



**Compliance with the
Freedom of Information Act 2000**

The Conservatoire for Dance and Drama has adopted the model publication scheme for Higher Education Institutions in England, Wales and Northern Ireland as published by the Information Commissioner available at <http://www.informationcommissioner.gov.uk>.

Information is available on request and upon payment of £2 per item to cover administration costs in the classes shown in relation to both the Conservatoire for Dance and Drama and the schools which are affiliated institutions of the Conservatoire. Requests for information should be addressed to The Registrar, Conservatoire for Dance & Drama, 1-7 Woburn Walk, London WC1H 0JJ making clear whether information is required about the Conservatoire and/or one or more of the affiliated institutions.

Freedom of Information Act 2000

Model Publication Scheme for Higher Education Institutions (HEIs) in England, Wales and Northern Ireland

Main categories

These nine main groups (and the classes within them) form the model publication scheme (MPS). They are in a logical order and no one single section has a higher status than another. **The types of information and documents listed within the classes are examples only and not mandatory.** The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

Some classes are 'Optional', that is an institution need not include these classes in their Publication Scheme but may still sign up to the MPS. All other classes are 'Core' and are compulsory. For further detail see the Information Commissioners 'Explanatory Note', particularly sections 3.2 and 3.3 which accompanies this MPS.

The MPS has been drawn in such a way as to exclude classes of information that are exempt under the Freedom of Information Act or for which exemptions could be claimed. However, it is recognised that individual items of information or documents or parts thereof in a class may be exempt and these may be omitted if they are exempt, **provided** in all cases the institution makes clear what has been omitted and why. Personal data and information, which affect the commercial operations of an institution, are two examples.

The main groups of classes of information in the MPS are:

1. GOVERNANCE
2. FINANCIAL RESOURCES
3. HUMAN RESOURCES
4. PHYSICAL RESOURCES
5. STUDENT ADMINISTRATION AND SUPPORT
6. INFORMATION SERVICES
7. TEACHING AND LEARNING
8. RESEARCH AND DEVELOPMENT
9. EXTERNAL RELATIONS

The columns used in this MPS are shown below:

Class	Description	Manner	Fee
Examples of the type of information that fits in this class	A brief description to aid the public in understanding what the type of information is	The media in which the information is to be provided, ie paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

The columns for Manner and Fee have been left blank in the MPS, as this information will need to be decided by each institution individually.

1. Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure of the organisation. In some instances information from committee minutes will be exempt from disclosure where it contains personal information, information that may damage the commercial interests of the institution or that may threaten the health and safety of specific individuals.

	Class	Description	Manner	Fee
1.1	Legal framework	<p>This class contains information relating to how the institution was established and its standing from the point of view of the law. Ultimately the corporate status of some HE '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, eg on the HMSO (Her Majesty's Stationery Office) web site (www.legislation.hmso.gov.uk/acts.htm) 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>	Paper	£2 per item
1.2	Governance structure	<p>This class contains information relating to how the institution's management structure is organised and the function and purpose of each part of the management structure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Description of Statutory Bodies (eg Governing Body, Council, Senate, General Assembly). In many cases it will be appropriate to list the names of people who are members of the above, as they are matters of public interest • Codes of conduct for members of governing bodies • Description of the sub-structures and committees 	Paper	£2 per item

		<p>supporting them. This may include Academic Boards, Boards of Governors and Steering Groups. These may have 'Standing Orders' which indicate the mode of operation</p> <ul style="list-style-type: none"> • Objectives on which the structure is based • Terms of reference, membership and mode of operation of all boards and committees in the formal structure • Code of practice for college/university elections and committee procedures • Minutes and papers of Governing Body, Council and/or Senate, Academic Boards and Steering Groups etc • Appointment committees and procedures 		
1.3	How the institution is organised	<p>This class contains information relating to how the individual units of the institution are organised and where each unit fits in the overall structure of the institution. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Organisational structure charts • Description of work/responsibilities of units 	Paper	£2 per item
1.4	Information on the institutional context	<p>This class should include:</p> <ul style="list-style-type: none"> • The institution's mission statement • Relevant sections of the institution's corporate plan • Statement of the institution's quality assurance policies and procedures • The institution's learning and teaching strategy and periodic reviews of progress <p>If some or all of the information listed above appears in another class(es), then reference(s) to where in the PS (Publication Scheme) it appears should be included here.</p>	Paper	£2 per item
1.5	Management structure	<p>This class should include:</p> <ul style="list-style-type: none"> • Major organisational units • The roles of Senior Managers <p>This will vary between types of institution.</p>	Paper	£2 per item

