3	Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

1.7.4	Summary statistics on accidents and incidents within the college	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
1.7.5	Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s). 	Staff health and safety duties are allocated in line with the organisational structure and outlined in the Arrangements section of the Health & Safety Policy. The remit and membership of the Health & Safety Committee is detailed in the Health & Safety Policy. Membership ensures representation across all areas and campuses. Each campus has its own Health & Safety Sub-group which feeds in to the main Health & Safety Committee which reports to the Organisational Development and HR Committee of the College Board of Management.	
1.7.6	Contact details of how to get information about health and safety issues	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

1.8 External and community relations

	Description	Links/where to find the information	Notes
1.8.1	Arrangements for keeping in touch with former staff and students including constitution of alumni	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	

	organisations, services provided to alumni.		
1.8.2	Facilities and services available to the local community.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
1.8.3	Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	
1.8.4	Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	Please see link below. http://www.westcollegescotland.ac.uk/news	
1.8.5	Subsidiary companies (wholly and part owned) and other significant financial interests.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not have any subsidiaries.	
1.8.6	Strategic agreements with other bodies.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

1.9 Government and Regulator Relations

	Description	Links/where to find the information	Notes
1.9.1	Funding body statistical reports and returns Information that the college is legally obliged to make available to its funding body e.g. Scottish Funding Council statistical returns	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. http://www.sfc.ac.uk/publications-statistics/statistics/statistics.aspx	
1.9.2	Reports on College by Education Scotland. College reviews and follow-up reports. Subject reviews and follow-up reports	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained. https://education.gov.scot/other-sectors/further-education/811002	
1.9.3	Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	The Colleges annual climate change report can be access via the following link: https://www.keepsotlandbeautiful.org/media/1560093/ssn-public-bodies-reporting-final-250417.pdf	
1.9.4	Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish e.g. <ul style="list-style-type: none"> • Student qualifications on entry; • The range of student entrants classified by age, sex, ethnicity, 	Pursuant to Section 25 (2) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation. Please see below a link/address to where this information can be obtained The Performance and Financial Statements for WCS for 2016 are available on the college website:	

	<p>disability and geographical origin;</p> <ul style="list-style-type: none"> • Student progress and retention data for each year of each course/programme; • Data on student completion; • Data on qualifications awarded; • Data on employment/training outcomes for students. 	<p>http://www.westcollegescotland.ac.uk/media/119021/wcs-performance-and-financial-statements-july-16.pdf</p> <p>The SFC College Sector Performance Indicator reports are available on the SFC website</p> <p>http://www.sfc.ac.uk/publications-statistics/statistics/statistics-colleges/college-performance-indicators/college-performance-indicators.aspx</p>	
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Class 2: How we deliver our functions and services

Information about our work our strategy and policies for delivering functions and services and information for our service users.

2.1 Student Administration & Support

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

	Description	Links/where to find the information	Notes
2.1.1	Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.	Please see link below. http://www.westcollegescotland.ac.uk/	
2.1.2	<p>The college's admissions procedures and policies including:</p> <ul style="list-style-type: none"> Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission. General/course-specific entry requirements. Policies and procedures for dealing with applications, including those covering the assessment of external qualifications. The colleges widening participation policies 	<p>How to obtain a prospectus – Message can be left on the contact page of the website stating what information you would like to be sent: http://www.westcollegescotland.ac.uk/contact or prospectus can be downloaded: http://www.westcollegescotland.ac.uk/search_and_apply</p> <p>Apply for Admission: info on Page 6 of prospectus or on the website: http://www.westcollegescotland.ac.uk/search_and_apply</p> <p>General course-specific entry requirements: When you select the course you are interested in the course content & entry requirements will appear</p> <p>Distance learning: http://www.westcollegescotland.ac.uk/courses/distance-learning/</p> <p>http://www.westcollegescotland.ac.uk/money-advice-support-services/</p>	

