

## AYRSHIRE COLLEGE

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2013

#### 1.1 General information about Ayrshire College

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme.

Authorities are under a legal obligation to:

- Publish the classes of information that they make routinely available
- Tell the public how to access the information and what it might cost

Ayrshire College has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this scheme on the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

The purpose of this Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class.
- State what charges may be applied
- Explain how you can find the information easily
- Provide contact details for enquiries and to get help with accessing the information
- Explain how to request information we hold that has not been published.

### *Availability and formats*

The information we publish through the model scheme is, wherever possible, available on our website. 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).

### *Exempt information*

We will publish the information we hold that falls within the classes of information below. If a document 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 redact the information before publication but we will explain why.

### *Copyright*

Where Ayrshire College holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- It is copied or reproduced accurately
- It is not used in a misleading context, and
- The source of the material is identified

Where Ayrshire College does not hold the copyright in information we publish, we will make this clear.

### **Charges**

This section explains when we may make a charge for our publications 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 eg 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:

### **Black and white photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	Not available
A2	Not available
A3	10p
A4	10p
A5	10p

### **Colour photocopying**

<b>Size of paper</b>	<b>Pence per sheet of paper</b>
A1	Not available
A2	Not available
A3	30p
A4	30p
A5	30p

Information provided on CD-ROM will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

## **Charges for information which is not available under the scheme:**

The charges for information which is available under this scheme are set out in the “Charging Policy” section of this document. If you submit a request to the College for information which is not available under the scheme the charges will be based on the following calculations:

### General information requests:

- There will be no charge for information requests which cost the College £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost the College £600 to provide, you would be asked to pay £50, this is calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- The College is not obliged to respond to requests which will cost it over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- The College will not charge for the time to determine whether it holds the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that the College decides to impose a charge it will issue you with 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.

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 bookshops, academic journal websites or museum shops and their price reflects a ‘market value; which may include the cost of production.

You can contact us for assistance with any aspect of this publication scheme:

Eleanor O'nions  
Executive Assistant and Office Manager  
Ayrshire College  
Kilwinning Campus  
Lauchlan Way  
Kilwinning  
KA13 6DE

By email to – [foi@ayrshire.ac.uk](mailto:foi@ayrshire.ac.uk)

By phone – 0300 303 0303 or 01563 523501

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

### **The classes of information that we publish**

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

## Class1: About Ayrshire College

Information about Ayrshire College, who we are, where to find us, how to contact us, how we are managed and our external relations.

### 1.1 General information about Ayrshire College

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.1.1	The name of the college and the address of all Ayrshire campuses	<p>Ayrshire College serves the communities of East, North and South Ayrshire and was formed through the merger of Ayr College, Kilmarnock College and the North Ayrshire campuses of James Watt College effective from 1 August 2013</p> <p><b>Ayrshire College – General Enquiries</b> Tel: 0300 303 0303</p> <p>Ayrshire College - Ayr Campus<sup>1</sup> Dam Park Ayr KA8 0EU Tel:01292 265184</p> <p>Ayrshire College - Cumnock Campus Caponacre Estate Cumnock KA18 1SH Tel:01290 424421</p>

<sup>1</sup> Ayr Campus is the registered office for Ayrshire College.

		<p>Ayrshire College - Gatehead Campus  The Craig Centre  Gatehead by Kilmarnock  KA20BP  Tel: 01563 528211</p> <p>Ayrshire College - Kilmarnock Campus  Holehouse Road  Kilmarnock  KA3 7AT  Tel:01563 523501</p> <p>Ayrshire College - Kilwinning Campus  Laughlan Way  Kilwinning  KA13 6DE  Tel: 01294 559000</p> <p>Ayrshire College - Largs Campus  Scottish School of Sport, Exercise and Fitness Studies,  Sport Scotland National Centre, Inverclyde,  Burnside Road,  Largs  KA30 8RW  Tel: 01475 686496</p> <p>Ayrshire College - Nethermains Campus  6-10 Simpson Place  Kilwinning  KA13 6PS  Tel: 01294 551784</p>
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		<p>Ayrshire College - Townholm Campus  Centre of Sporting Excellence  Townholm Business Park  Kilmarnock  KA3 1BB  Tel: 01563 549051</p> <p><a href="http://www1.ayrshire.ac.uk/how_to_find_us_and_contact_details">http://www1.ayrshire.ac.uk/how_to_find_us_and_contact_details</a></p>
1.1.2	Names of the principal officers of the college including Principal, Vice Principals, Board Secretary, and Directors	<p><b>Principal and Chief Executive</b>  Heather Dunk</p> <p><b>Vice Principals</b>  VP Learning and Teaching - Bernadette McGuire  VP Corporate Services - Michael Breen,  VP HR and Organisational Wellbeing - Jane McKie  VP Strategy, Planning and Performance - Jackie Galbraith (WEF 1/10/13)</p> <p><b>Directors</b>  Director of Estates - Duncan Baird  Director of Student Services - Helen Canning  Director of HR and Organisational Development - David Davidson  Director of ICT and MIS - Dave Swan  Director of Learning and Skills (Creative) - Elaine Hutton  Director of Learning and Skills  (Care, Education, Sport and Fitness) - Julie Maxwell  Director of Learning and Skills  (Access and Inclusion) - Carol Nisbet</p>