2. Financial Resources

Introduction

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

	Class	Description	Manner	Fee
2.1	Finance	Examples of the type of information in this class include policies and procedures relating to: <ul style="list-style-type: none">• Budgets and accounts• Contracting• Goods and services• Insurance• Pensions• Salaries and benefits• Travel and subsistence	Paper	£2 per item
2.2	Resource planning	This class should include information that defines how the college/university undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcomes. Examples of the type of information include: <ul style="list-style-type: none">• Financial regulations, including procurement policy• Annual accounts• Annual budget (as appears in the final accounts)• Planning and budgeting procedures• Corporate plan/Mission statement• Annual report	Paper	£2 per item

3. Human Resources

Introduction

This section covers information on the institution's strategy and management of human resources, rather than information relating to individual members of staff which is exempt from disclosure as personal information. The information available covers personnel policies and procedures (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	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies, statements, procedures and guidelines relating to recruitment • Statements on equality and diversity • Generic terms and conditions of employment • Salary structure • Collective bargaining procedures and consultation with recognised trade unions and professional organisations and agreements reached • Grievance procedures and policies • Disciplinary procedures and policies • Harassment and bullying policy • Health and safety policy and procedures • Public interest disclosure (for compliance with the Public Interest Disclosure Act) • Job vacancies • Any other policies relating to staff not included elsewhere in the PS 	Paper	£2 per item
3.2	Equal opportunities	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Policies, statements, procedures, guidelines, and action plans relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability • Race relations – Race Equality Policies, as required under the Race Relations Amendment Act of 2000 	Paper	£2 per item
3.3	Human resources strategy <i>(Optional)</i>	This class sets out the general aims of the institution, priority areas and plans for addressing them. Examples of the type of information under this class should include any supporting policies and plans that are not covered in the classes specified below.	Paper	£2 per item

3.4	Staff development	<p>This class should include information on staff development and training, including induction programmes, probation and appraisal. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Induction – details of areas covered and procedures • Policies and procedures relating to probation • Policies and procedures pertaining to appraisal • Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People • Policies on upgrades and promotions 	Paper	£2 per item
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4. Physical Resources

Introduction

HEIs are often substantial land and property owners in their own right. The Class in this section covers information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plans to alter its estate (eg proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.¹

	Class	Description	Manner	Fee
4.1	Estates	Examples of the type of information in this class includes: <ul style="list-style-type: none">• Estates strategy and plan• Tendering policies• Catering policies• Cleaning policies• Grounds maintenance and upkeep• Building maintenance and upkeep• Recycling policies• Disposal policies• Map of main site• Address of main site and any other locations	Paper	£2 per item

¹ The types of information and documents listed in the classes are examples only and not mandatory, for example 'Cleaning policies'. The purpose of the examples is to indicate the type of information that should be made available, if held, via the MPS.

5. Student Administration and Support

Introduction

This section contains information on how the institution 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 admission, progression and completion	<p>This class should include information on procedures and relevant statistics. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Student qualifications on entry, for example link to UCAS Entry Profile • Student characteristics by age, gender, ethnicity, socio-economic background, disability and geographical origin, with links to data from the Higher Education Statistics Agency • Student progression retention and completion data • Data on qualifications awarded to students • Data on employment/training outcomes for graduates <p>If some or all of the information listed above appears in another class/es, then reference(s) to where in the PS it appears should be included here.</p>	Paper	£2 per item
5.2	Student accommodation	<p>This class should include information relating to:</p> <ul style="list-style-type: none"> • Accommodation services 	Paper	£2 per item
5.3	Student administration	<p>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. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Registry student records policies and procedures 	Paper	£2 per item

		<ul style="list-style-type: none"> Registry security and data protection policy and procedures 		
5.4	Student admission and registration	<p>This class should include information relating to the admission/registration of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central registry or equivalent and college/school/faculty staff. An example of the type of information in this class includes:</p> <ul style="list-style-type: none"> Registry admissions and registration policies and procedures documents 	Paper	£2 per item
5.5	Student discipline	<p>This class should include information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Code of student discipline and other policy and procedure documents Internal student complaint and appeals procedures 	Paper	£2 per item
5.6	Student learning support services	<p>This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also appear in the Student Handbook and Prospectus in some form. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Learning development and support Personal development advice Services for students with special needs 	Paper	£2 per item
5.7	Student liaison	<p>This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> Terms of reference of staff/student liaison committee(s) Minutes of previous staff/student liaison committee(s) 	Paper	£2 per item

		meetings		
5.8	Student policies	<p>This class should include a guide to all student policies issued by the institution:</p> <ul style="list-style-type: none"> • Policies relating to students not included elsewhere in the MPS • Cross-reference to student policies included elsewhere in the PS 	Paper	£2 per item
5.9	Student welfare	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Welfare/advice services • Health services • Careers services • Sports and recreational facilities • Chaplaincy services <p><i>Note. In many institutions, this information will be published as part of a Student Handbook</i></p>	Paper	£2 per item

6. Information Services

Introduction

This section covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. (These include libraries, computing services and information support services.)