2.1.3	<p>Tuition fees and other charges to students. Including information on</p> <ul style="list-style-type: none"> the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), when payment must be made, how payments can be made, and whether instalment options are available. 	<p>Information can be found at: http://www.westcollegescotland.ac.uk/student-funding/fees/ Further details in regard to payment of fees can be obtained from the Finance Office located at each of the College main campuses.</p>	
2.1.4	<p>The college's arrangements for registering students including policies and procedures covering student enrolment</p>	<p>Information can be found at: http://www.westcollegescotland.ac.uk/money-advice-support-services/student-advisory-services/</p>	
2.1.5	<p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> Assessment and examination procedures, including oral examinations. Assessment and examination regulations, including policies and practices on breaches of regulations. <p>Appeals procedures</p> <ul style="list-style-type: none"> Regulations governing student progression Regulations governing access to courses. Regulations about availability of resit examinations. Regulations and practices governing changes of programme 	<p>Examinations timetables can be accessed directly from awarding body websites e.g. Scottish Qualifications Authority (SQA) annual diet for national examinations at www.sqa.org.uk</p> <p>Appeals processes can be accessed directly from individual awarding body websites.</p> <p>Copies of current college policies and procedures in relation to academic appeals, assessment and recognition of prior learning can be provided on request by emailing quality@wcs.ac.uk</p>	

2.1.6	Description and availability of the academic and non-academic learning support services offered by the college This class should include information on: learning development and support; personal development advice; services for students with special needs.	Please see link below. http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf	
2.1.7	Student liaison including <ul style="list-style-type: none"> • The structure and functioning meetings of staff/student consultative committees or other liaison groups. • Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings 	Student Association Constitution can be found at: https://www.westcollegescotland.ac.uk/media/13774/official_constitution.doc All Minutes from these meetings are stored digitally and are available, on request, from the Student Association President by email Sa.President@wcs.ac.uk The Terms of Reference for these meetings is the SA Constitution which is available on the student intranet.	
2.1.8	A description of the availability and range of the college's welfare and advice services.	Please click on the link below for further information: http://www.westcollegescotland.ac.uk/money-advice-support-services/student-advisory-services/	
2.1.9	A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	Please click on the link below for further information: http://www.westcollegescotland.ac.uk/money-advice-support-services/chaplaincy/	
2.1.10	A description of the medical support services provided by the college for students.	Please click on the link below for further information: http://www.westcollegescotland.ac.uk/money-advice-support-services/student-advisory-services/	

2.1.11	Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.	Please see links below. http://www.westcollegescotland.ac.uk/money-advice-support-services/student-advisory-services/ http://www.westcollegescotland.ac.uk/money-advice-support-services/	
2.1.12	Availability, conditions of use and range of sporting and recreational facilities offered by the college, including information about entitlement to use facilities, facilities available, charges, etc.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
2.1.13	The college's policies on the collection, maintenance and use of personal information about students. <ul style="list-style-type: none"> • Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the student records system itself, and allocation of responsibilities to staff. • Arrangements for the provision of data to SQA¹, SFC, and other bodies with statutory rights to data. 	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
2.1.14	The college's policies and procedures for disciplinary proceedings against students Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures	Please see link below for the Student Charter. http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department	

¹ Scottish Qualifications Authority

		West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
2.1.15	<p>Availability, conditions of use and range of accommodation services offered by the college</p> <ul style="list-style-type: none"> Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations 	<p>Please click on the link below for further information:</p> <p>http://www.westcollegescotland.ac.uk/money-advice-support-services/accommodation/</p> <p>The type and condition of College properties can be found by accessing the following link:</p> <p>http://www.westcollegescotland.ac.uk/legal/our-property-assets/</p>	
2.1.16	<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> Dates and details of ceremonies for the current academic year. Attendance and ticketing information, Academic Dress information, costs. Information on Photographic and Video facilities 	<p>Please see the link below.</p> <p>http://www.westcollegescotland.ac.uk/graduation/</p> <p>All dates are subject to change.</p> <ul style="list-style-type: none"> Clydebank Graduations, Thursday 1st November 2018 Paisley Graduations, Tuesday 6th November 2018 Greenock Graduations, Thursday 15 November 2018 	
2.1.17	<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> Information on how to register a complaint. Procedural information on how complaints will be dealt with. Procedural information on any internal and external appeals mechanisms. 	<p>The College has a robust Complaints Handling Procedure which can be accessed via the link below.</p> <p>http://www.westcollegescotland.ac.uk/media/13793/how_to_make_a_complaint.doc</p> <p>You can also access our Complaints Form at:</p> <p>http://www.westcollegescotland.ac.uk/about-us/complaints/</p>	