		<p>Director of Learning and Skills (STEM) - Gavin Murray  Director of Finance and Student Funding - Alistair Gordon  Director of Education Contracts and Business Development - Stuart Miller</p> <p><a href="http://www1.ayrshire.ac.uk/about/executive_and_senior_management_team">http://www1.ayrshire.ac.uk/about/executive_and_senior_management_team</a></p> <p>The following positions will be made available on confirmation of appointment :</p> <p>Director of Quality Enhancement -TBA  Director of Learning and Skills - (Business, Tourism, Hospitality and IT) - TBA  Board Secretary - TBA</p>
1.1.3	<p>Roles and responsibilities of principal officers</p> <ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Description of responsibilities/activities</li> <li>• Contact information</li> </ul>	<p>This information is available can be accessed using the links below:</p> <p><a href="http://www1.ayrshire.ac.uk/about/executive_and_senior_management_team">http://www1.ayrshire.ac.uk/about/executive_and_senior_management_team</a></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><b>Ayrshire College – General Enquiries</b>  Tel: 0300 303 0303  <a href="mailto:Enquiries@ayrshire.ac.uk">Enquiries@ayrshire.ac.uk</a>  <a href="http://www1.ayrshire.ac.uk/contact">http://www1.ayrshire.ac.uk/contact</a></p> <p><b>Ayr and Cumnock Campuses</b>  Student Services  <a href="mailto:Enquiries_ayr@ayrshire.ac.uk">Enquiries_ayr@ayrshire.ac.uk</a>  Tel:01292 293444</p>

		<p>Student Funding  <a href="mailto:Studentfunding_ayr@ayrshire.ac.uk">Studentfunding_ayr@ayrshire.ac.uk</a>  Tel: 01292 293490 (Access, Introductory or NC courses)  Tel: 01292 293444 (HNC or HND courses)</p> <p>Extended Learning Support  <a href="mailto:Coreskills_ayr@ayrshire.ac.uk">Coreskills_ayr@ayrshire.ac.uk</a>  Tel:01292 265184 ext 621  <a href="mailto:Clic@ayrshire.ac.uk">Clic@ayrshire.ac.uk</a>  Tel: CLIC 01292 293553  Student Rental Accommodation  <a href="mailto:Ann.mcghie@ayrshire.ac.uk">Ann.mcghie@ayrshire.ac.uk</a>  Tel: 01292 293587</p> <p><b>Kilmarnock, Gatehead and Townholm Campuses</b>  General Information – Student services  <a href="mailto:Enquiries_kilmarnock@ayrshire.ac.uk">Enquiries_kilmarnock@ayrshire.ac.uk</a>  Tel:01563 523501 ext 5049</p> <p>Student Funding  <a href="mailto:Studentfunding_kilmarnock@ayrshire.ac.uk">Studentfunding_kilmarnock@ayrshire.ac.uk</a>  Tel: 01563 523501 ext 5033</p> <p>Finance( Fee payment)  <a href="mailto:studentfinance@ayrshire.ac.uk">studentfinance@ayrshire.ac.uk</a>  Tel: 01563 523501 ext 4060</p> <p>Extended Learning Support  <a href="mailto:Coreskills_kilmarnock@ayrshire.ac.uk">Coreskills_kilmarnock@ayrshire.ac.uk</a>  Tel: 01563 523501 ext 4106</p>
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		<p><b>Kilwinning, Nethermains and Largs Campuses</b>  General Information – Student services  <a href="mailto:Enquiries_kilwinning@ayrshire.ac.uk">Enquiries_kilwinning@ayrshire.ac.uk</a>  Tel: 01294 559000</p> <p>Student Funding  <a href="mailto:Studentfunding_kilwinning@ayrshire.ac.uk">Studentfunding_kilwinning@ayrshire.ac.uk</a>  Tel: 01294 555322</p> <p>Extended Learning Support  <a href="mailto:Coreskills_kilwinning@ayrshire.ac.uk">Coreskills_kilwinning@ayrshire.ac.uk</a>  Tel: 01294 555325</p>
1.1.5	Information on the college’s principal and other main locations, including campus maps	<p>See Section 1.1.1</p> <p>This information can be accessed through the Ayrshire College website or our regional prospectus using the links below:</p> <p><b>How to Find Us</b>  <a href="http://www1.ayrshire.ac.uk/contact">http://www1.ayrshire.ac.uk/contact</a>  <a href="http://www1.ayrshire.ac.uk/courses">http://www1.ayrshire.ac.uk/courses</a></p>
1.1.6	Opening hours of the college’s campuses	<p>This information can be accessed through the Ayrshire College website or our regional prospectus using the links below:</p> <p><a href="http://www1.ayrshire.ac.uk/contact">http://www1.ayrshire.ac.uk/contact</a></p>
1.1.7	Information on the dates of the college’s academic years including dates for the current academic year and college calendar	<p>The curriculum/academic calendar for each campus can be accessed from the college website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/college_calendar_2013-14">http://www1.ayrshire.ac.uk/student_info/college_calendar_2013-14</a></p>

1.1.8	Dates of closure of the college, college calendar.	<p>The curriculum/academic calendar for each campus can be accessed from the college website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/college_calendar_2013-14">http://www1.ayrshire.ac.uk/student_info/college_calendar_2013-14</a></p>
1.1.9	Procedures on how to complain about the college	<p>This information can be accessed through the College website using the link below:-</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/complaints_procedure">http://www1.ayrshire.ac.uk/student_info/complaints_procedure</a></p>
1.1.10	Arrangements for serving official documents on the college	<p>All official documents to be served to the College should be sent to –</p> <p>The Executive Office  Ayrshire College  Kilwinning Campus  Lauchlan Way  Kilwinning  KA13 6DE</p>
1.1.11	Customer codes or charters	<p>This information can be accessed through the College website using the link below:-</p> <p><a href="http://www1.ayrshire.ac.uk/students/student_association">http://www1.ayrshire.ac.uk/students/student_association</a></p>

## 1.2 Access to Information

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
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	<p>In writing to –</p> <p>Eleanor O’nions Executive Assistant and Office Manager Ayrshire College Kilwinning Campus Lauchlan Way Kilwinning KA13 6DE</p> <p>By email to – <a href="mailto:foi@ayrshire.ac.uk">foi@ayrshire.ac.uk</a></p>
1.2.2	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	<p>In writing to –</p> <p>Eleanor O’nions Executive Assistant and Office Manager Ayrshire College Kilwinning Campus Lauchlan Way Kilwinning KA13 6DE</p> <p>By email to – <a href="mailto:foi@ayrshire.ac.uk">foi@ayrshire.ac.uk</a></p>