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the 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 facilities	<p>Information in these classes provides details about who can access systems and services and the facilities that they can access. They provide assurance for external bodies/individuals that rules exist to ensure that breaches of conditions of use (eg, breach of copyright, mail spamming of an external site) are appropriately dealt with.</p> <p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Opening hours of libraries, helpdesks, etc, scheduled maintenance times of systems • Who is allowed to use the facilities (eg, categories of persons and their associated rights/levels of access) • The general rules and conditions of use (eg, no smoking/drinking/eating, the existence of policies with regard to law such as copyright, computing code of practice, data protection). For other student policies see reference to other relevant student policies in PS • Some of the information may be covered in the student registration details or staff conditions of employment, but it will be necessary to advise how other categories are to be accepted as users, e.g. temporary staff, short course or conference use, alumni, 'taster sessions' etc • There should be a pointer to other codes of 	Paper	£2 per item

² Institutions may wish to indicate that only information back to a certain point will be available through its publication scheme.

		<p>conduct or rules external to the institution that may apply to the user (eg JANET acceptable use rules, Athens registration rules)</p> <ul style="list-style-type: none"> • Access to/use of Archives, including how far back in time information exists and if so to what extent it is available² <p>Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here</p>		
6.2	Mission statements and related documents	This class should include information regarding the aims of the department in context of its place in the organisation, a definition of the services provided and, where appropriate, service level agreements.	Paper	£2 per item
6.3	Policies with regard to data and information	<p>Information in this class offers assurances to data subjects, whether they are individuals or companies that deal with the institution, that data relating to them is being handled well, minimising the risk of unauthorised access or disclosure. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Security policies (ie how the data is protected). It could be argued that provision of information on this could risk a crime being committed, so it might be exempt or certain parts would not be published. (This is only an issue where the security policy is explicit enough to include detailed description of implementation. Clearly disclosure of this sort of information could potentially lead to a crime under the Computer Misuse Act) • Data retention and archive policies (how long it is kept for, what happens to it after the need for it has passed, anonymising data to keep for statistics) • Data protection statements/policies • Policies on CCTV monitoring, RIPA etc 	Paper	£2 per item
6.4	Procurement and disposal policies	<p>Information in this class offers assurances that monies are being appropriately spent and assurances that procurement is fair and open. The disposal policies also assure that the institution is making correct and appropriate use of funds.</p> <p>Examples of the type of information in this class</p>	Paper	£2 per item

		<p>include:</p> <ul style="list-style-type: none"> • Policies relating to the procurement and disposal of equipment • Collection management/preservation strategy (including policy on disposal of stock) 		
6.5	Scope of collections held	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Guides to collections • Scope and availability of catalogues 	Paper	£2 per item

7. Teaching and Learning

Introduction

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

	Class	Description	Manner	Fee
7.1	Academic year dates	This class should include information on the dates for the current academic year as well as future academic years (as far as is known).	Paper	£2 per iter
7.2	External review information	<p>This class should include information about the institution's internal quality audit programmes and annual review. It should also include information on the institution's internal procedures for assuring academic quality and standards. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Programme specifications and course descriptions • Statement of roles, responsibilities and authority of different bodies within the institution involved in programme approval and review • Annual monitoring and review processes • Accreditation and monitoring reports by professional, statutory or regulatory bodies • Outcomes of the Funding Councils' Research Assessment Exercise 	Paper	£2 per iter
7.5	Information on the institution's internal procedures for assuring academic quality and standards	<p>This class should include information relating to all levels in the institution. Examples of the type of information in this class include relevant parts of the institution's regulations, including where relevant:</p> <ul style="list-style-type: none"> • Module and semester structures • Qualification aims • Procedures for changing course • Opportunities and procedures for work experience, developing language skills, and studying overseas • Programme approval, monitoring and review, programme specifications and course descriptions • Information on assessment procedures and outcomes • Information on student satisfaction with their HE experience <p>If some or all of the information listed above appears in</p>	Paper	£2 per iter

		another class/es, then cross-reference(s) to where in the PS it appears should be included here.		
7.6	Qualitative data on the quality and standards of learning and teaching	<p>This class should include the following information on quality and standards of learning and teaching at each institution.</p> <ul style="list-style-type: none"> • Feedback from recent graduates, for the institution, collected through the national survey • Information on internal feedback mechanisms • A summary statement of the institution's learning and teaching strategy • Summary statements of the results of, and the actions taken in response to, periodic programme and departmental reviews • Summaries of the institution's links with relevant employers, how the institution identifies employer needs and opinions, and how those are used to develop the relevance and richness of learning programmes 	HERO TQI web site	Fre
7.7	Staffing structure of schools/ departments	<p>This class should include information about staff roles within schools and departments together with organisational charts. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Job titles of academic staff and support staff • Contact details for each school/department 	Paper	£2 per iter
7.8	Student assessment strategy	<p>This class should include information on the regulations and/or policy governing student assessment. Further information regarding appointment of Exam Boards, External Examiners and relevant codes of practice, eg those of the QAA. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Examination periods • Examination regulations • Appeal procedures • Appointment and duties of external examiners • Policy on breach of assessment regulations • Professional accreditation of the institution's examinations and qualifications and where the institution acts as an external examination body or validates the examinations and qualifications of others. The former may include 'joint awards'. • Information on how students are prepared for 	Paper	£2 per iter