	<ul style="list-style-type: none"> • Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these. 		
2.1.18	<p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> • Agreements, protocols, etc governing the college's relationship with the Union. • Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees. • Funding provided to the Union 	<p>Please see links below.</p> <p>http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf</p> <p>http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/</p>	
2.1.19	<p>Information on the operation and activities of the Students Union and other student clubs including</p> <ul style="list-style-type: none"> • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs 	<p>Please see links below.</p> <p>http://www.westcollegescotland.ac.uk/media/13796/student_charter_a4.pdf</p> <p>http://www.westcollegescotland.ac.uk/money-advice-support-services/student-association/</p>	

2.2 Teaching Quality

	Description	Links/where to find the information	Notes
2.2.1	<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> • Programme specifications. • Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review. • Key outcomes of programme approval, and annual monitoring and review processes. • Periodic reports of departmental major programme reviews. 	<p>Individual programme specifications are available via the relevant awarding body website. For example:</p> <p> http://www.sqa.org.uk http://www.cityandguilds.com/ http://www.eal.org.uk/ http://www.citb.co.uk/local-information/scotland/ https://www.i-l-m.com/ https://www.nebosh.org.uk/Default.asp http://www.managers.org.uk/practical-support/management-community/professional-networks/cmi-scotland-network http://www.ecitb.org.uk/Regions/Scotland/ http://www.bii.org/home http://www.britishcouncil.org/ http://www.british-sign.co.uk/bsl-british-sign-language/ http://www.theimi.org.uk/ http://bpec.org.uk/ http://www.vtc.edu.hk/html/en/ </p>	
2.2.2	<p>Anonymous summary results of surveys of student satisfaction with West College Scotland e.g. Student perceptions of:</p> <ul style="list-style-type: none"> • Arrangements for academic support and guidance. • Library services and IT² support, • suitability of accommodation, equipment and facilities for teaching 	<p>Any enquiries in regard to the SFC Student Engagement Satisfaction Survey should be directed to the College's Quality Directorate: quality@wcs.ac.uk</p>	

² Information Technology

	<p>and learning.</p> <ul style="list-style-type: none"> • Quality of teaching and the range of teaching and learning methods. • Assessment arrangements. • Quality of pastoral support. 		
2.2.3	The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.	Any enquiries in this regard should be directed to the College's Quality Directorate: quality@wcs.ac.uk	
2.2.4	A description of courses where the college acts as an external examination body or validates the examinations and qualifications of others, including 'joint awards'. List of courses, description of validation procedures.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	
2.2.5	<p>Quality assurance assessments of the college's provision e.g.</p> <ul style="list-style-type: none"> • Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision. • Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc. • Education Scotland reports on teaching quality. 	<p>Evaluative Report and Enhancement Plan: https://education.gov.scot/other-sectors/further-education/811002</p> <p>Requests for reports from external accredited awarding bodies should be made to quality@wcs.ac.uk</p>	
2.2.6	<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> • Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of 	<p>Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus</p>	

	<p>quality and standards</p> <ul style="list-style-type: none"> • Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Involvement of external peers in the review method, their observations, and the action taken in response 	<p>Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk</p>	
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2.3 Information Services