1.2.3	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	<p>In writing to –</p> <p>Eleanor O’nions  Executive Assistant and Office Manager  Ayrshire College  Kilwinning Campus  Lauchlan Way  Kilwinning  KA13 6DE</p> <p>By email to – <a href="mailto:foi@ayrshire.ac.uk">foi@ayrshire.ac.uk</a></p>
1.2.4	Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	<p>This information can accessed from the Ayrshire College website using the links below:-</p> <p><a href="http://www1.ayrshire.ac.uk/about/freedom_of_information">http://www1.ayrshire.ac.uk/about/freedom_of_information</a></p>
1.2.5	Institutional Data Protection policies and procedures including procedures for dealing with subject access requests	<p>Pursuant to Section 27(1) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  <a href="#">Data Protection Policy</a>  <a href="#">Data Protection Policy - Students</a></p>

1.2.6	Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints	<p>Pursuant to Section 27(1) (a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements available on request</b></p> <p><u>AC</u>  <a href="#">Sustainability Policy</a></p> <p><u>KC</u>  Sustainability Policy</p> <p><u>NAC</u>  <a href="#">Environmental, Health and Safety Statement</a></p> <p>Information on requesting a review or making a complaint can be accessed from the Ayrshire College website using the link below:-</p> <p><a href="http://www1.ayrshire.ac.uk/about/freedom_of_information">http://www1.ayrshire.ac.uk/about/freedom_of_information</a></p>
1.2.7	Single Model Publication Scheme 2013 and Ayrshire College Guide to Information	<p>Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.</p> <p><a href="http://www.itspublicknowledge.info/ScottishPublicAuthorites/PublicationSchemes/PublicationSchemesModelPublicationSchemes.aspx">http://www.itspublicknowledge.info/ScottishPublicAuthorites/PublicationSchemes/PublicationSchemesModelPublicationSchemes.aspx</a></p>

1.2.8	Charging schedule for environmental information provided in response to requests under the EIRs	See charging information in the introductory section of this publication (Page 4).
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### 1.3 Our Constitution

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.3.1	Information on how the College was established and its standing from a legal perspective eg Institutional status under the Further and Higher Education (Scotland) Act 1992	<p>Ayrshire College is an incorporated College under the Further and Higher education (Scotland) Act 1992. The College is a registered charity (SCO21177)</p> <p>Further information about Ayrshire College can be found on the college website using the links below:-</p> <p><a href="http://www1.ayrshire.ac.uk/about/welcome_and_history">http://www1.ayrshire.ac.uk/about/welcome_and_history</a></p> <p><a href="http://www1.ayrshire.ac.uk/about/board_of_management">http://www1.ayrshire.ac.uk/about/board_of_management</a></p>

## 1.4 Corporate Planning

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.4.1	Ayrshire College's Vision, Mission Statement and Values	<p><b>Vision:</b> Raising Aspirations, Inspiring Achievement, Increasing Opportunities</p> <p><b>Mission Statement:</b> To inspire learners to achieve their full potential by playing a lead role in the development of skills, the economy and community life.</p> <p><b>Values:</b> These values underpin the ethos of the College and promote its culture:</p> <ul style="list-style-type: none"> <li>• To show respect for, commitment to, the needs of all individuals – Student, Staff and Partners- and to the communities served by the College.</li> <li>• To communicate in an open and transparent way at all times.</li> <li>• To support and embrace equality, diversity and inclusiveness.</li> <li>• To inspire and empower learners to reach their full potential and achieve their ambitions.</li> <li>• To strive for excellence, integrity and quality in everything the College does.</li> <li>• To promote creativity, innovation and enterprise.</li> <li>• To work with key stakeholders to make a social and economic difference through collaboration and partnership.</li> </ul>

1.4.2	Ayrshire College's Corporate or Strategic Plan	<p>This information can be found within the following documents:  <a href="http://www.ayrshireregionalcollege.co.uk/">Ayrshire Merger Proposal on http://www.ayrshireregionalcollege.co.uk/</a>  <a href="http://www.ayrshireregionalcollege.co.uk/">Regional Outcome Agreement 2013/2014</a>  <a href="http://www.ayrshireregionalcollege.co.uk/">Regional Outcome Agreement 2012/2013</a>  On <a href="http://www.ayrshireregionalcollege.co.uk/">http://www.ayrshireregionalcollege.co.uk/</a></p>
1.4.3	Corporate strategies eg Estate Strategy, Human Resources Strategy	<p>This information can be found within the following document:  <a href="http://www.ayrshireregionalcollege.co.uk/">Ayrshire Merger Proposal</a>  <a href="http://www.ayrshireregionalcollege.co.uk/">http://www.ayrshireregionalcollege.co.uk/</a></p>
1.4.4	Corporate policies eg HSE, Equality	<p>This information can be found within the following documents:  <a href="http://www.ayrshireregionalcollege.co.uk/">Ayrshire Merger Proposal</a>  <a href="http://www.ayrshireregionalcollege.co.uk/">http://www.ayrshireregionalcollege.co.uk/</a></p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Legacy Policies</b>  For Human Resource and Organisational Wellbeing Policies – See Section 5.1  For Estates and Environmental Policies – See Section 5.2  For Data Protection Policies - See Section 5.3  For Health and Safety Policies - See Section 1.7  For Equality Policies - See Section 1.6</p>

1.4.5	Internal procedures for planning and resource allocation	<p><b>Internal Procedures for Planning</b> Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication.</p> <p><b>Interim Planning Process</b> Regional Outcome Agreements and associated financial plans, strategic objectives and operational plans are reviewed and approved as appropriate by the board, committee structure and executive management team.</p> <p>One of the outcomes of our planning process is the creation of the Regional Outcome Agreement this can be accessed via the links below:</p> <p><a href="#">Regional Outcome Agreement 2013/2014</a> <a href="#">Regional Outcome Agreement 2012/2013</a></p>
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## 1.5 How Ayrshire College is run