		external examination		
7.9	Tuition fees	<p>This class should include information relating to tuition fees for UK students, EU students and other international students. Information on when tuition fees will be payable and how to pay. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Information for home/EU students • Information for international students • Information on other charges 	Paper	£2 per iter

8. Research and Development

Introduction

This section covers information relating to the institution's management and funding of its research activities – it does not include the actual results or data from research undertaken. It should also be noted that in some cases information that reveals the identity of those involved in the research process maybe exempt from publication for health and safety reasons.

	Class	Description	Manner	Fee
8.1	Committees	Examples of the type of information in this class includes terms of reference and constitution of: <ul style="list-style-type: none"> • Research and development committee • Research degrees committee • Publications and policy statement 	Paper	£2 per item
8.2	Funding	This class contains information on what research is funded, where from and on what terms. For example, all research funded by public funds administered by the Research Councils and academic bodies (eg Royal Society of Arts, Royal Geographical Society).	Paper	£2 per item
8.3	Research Policies	Information included in this class would include policies relating to fraud, ethical conduct and relevant codes of practice. External codes, such as the NHS Research Governance Code when formally approved, might also be available here. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Mission statement • Research policy and strategy • Intellectual property – policy and procedures • Quality assurance process • For Medical Schools – NHS contracts • Ethics committees – terms of reference and constitution, method of application, procedure for approval of applications³ 	Paper	£2 per item

³ Specific information on codes of practice and conduct and how the HEI complies with the law in areas such as research on animals might be included in this class.

9. External Relations

Introduction

This section covers information relating to the institution's relationship with its external environment. These include the formal reports the institution is required to provide to its funding bodies⁵, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

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

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

	Class	Description	Manner	Fee
9.1	Alumni (Optional)	Institutions place great importance in keeping in touch with their former staff and students and keeping them up to date with events within their former universities/colleges. The information within this class details how this relationship is fostered and maintained. Examples of the type of information in this class include: <ul style="list-style-type: none"> • Alumni newsletter/magazine • Constitution of alumni organisations • Terms of reference 	Paper	£2 per item
9.2	Community Liaison (Optional)	This class should contain information about the institution's relationship with its local community. The information included within this class represents the institution's approach to maintaining and fostering that relationship. An example of the type of information in this class includes: <ul style="list-style-type: none"> • Policies relating to the institution's community relations 	Paper	£2 per item
9.3	Fundraising (Optional)	Information included within this class relates to the activities undertaken by the institution to raise additional revenue to that provided by its main funding bodies. Examples of the type of information in this class includes: <ul style="list-style-type: none"> • Promotional material relating to institutional fundraising 	Paper	£2 per item

⁵ Where these are already in the public domain, web links should be provided or details of how they can be obtained.

		objectives including plans, prospectus etc, where their release would not damage the commercial interests of the institution		
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9.4	Government and Regulator relations	<p>This class relates to the information that the institution is legally obliged to make available to its funding and/or monitoring bodies⁶. Such material may provide information as to how well the institution is performing. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc • OFSTED (Office for Standards in Education) Inspections (mainly for FE, but also of initial teacher training courses) and Teaching Quality Assessments • Research Assessment Exercise Policies (see also Teaching and Learning)⁷ 	Paper	£ per site
9.5	Marketing and recruitment	<p>This class should include publications relating to student recruitment (UK and international) including the college/university prospectus. It will also include information related to the learning experience. There will be some overlap with Student Administration and Support. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> • Prospectus • Open days • Entry Requirements • Widening participation 	Paper	£ per site
9.6	Public Relations	<p>This class should contain information that is created specifically by the institution to help publicise its facilities 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 institution has to offer and the activities of its students and staff. Examples of the type of information in this class include:</p>	Paper	£ per site

⁶ Many of these may already be published elsewhere, but an HEI may wish to provide links to them in these cases

⁷ It is likely that following the Roberts Report (www.rareview.ac.uk/reports/roberts.asp) all institutions will have to have a Research Strategy.

		<ul style="list-style-type: none">• Press releases• Prospectus• Course brochures• Newsletters and magazines• Current information provided to an enrolled student (ie contents of the 'welcome pack')		
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