	Description	Links/where to find the information	Notes
2.3.1	<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of libraries. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services.) • List of charges and fines 	<p>http://www.westcollegescotland.ac.uk/money-advice-support-services/library/</p> <p>Student Intranet:</p> <p>https://livetestclydebankac.sharepoint.com/library/SitePages/Home.aspx http://rrc-heri-01.wcs.ac.uk/Heritage/ https://auth.athensams.net/?ath_return=/my/&ath_dspid=ATHENS.MY</p>	

2.3.2	<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) • Computing code of practice. • Use of national/external services. • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA). 	The College does not offer public access to computing facilities.	
2.3.4	High-level aims and strategies of information services units and definition of the service provided.	<p>Our IT Strategy can be accessed via the link below:</p> <p>http://www.westcollegescotland.ac.uk/media/87150/it-strategy-approved-300316.pdf</p>	
2.3.5	<p>Information services policies and procedures. Including:</p> <ul style="list-style-type: none"> • Use of social media • Notice and take-down procedures 	<p>Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk</p>	

Class 3: How we take decisions and what we have decided

Information about the decisions we take how we make decisions and how we involve others.

	Description	Links/where to find the information	Notes
3.1.1	<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> • Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health & Safety Committee.) • Committee appointments procedures. • Standing orders, codes of conduct and other papers describing operations of major committees. • Agendas of meetings of Board of Management and other major committees. • Minutes and papers of meetings of Board of Management and other major committees. • Calendar of meeting dates for Board of Management and other major committees 	<p>Please see links below.</p> <p>http://www.westcollegescotland.ac.uk/about/board_of_management</p> <p>http://www.westcollegescotland.ac.uk/about/board_of_management/policies</p>	
3.1.2	<p>Public consultation and engagement strategies</p>	<p>Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk</p>	

3.1.3	Reports of regulatory inspections, audits and investigations carried out by West College Scotland	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
3.1.4	Environmental impact studies and risk assessments which underpin decisions that West College Scotland takes, including the facts and analysis.	Please refer to section 5.2.6 of this guide	
3.1.5	Environmental Impact Assessment Reports undertaken in Compliance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	

Class 4: What we spend and how we spend it

Information about our strategy for and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

	Class Description	Links/where to find the information	Notes
4.1.1	Financial statements approved by the governing body e.g. West College Scotland annual accounts	The College Financial Statements are published annually after being presented to the Scottish Government for approval (normally in Feb / Mar following the previous period end – currently July). The latest set of published Financial Statements can be found at: http://www.westcollegescotland.ac.uk/media/119021/wcs-performance-and-financial-statements-july-16.pdf	

4.1.2	Policies and procedures for making budgetary allocations to major budgetary units	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
4.1.3	Summary of budgetary allocations to major budgetary units	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
4.1.4	Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	The College is subject to the regulations contained within the Scottish Public Finance Manual a copy of which can be found at: http://www.gov.scot/Publications/2006/05/spdpolicymanual	
4.1.5	Summary information on the college's major insurance policies - names and addresses of the college's insurers and broad information on the range of risks covered.	Insurance provider: Zurich Municipal Address of provider: Zurich House, 2 Gladiator Way, Farnborough, Hampshire, GU14 6GB Policy number: NHE-06CB10-0013 Policy expiry date: 31 July annually The College has a number of policies in force with Zurich incorporating the following features Public, Products, Pollution and Employers liability (limit of indemnity £20M). In addition to these policies the College also holds insurance to cover Motor and Travel insurance.	

		Enquiries in regard to the policies held by the College can be directed in the first instance to Director of Finance and Estates Clydebank Campus Queen's Quay Clydebank G81 1BF	
4.1.6	Summary information on institutional endowments and investments	The College does not hold any institutional endowments or investments other than bank deposit accounts.	
4.1.7	Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college, e.g. European Social Fund, European Regional Development Fund	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
4.1.8	Expenses policies and procedures	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
4.1.9	Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