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.5.1	<p>The College's governance structures and operational procedures eg</p> <ul style="list-style-type: none"> <li>• Description of Statutory Bodies (eg Board of Management).</li> <li>• Arrangements for appointment to statutory bodies. (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).</li> <li>• Standing orders (or similar) that describe operational procedures.</li> </ul>	<p>Information about the Ayrshire College Board of Management can be accessed via the Ayrshire College website using the links below:</p> <p><a href="http://www1.ayrshire.ac.uk/about/board_of_management">http://www1.ayrshire.ac.uk/about/board_of_management</a></p>
1.5.2	<p>The College's conflict of interests policies eg</p> <ul style="list-style-type: none"> <li>• Information on the circumstances in which members of the governing body, senior managers and other members of staff are expected to declare potential conflicts of interest.</li> <li>• Codes of conduct governing conflict of interest issues.</li> </ul>	<p>This information can accessed from the Ayrshire College website using the links below:-</p> <p><a href="http://www1.ayrshire.ac.uk/about/board_of_management">http://www1.ayrshire.ac.uk/about/board_of_management</a></p>
1.5.3	<p>Register of interests for members of the governing body, executive management, and any other bodies or offices covered by the College's conflict of interest policies.</p>	<p>This information can accessed from the Ayrshire College website using the link below:-</p> <p><a href="http://www1.ayrshire.ac.uk/about/board_of_management">http://www1.ayrshire.ac.uk/about/board_of_management</a></p>

## 1.6 Diversity

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.6.1	Policies, procedures and guidelines relating to support and equality for disabled people	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p>Further information can be accessed from at the Ayrshire College website using the link below:  <a href="http://www1.ayrshire.ac.uk/about/equalities_and_diversity-publications">http://www1.ayrshire.ac.uk/about/equalities_and_diversity-publications</a></p> <p><b>Partner College Legacy Arrangements</b></p> <p><b>AC</b>  <a href="#">Single Equality Policy</a>  <a href="#">Equal Pay Statement</a>  <a href="#">Equality Impact Assessment</a>  <a href="#">EIA Stage 1</a>  <a href="#">EIA Stage 2</a></p> <p><b>KC</b>  <a href="#">Equality and Diversity Scheme 2010- 2013</a>  <a href="#">Equal Pay Policy</a></p> <p><b>NAC</b>  <a href="#">Single Equality Policy</a>  <a href="#">Equality and Diversity Policy</a>  <a href="#">Equal Pay Policy</a>  <a href="#">Disability Equality Scheme</a></p>

1.6.2	A description of the College's support structures for disability issues	<p>Ayrshire College provides extended learning support services for disabled people and people with additional learning support needs. Support is available for students across all Ayrshire College Campuses.</p> <p>Information about how to access support for disabled people can be found on the college website using the link below:-</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/supportforlearning">http://www1.ayrshire.ac.uk/student_info/supportforlearning</a></p> <p>This support is provided by three teams across Ayrshire:-</p> <ul style="list-style-type: none"> <li>• CLIC Team (South Ayrshire)</li> <li>• Extended Learning Support Team (North Ayrshire)</li> <li>• Inclusive Learning Team (East Ayrshire)</li> </ul> <p>See section 1.6.3 for information on how to access these services.</p> <p><b>Two Tick System</b></p> <p>The College is a member of the Two Tick Scheme and has committed to the following five commitments, which will be monitored on an annual basis and progress will be reported to Job Centre Plus.</p> <p><b>Commitment 1</b></p> <p>Interviewing all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.</p> <p>To meet the above commitment the College has introduced the Guaranteed Interview Scheme (GIS). The GIS will ensure that candidates who meet the essential criteria as defined on the person specification will be guaranteed the opportunity to demonstrate their abilities at interview. However, candidates who</p>
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		<p>do not meet all the essential criteria cannot be shortlisted. The GIS applies to both internally and externally advertised posts.</p> <p><b>Commitment 2</b> Ensuring there is a mechanism in place to discuss with disabled employees, at any time but at least once a year, what the College and the employee can do to make sure disabled employees can develop and use their abilities.</p> <p><b>Commitment 3</b> Making every effort when employees become disabled to make sure they stay in employment.</p> <p><b>Commitment 4</b> Taking action to ensure that all employees develop the appropriate level of disability awareness needed to make sure these commitments work.</p> <p><b>Commitment 5</b> Annually reviewing these commitments and assessing what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.</p>
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1.6.3	<p>Details of how to get information about support for disabled people (Where larger colleges operate decentralised arrangements appropriate information on other major points of contact should be provided).</p>	<p>Information about how to access support for disabled people can be accessed using the link below</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/inclusivelearning">http://www1.ayrshire.ac.uk/student_info/inclusivelearning</a></p> <p><b>CLIC</b>  (Supporting the Ayr and Cumnock Campuses)  Ayrshire College  Dam Park Ayr  KA8 0EU  Tel: 01292 293553  Email: <a href="mailto:Coreskills_Ayr@ayrshire.ac.uk">Coreskills_Ayr@ayrshire.ac.uk</a></p> <p>Further information can be accessed from the Ayrshire College website using the link below:-  <a href="http://www1.ayrshire.ac.uk/student_info/inclusivelearning/ayr_campus">http://www1.ayrshire.ac.uk/student_info/inclusivelearning/ayr_campus</a></p> <p><b>Extended Learning Support</b>  (Supporting the Kilwinning, Nethermains and Largs Campuses)  Ayrshire College - Kilwinning Campus  Laughlan Way  Kilwinning  KA13 6DE  Tel: 01294 555325  Email: <a href="mailto:coreskills_kilwinning@ayrshire.ac.uk">coreskills_kilwinning@ayrshire.ac.uk</a></p> <p>Further information can be accessed from the Ayrshire College website using the link below:-  <a href="http://www1.ayrshire.ac.uk/student_info/inclusivelearning/kilwinning_campus">http://www1.ayrshire.ac.uk/student_info/inclusivelearning/kilwinning_campus</a></p>
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		<p><b>Inclusive Learning</b>  (Supporting the Kilmarnock, Townholm and Gatehead Campuses)  Ayrshire College - Kilmarnock Campus  Holehouse Rd  Kilmarnock  KA3 7AT  Tel:01563 523501 Ext4106  Email: <a href="mailto:coreskills_kilmarnock@ayrshire.ac.uk">coreskills_kilmarnock@ayrshire.ac.uk</a></p> <p>Further information can be accessed from the Ayrshire College website using the link below:-  <a href="http://www1.ayrshire.ac.uk/student_info/inclusivelearning/kilmarnock_campus">http://www1.ayrshire.ac.uk/student_info/inclusivelearning/kilmarnock_campus</a></p>
1.6.4	The levels of accessibility of each of the College's main buildings and services. (Colleges should provide broad information about accessibility eg including information for people with hearing or vision impairments.	<p>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.</p> <p><a href="http://www.disabledgo.com/en/access-guide/kilwinning-learning-centre">http://www.disabledgo.com/en/access-guide/kilwinning-learning-centre</a></p>

1.6.5	The College's diversity and equality strategies.	<p><a href="#">Ayrshire Merger Proposal</a></p> <p><a href="#">Regional Outcome Agreement 2013/2014</a>  <a href="#">Regional Outcome Agreement 2012/2013</a></p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u>  <a href="#">Combined Single Equality Policy and Action Plan</a>  <a href="#">Equality Outcomes 2013</a></p> <p><u>KC</u>  <a href="#">Equality Scheme 2010-2013</a></p> <p><u>NAC</u>  <a href="#">Equality Scheme 2010-2013</a></p>
1.6.6	Summary statistics on support for disability within the College eg statistics on the numbers of staff and students with particular types of disability (though recognising potential Data Protection Act implications).	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently collating this information. As an interim measure Ayrshire College will publish legacy summary statistics until Ayrshire College statistics are available.</p> <p>Further information can be accessed from at the Ayrshire College website using the link below:</p>

		<p><a href="http://www1.ayrshire.ac.uk/about/equalities_and_diversity-publications">http://www1.ayrshire.ac.uk/about/equalities_and_diversity-publications</a></p> <p><b>Legacy Publications</b></p> <p><u>AC</u></p> <p><a href="#">Equalities Mainstreaming Report April 2013</a></p> <p><a href="#">Combined Equality Report 2011</a></p> <p><a href="#">Overview of Staff and Student Equality Variables 2011</a></p> <p><a href="#">Overview of Student Gender Report 2011</a></p> <p><a href="#">Overview of Student Disabilities Report 2011</a></p> <p><a href="#">Overview of Race and Religion Report 2011</a></p> <p><u>KC</u></p> <p><a href="#">Mainstreaming Equality and Diversity 2013</a></p> <p><a href="#">Equality and Diversity Combined Report 2009 -2010</a></p> <p><a href="#">Learner Equality Report 2009 -2010</a></p> <p><u>NAC</u></p> <p><a href="#">Equality and Diversity Annual Report 2013</a></p>
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## 1.7 Health and Safety

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.7.1	Policies, procedures and guidelines relating to health and safety	<p><b>Ayrshire College HSE Statement</b> This information is available on the Ayrshire College website and can be downloaded using the link below:</p> <p><a href="#">Regional Health and Safety Statement</a></p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures from the former colleges until each new policy/procedure is ratified.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u> <a href="#">Health and Safety Policy</a> <a href="#">Health and Safety Policy – Construction Department</a></p> <p><u>KC</u> <a href="#">Health, Safety and Wellbeing Policy</a></p> <p><u>NAC</u> <a href="#">Health and Safety Policy</a></p>
1.7.2	Annual reports to governing body on health and safety issues	Regular reports are presented to the Human Resources and Organisational Wellbeing Committee of the College Board of Management on Health and Safety. Please refer to the section on “How we take decisions and what we have decided” to access these reports.

1.7.3	Mechanisms for monitoring and reporting on health and safety issues eg how the College complies with Health and Safety Executive guidelines and targets.	Regular reports will be presented to the HR Committee of the College Board of Management on Health and Safety. Please note that this information will be published on the website following the scheduled committee meetings for Ayrshire College.
1.7.4	Summary statistics on accidents and incidents within the College.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently collating this information. As an interim measure Ayrshire College will publish legacy summary statistics until Ayrshire College statistics are available.</p> <p><u>AC</u>  <a href="#">Health, Safety and Wellbeing Annual Report 2012</a></p> <p><u>KC</u>  <a href="#">Health, Safety and Wellbeing Annual Report 2012</a>  <a href="#">Health, Safety and Wellbeing Annual Report 2011</a></p> <p><u>NAC</u>  <a href="#">Health and Safety Statistics 2007-2012</a></p>
1.7.5	<p>Information on the College's support structures for health and safety eg</p> <ul style="list-style-type: none"> <li>• Management structure and duties within health and safety department.</li> <li>• Remit and membership of health and safety committee(s).</li> </ul>	Ayrshire College is currently collating this information for upload to the website by end August 2013.

1.7.6	Contact details of how to get information about health and safety issues.	<p>Geoff Lawson Ayrshire College – Ayr Campus Dam Park Ayr KA8 0EU Tel: 01292 293070 E-mail: <a href="mailto:g.lawson@ayrshire.ac.uk">g.lawson@ayrshire.ac.uk</a></p> <p>Liz Burley Ayrshire College – Kilmarnock Campus Holehouse Road Kilmarnock KA3 7AT Tel: 01563 523501 Email: <a href="mailto:burleyl@ayrshire.ac.uk">burleyl@ayrshire.ac.uk</a></p>
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## 1.8 External and community relations