4.1.10	Board member remuneration, other than expenses	The Chair of the Board is remunerated at a level determined by the Scottish Government. Other Board members are not remunerated but do receive travel and subsistence payments in line with College Policy.	
4.1.11	Pay and grading structures (levels of pay, rather than individual salaries)	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
4.1.12	Salary awards, bonuses and staff benefits	Salary information can be found in the published Financial Statements. The latest set of accounts can be found at http://www.westcollegescotland.ac.uk/media/119021/wcs-performance-and-financial-statements-july-16.pdf	
4.1.13	Senior staff salaries e.g. Principal and senior management team	Salary information can be found in the published Financial Statements. The latest set of accounts can be found at http://www.westcollegescotland.ac.uk/media/119021/wcs-performance-and-financial-statements-july-16.pdf	
4.1.14	Funding awards made by West College Scotland , how to apply for them and funding awards made by West College Scotland	West College Scotland administers Student Support Funding and awards Bursaries from funds made available by SFC. Applications by students can be made to Student Funding at the relevant College Campus. Further information can be found at: http://www.westcollegescotland.ac.uk/student-funding/student-funding/	

Class 5: How we manage our human, physical and information resources.

Information about how we manage the human, physical and information resources of the authority.

5.1 Human Resources

	Description	Links/where to find the information	Notes
5.1.1	Statistical information on staff - at institutional level by grade, sex, etc.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.2	Staffing structure	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.3	Policies, statements, procedures and guidelines relating to recruitment	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

5.1.4	Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.5	Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.6	Policies and guidelines on pension arrangements for staff e.g. <ul style="list-style-type: none"> • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes 	Please see links below. http://www.spfo.org.uk/ (support staff) http://www.sppa.gov.uk/ (teaching staff)	
5.1.7	Disciplinary procedures and policies e.g. <ul style="list-style-type: none"> • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached. 	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

5.1.8	Grievance procedures and policies	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.9	Equality and diversity policies, statements, procedures, and guidelines.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.10	Information required for compliance with the Public Interest Disclosure Act	Please see the link below: http://www.westcollegescotland.ac.uk/about-us/publication-policies/	
5.1.11	Policies and procedures relating to the on-going development of staff <ul style="list-style-type: none"> • Induction arrangements. • Access to internal and external training opportunities 	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.12	Description of the facilities and services available to members of staff.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department	

		West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.1.13	Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

5.2 Physical Resources

	Description	Links/where to find the information	Notes
5.2.1	Overview of the college's estate e.g. <ul style="list-style-type: none"> • Location, size, usage, and condition of major buildings. • Details of listed buildings 	Information on the College estate can be found within the Estate Strategy 2016-26 which can be accessed via the following link: http://www.westcollegescotland.ac.uk/media/114376/wcs-estates-strategy-2016.pdf	
5.2.2	Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	Information on the College estate can be found within the Estate Strategy 2016-26 which can be accessed via the following link: http://www.westcollegescotland.ac.uk/media/114376/wcs-estates-strategy-2016.pdf	
5.2.3	Summary information about buildings under construction	There are no buildings under construction.	

5.2.4	Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.2.5	Performance indicators on major estates functions	Information on the College estate can be found within the Estate Strategy 2016-26 which can be accessed via the following link: http://www.westcollegescotland.ac.uk/media/114376/wcs-estates-strategy-2016.pdf	
5.2.6	The college's environmental policies, practices and overview of their impact <ul style="list-style-type: none"> • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under environmental legislation 	The College's Carbon Management Plan can be found at the link below: http://www.westcollegescotland.ac.uk/media/91962/carbon-management-plan-2016-2021.pdf	

5.3 Information Resources

	Class Description	Links/where to find the information	Notes
5.3.1	The college's policy on the collection, maintenance and use of personal information about staff. <ul style="list-style-type: none"> • Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of 	Please see link below. http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf	

	responsibilities to staff. <ul style="list-style-type: none"> • Arrangements for making subject access requests. 		
5.3.2	Records management policy, including records retention schedule.	Please see link below. http://www.westcollegescotland.ac.uk/media/13777/wcs_data_protection_procedure_code_of_practice_10_06_14.pdf	
5.3.3	Information governance/asset management policies and procedures.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.3.4	Knowledge management policies and procedures.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
5.3.5	List of statistical information published by West College Scotland.	Submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	

Class 6: How we procure goods and services from external providers

Information about how we procure goods and services and our contacts with external providers.