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.8.1	Arrangements for keeping in touch with former staff and students including constitution of alumni organisations, services provided to alumni	This information can be accessed through the Ayrshire College website using the link below:  <a href="http://www1.ayrshire.ac.uk/about/alumni">http://www1.ayrshire.ac.uk/about/alumni</a>
1.8.2	Facilities and services available to the local community.	This information can be accessed from the Ayrshire College website using the links below:  Hair, Beauty and Nail Salons <a href="http://www1.ayrshire.ac.uk/about/salons">http://www1.ayrshire.ac.uk/about/salons</a>  Learning Resources Centres <a href="http://www1.ayrshire.ac.uk/student_info/the_learning_resource_centre_lrc">http://www1.ayrshire.ac.uk/student_info/the_learning_resource_centre_lrc</a>  Nurseries <a href="http://www1.ayrshire.ac.uk/students/the_nursery">http://www1.ayrshire.ac.uk/students/the_nursery</a>  Restaurants <a href="http://www1.ayrshire.ac.uk/about/restaurant">http://www1.ayrshire.ac.uk/about/restaurant</a>
1.8.3	Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	This information can be accessed through the Ayrshire College website using the links below:  <a href="http://www1.ayrshire.ac.uk/student_info/fundraising">http://www1.ayrshire.ac.uk/student_info/fundraising</a>
1.8.4	Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines.	News and Regional Prospectus can be accessed using the following website link:- <a href="http://www.ayrshire.ac.uk">www.ayrshire.ac.uk</a>

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 Ayrshire College does not hold information of this type/classification.
1.8.6	Strategic agreements with other bodies.	<p><b>Community Planning Partnerships</b>  The Ayrshire Community Planning Partnerships (CPP) work together to collaboratively develop good employment prospects, low crime rates and an attractive environment in which to live, study and work. Each CPP within Ayrshire works with their community partners to create a Community Plan and a Single Outcome Agreement. These documents outline how the partners will work together to achieve the identified outcomes for Ayrshire.</p> <p>Ayrshire College’s commitment to the CPP work is reflected within the College’s Regional Outcome Agreement and can be accessed via the links below:-</p> <p><b>Regional Outcome Agreements</b>  <a href="#">Regional Outcome Agreement 2013/2014</a>  <a href="#">Regional Outcome Agreement 2012/2013</a></p> <p>Please note that some information within this class is exempt from publication under the Freedom of Information (Scotland) Act 2002 – Section 33: Commercial Interests and the Economy</p>

## 1.9 Government and Regulator Relations

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
1.9.1	Funding body statistical reports and returns information that the College is legally obliged to make available to its funding body eg Scottish Funding Council statistical returns.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College does not hold this information at present. As an interim measure Ayrshire College will publish the reports from the former colleges until Ayrshire College reports are available.</p> <p><b>Partner College Legacy Arrangements</b> 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.</p> <p><a href="http://www.sfc.ac.uk/statistics/further_education_statistics/FE_performance_indicators/stats_performance_indicators.aspx">http://www.sfc.ac.uk/statistics/further_education_statistics/FE_performance_indicators/stats_performance_indicators.aspx</a></p> <p><a href="http://www.sfc.ac.uk/statistics/PublishedStatistics/StatisticalPublicationSchedule.aspx">http://www.sfc.ac.uk/statistics/PublishedStatistics/StatisticalPublicationSchedule.aspx</a></p> <p><a href="https://stats.sfc.ac.uk/infact/">https://stats.sfc.ac.uk/infact/</a></p>
1.9.2	<p>Reports on College by Education Scotland - Her Majesty's Inspectorate of Education (HMIE)</p> <ul style="list-style-type: none"> <li>• College reviews and follow-up reports</li> <li>• Subject reviews and follow-up reports</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College does not hold this information at present. As an interim measure Ayrshire College will publish the HMIE reports from the former colleges until Ayrshire College reports are available.</p> <p><b>Partner College Legacy Arrangements</b> Pursuant to Section 25(2)(a) of the Freedom of Information</p>

		<p>(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.</p> <p>College Reports  <a href="http://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/collegereviews/index.asp">http://www.educationscotland.gov.uk/inspectionandreview/reports/othersectors/collegereviews/index.asp</a></p> <p>Nursery Reports are available through the Education Scotland website on the links below  <a href="#">Bright Sparks Nursery – Ayr Campus</a>  <a href="#">Kilwinning Campus Nursery</a></p> <p>Care Inspectorate Website  <a href="http://www.scswis.com">http://www.scswis.com</a></p>
1.9.3	Other statutory reports which the College is legally required to publish, including environmental regulatory reports.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College does not hold this information at present. As an interim measure Ayrshire College will publish the statutory reports from the former colleges until Ayrshire College reports are available.</p> <p><b>Legacy Publications</b>  <u>AC</u>  Equalities Report – See section 1.6 Diversity  Health and Safety – See Section 1.7 Health and Safety  <a href="#">Annual Review 2012(FY11/12)</a>  <a href="#">Annual Review 2011(FY10/11)</a></p>

		<p><u>KC</u>          Equalities Report – see section 1.6 Diversity          Health and Safety – See Section 1.7 Health and Safety  <a href="#">Annual Report 2011 (FY10/11)</a></p> <p><u>NAC</u>          Equalities Report – see section 1.6 Diversity          Health and Safety – See Section 1.7 Health and Safety  <a href="#">Annual Report and Accounts (FY10/11)</a>  <a href="#">Annual Report and Accounts (FY09/10)</a></p>
1.9.4	<p>Statistical information on student admission, progression and completion which the College is required by the Funding Council to publish eg</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• The range of student entrants classified by age, sex, ethnicity, disability and geographical origin</li> <li>• Student progress and retention data for each year of each course/programme</li> <li>• Data on student completion</li> <li>• Data on qualifications awarded</li> <li>• Data on employment/training outcomes for students</li> </ul>	<p>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.</p> <p><a href="http://www.sfc.ac.uk/statistics/Participation/participation.aspx">http://www.sfc.ac.uk/statistics/Participation/participation.aspx</a></p> <p><a href="http://www.sfc.ac.uk/statistics/further_education_statistics/FE_performance_indicators/stats_performance_indicators.aspx">http://www.sfc.ac.uk/statistics/further_education_statistics/FE_performance_indicators/stats_performance_indicators.aspx</a></p> <p><a href="http://www.sfc.ac.uk/statistics/PublishedStatistics/StatisticalPublicationSchedule.aspx">http://www.sfc.ac.uk/statistics/PublishedStatistics/StatisticalPublicationSchedule.aspx</a></p>

## 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 to course completion, including student support services.

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.1.1	Programmes offered by the College including structure and broad content of each programme and qualification gained if successful	This information is can be accessed through the Ayrshire College website and the Regional Prospectus using the links below:  <a href="http://www.ayrshire.ac.uk">www.ayrshire.ac.uk</a> <a href="#">Regional Prospectus</a>
2.1.2	The College's admissions procedures and policies including: <ul style="list-style-type: none"> <li>• Information on how to obtain a prospectus, attend an open day, visit the College, apply for admission.</li> <li>• General/course-specific entry requirements.</li> <li>• Policies and procedures for dealing with applications, including those covering the assessment of external qualifications.</li> <li>• The College's widening participation policies.</li> </ul>	This information can be accessed by calling <b>Ayrshire College General Enquiries</b> on 0300 303 0303 or through the College website using the links below:-  <a href="#">Courses</a> <a href="#">Regional Prospectus</a> <a href="#">How to Apply</a>  Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures from the former colleges until each new policy/procedure is ratified.