	Description	Links/where to find the information	Notes
6.1.1	College's policies on major procurement exercises	Information in regard to the College policy / practices in regard to procurement can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/	
6.1.2	Procurement procedures: <ul style="list-style-type: none"> • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers. 	Information in regard to the College policy / practices in regard to procurement can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/	
6.1.3	Procurement contacts: <ul style="list-style-type: none"> • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing. 	Information in regard to the College policy / practices in regard to procurement can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/ Information on planned and in process procurement activities can also be found at: http://www.publiccontractsscotland.gov.uk/	
6.1.4	Planned procurements: <ul style="list-style-type: none"> • Summary information about the college's significant planned procurements (i.e. those subject to formal EU³ procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be 	Information in regard to the College policy / practices in regard to procurement can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/ Information on planned and in process procurement activities can also be found at: http://www.publiccontractsscotland.gov.uk/	

³ European Union

	available, expected date of appearance in EU Journal.		
6.1.5	Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal	Information in regard to the College policy / practices in regard to procurement can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/ Information on planned and in process procurement activities can also be found at: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465	
6.1.6	Supplier contracts: <ul style="list-style-type: none"> • EU-prescribed award notices of major contracts over EU thresholds • Goods covered by the contract, name of the supplier, period of the contract, approximate value of the contract, expected date for re-tendering for the contract 	Information in regard to the College policy / practices in regard to procurement can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/ Information on planned and in process procurement activities can also be found at: http://www.publiccontractsscotland.gov.uk/ https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465	
6.1.7	Any information published in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Procurement (Scotland) Regulations 2015.	Information required to be published in accordance with legislation can be found at: http://www.westcollegescotland.ac.uk/legal/procurement/	
6.1.8	Register of contracts awarded, which have gone through formal tendering, including name of supplier, period of contract and value.	Contract award information can be found at: http://www.apuc-scot.ac.uk/#!/institution?inst=46	

6.1.9	Links to procurement information the College publishes on the Public Contracts Scotland website.	Please click on the link below: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00465	
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Class 7: How we are performing

Information about how we perform as an organisation, and how well we deliver our functions and services.

	Description	Links/where to find the information	Notes
7.1.1	Indicators used by the governing body and senior management to measure overall institutional performance	Available under Regional Outcome Agreement on Scottish Funding Council website www.sfc.ac.uk	
7.1.2	Actual performance against performance indicators.	Available on Financial Statements at Scottish Funding Council website. Please see link below. www.sfc.ac.uk	
7.1.3	Environmental reports e.g. <ul style="list-style-type: none"> • 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 • Data or summaries of data derived from the monitoring of activities that effect or are likely to affect the Environment 	These reports will be available in due course. Please submit requests in writing (so that a copy can be retained) to Freedom of Information HR Department West College Scotland Paisley Campus Renfrew Road Paisley PA3 4DR or email FOI@wcs.ac.uk	
7.1.4	Mainstreaming Equality Reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.	Please click on the link below: http://www.westcollegescotland.ac.uk/media/119207/equality-report-2017.pdf	
7.1.5	Employee and board equality monitoring reports produced under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended	As above, please click on the link below: http://www.westcollegescotland.ac.uk/media/119207/equality-report-2017.pdf	

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g., bookshop, museum or research journal.

	Description	Links/where to find the information	Notes
8.1.1	Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g, bookshop, museum or research journal.	Pursuant to Section 17 (1) of the Freedom of Information (Scotland) Act 2002 please note that West College Scotland does not hold information of this type/classification	

Class 9: Our Open Data

Open data made available by the College as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

	Description	Links/where to find the information	Notes
9.1.1	The College's open data publication plan.	The college does not currently have an open data publication plan	
9.1.2	Open data sets and their metadata, or links to where they are accessible.	The college does not currently have an open data publication plan	