		<p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u> AC does not hold this class of data <a href="#">Equal Opportunities Policy</a></p> <p><u>KC</u> <a href="#">Admissions Guidelines</a> <a href="#">Learner Services Policy</a> <a href="#">Inclusive Learning Policy</a></p> <p><u>NAC</u> <a href="#">Admission Policy and Procedures</a> <a href="#">Under 16 Learners Policy and Procedure</a></p>
2.1.3	<p>Tuition fees and other charges to students, including information on:</p> <ul style="list-style-type: none"> <li>• The College’s tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory).</li> <li>• When payment must be made, how payments can be made, and whether instalment options are available.</li> </ul>	<p>This information can be accessed through the Ayrshire College website using the links below:-</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/fees">http://www1.ayrshire.ac.uk/student_info/fees</a></p> <p>Payment Information is available on request by calling the Finance Team on 01563 523501 Ext 4060.</p>
2.1.4	<p>The College’s arrangements for registering students including policies and procedures covering student enrolment.</p>	<p>Students normally enrol during the college induction period. Students complete an enrolment form (online or paper based). The enrolment process is managed by the MIS team.</p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an</p>

		<p>interim measure Ayrshire College will invoke legacy policies/procedures from the former colleges until each new policy/procedure is ratified.</p> <p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  AC does not hold this class of information.</p> <p><u>KC</u>  <a href="#">Enrolment Guidelines</a>  <a href="#">Learner Services Policy</a>  <a href="#">Inclusive Learning Policy</a></p> <p><u>NAC</u>  <a href="#">Admission Policy and Procedures</a>  <a href="#">Under 16 Learners Policy and Procedure</a></p>
2.1.5	<p>Arrangements for assessments and examinations. Examination periods/timetables.</p> <ul style="list-style-type: none"> <li>• Assessment and examination procedures, including oral examinations.</li> <li>• Assessment and examination regulations, including policies and practices on breaches of regulations.</li> <li>• Appeals procedures.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication.</p> <p><b>SQA Examination Information</b>  <a href="#">Examination Guide</a>  <a href="#">Examination Timetable for 2013</a></p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as appropriate until each new policy/procedure is agreed and approved.</p>

		<p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  <a href="#">Assessment Procedures</a>  <a href="#">Academic Appeals Procedure</a></p> <p><u>KC</u>  <a href="#">Student Assessment Policy</a>  <a href="#">Student Appeals Policy</a></p>
2.1.6	<ul style="list-style-type: none"> <li>• Regulations governing student progression</li> <li>• Regulations governing access to courses</li> <li>• Regulations about availability of resit examinations</li> <li>• Regulations and practices governing changes of programme</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as appropriate until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  <a href="#">Assessment Procedures</a>  <a href="#">Academic Appeals Procedure</a></p> <p><u>KC</u>  <a href="#">Student Assessment Policy</a>  <a href="#">Student Appeals Policy</a></p> <p>Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that AC does not hold information of this type/classification.</p>

2.1.7	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.	Information about academic and non-academic learning support services can be accessed via the following website link:-  <a href="http://www1.ayrshire.ac.uk/student_info/learner_services">http://www1.ayrshire.ac.uk/student_info/learner_services</a>
2.1.8	Student liaison including: <ul style="list-style-type: none"> <li>• The structure and functioning meetings of staff/student consultative committees or other liaison groups.</li> <li>• Terms of Reference of staff/student liaison committee(s).</li> <li>• Minutes and papers of staff/student liaison committee(s) meetings.</li> </ul>	The college has a Student Association with its own constitution and committees. The minutes and other information are available on request.  Further information about our Student Association can be accessed from the Ayrshire College website using the link below:  <a href="http://www1.ayrshire.ac.uk/students/student_association">http://www1.ayrshire.ac.uk/students/student_association</a>
2.1.9	A description of the availability and range of the College's welfare and advice services.	This information can be accessed through the Ayrshire College website using the link below:  <a href="http://www1.ayrshire.ac.uk/student_info/student_services">http://www1.ayrshire.ac.uk/student_info/student_services</a>
2.1.10	A description of the College's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.	This information can be provided upon request.  Information about the services available to students can be accessed from the Ayrshire College website using the link below:  <a href="http://www1.ayrshire.ac.uk/students">http://www1.ayrshire.ac.uk/students</a>

2.1.11	A description of the medical support services provided by the College for students.	<p>This information is available upon request.</p> <p>Information about the services available to students can be accessed from the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/students">http://www1.ayrshire.ac.uk/students</a></p> <p>Student Guides are also provided for all students at enrolment</p>
2.1.12	Availability, conditions of use and range of services offered by the College's careers service, including opening hours and location.	<p>This information can be accessed through the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/student_services">http://www1.ayrshire.ac.uk/student_info/student_services</a></p> <p>See opening hours in Section 1- General information</p>
2.1.13	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.	<p>This information can be accessed through the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/college_life/sports_teams">http://www1.ayrshire.ac.uk/student_info/college_life/sports_teams</a></p>
2.1.14	<p>The College's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Arrangements for the provision of data to SQA, SFC, and other bodies with statutory rights to data.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Legacy Arrangement</b>  <u>AC</u>  <a href="#">Data Protection Policy</a>  <a href="#">Data Protection Policy - Students</a></p>

2.1.15	<p>The College's policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  <a href="#">Student Disciplinary Procedures</a>  <u>KC</u>  Positive Behaviour Framework TF  <u>NAC</u>  <a href="#">Positive Behaviour Framework</a></p>
2.1.16	<ul style="list-style-type: none"> <li>• Availability, conditions of use and range of accommodation services offered by the College</li> <li>• Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations.</li> </ul>	<p><b>Student Residential Accommodation</b>  This information can be requested by calling 01292 293587 or emailing <a href="mailto:ann.mcghie@ayrshire.ac.uk">ann.mcghie@ayrshire.ac.uk</a>.</p>
2.1.17	<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> <li>• Dates and details of ceremonies for the current academic year.</li> <li>• Attendance and ticketing information, academic dress information, costs.</li> <li>• Information on photographic and video facilities</li> </ul>	<p>This information can be accessed through the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/college_life/events">http://www1.ayrshire.ac.uk/student_info/college_life/events</a></p>

2.1.18	<p>Procedures for dealing with student complaints about the College</p> <ul style="list-style-type: none"> <li>• Information on how to register a complaint.</li> <li>• Procedural information on how complaints will be dealt with.</li> <li>• Procedural information on any internal and external appeals mechanisms.</li> <li>• Where different arrangements apply to different types of complaints (eg accommodation, learning support, examinations) Colleges should provide information about all of these.</li> </ul>	<p>This information can be accessed through the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayshire.ac.uk/student_info/complaints_procedure">http://www1.ayshire.ac.uk/student_info/complaints_procedure</a></p>
2.1.19	<p>The legal and structural basis of the College's relationships with the Students' Union/Association</p> <ul style="list-style-type: none"> <li>• Agreements, protocols, etc governing the College's relationship with the Union.</li> <li>• Details of Union representation on institutional committees etc and institutional representation on Union boards or committees.</li> <li>• Funding provided to the Union.</li> </ul>	<p>President of the Student Association is a member of the College board of management and attends all Board of Management meetings. The students' association has its own constitution</p> <p>Ayrshire College contributes towards the running of the Student Association and funds 4 full time sabbatical posts.</p> <p>Further information about our Student Association can be accessed from the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/students/student_association">http://www1.ayrshire.ac.uk/students/student_association</a></p> <p>This information is under development and is intended for future publication.</p>

2.1.20	Information on the operation and activities of the Students Union and other student clubs including <ul style="list-style-type: none"><li>• Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association.</li><li>• Information about student clubs.</li></ul>	This information can be accessed from the Ayrshire College website using the link below: <a href="http://www1.ayrshire.ac.uk/students/student_association">http://www1.ayrshire.ac.uk/students/student_association</a>  This information is also available via Moodle which can be accessed from the Ayrshire College website <a href="http://www1.ayrshire.ac.uk/about">http://www1.ayrshire.ac.uk/about</a>
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## 2.2. Teaching Quality

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
2.2.1	<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> <li>• Programme specifications.</li> <li>• Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review.</li> <li>• Key outcomes of programme approval, and annual monitoring and review processes.</li> <li>• Periodic reports of departmental major programme reviews.</li> </ul>	<p>All new college programmes from 1 August 2013 are required to be approved by the Learning and Teaching Committee. The Learning and Teaching Committee is chaired by Carol Kirk.</p> <p>Programmes are monitored through scheduled portfolio review and the annual self-evaluation process. Programmes are also monitored periodically through scheduled internal reviews.</p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently developing regional policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><u>AC</u>  <a href="#">Course Evaluation and Review Procedure</a></p> <p><u>KC</u>  <a href="#">Course Approval Procedure</a>  <a href="#">Course Evaluation and Review Procedure</a></p> <p><u>NAC</u>            Course Evaluation and Review Procedure TF</p> <p>College policies can be obtained on request to the FOI address detailed in page 5 of this document</p>

2.2.2	<p>Anonymous summary results of surveys of student satisfaction with Ayrshire College eg Student perceptions of:</p> <ul style="list-style-type: none"> <li>• Arrangements for academic support and guidance.</li> <li>• Library services and IT support.</li> <li>• Suitability of accommodation, equipment and facilities for teaching and learning.</li> <li>• Quality of teaching and the range of teaching and learning methods.</li> <li>• Assessment arrangements.</li> <li>• Quality of pastoral support.</li> </ul>	<p>The college undertakes several surveys of its students throughout the Academic year – at both course and cross-college level. The cross-college results are reported to the Learning and Teaching Committee and course results are disseminated through Curriculum Teams.</p> <p>This information is intended for future publication commencing in September 2013 at the beginning of the 13/14 Academic Year</p> <p>The survey results can be obtained either electronically or by hard copy.</p>
2.2.3	<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports.</p>	<p>The College has accreditation from various bodies to deliver and assess a wide range of programmes and levels. These bodies include:-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SQA</li> <li><input type="checkbox"/> VTCT</li> <li><input type="checkbox"/> Ed-excel</li> <li><input type="checkbox"/> City and Guilds</li> <li><input type="checkbox"/> AAT</li> <li><input type="checkbox"/> NCFE</li> <li><input type="checkbox"/> NEBS</li> <li><input type="checkbox"/> NEBOSH</li> <li><input type="checkbox"/> ACCA</li> <li><input type="checkbox"/> BCS</li> <li><input type="checkbox"/> CACDP</li> <li><input type="checkbox"/> ILM</li> <li><input type="checkbox"/> IOSH</li> </ul> <p>Hard copies of the programmes the College is approved to offer are available upon request.</p>

		Monitoring reports are made available to the appropriate staff and inform quality reports to the Board of Management.
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.	Ayrshire College is a SCQF credit rating body with appropriate policies, procedures and processes copies of which can be requested.
2.2.5	<p>Quality assurance assessments of the College's provision eg</p> <ul style="list-style-type: none"> <li>• Reports submitted to (and received from) external accreditation bodies relating to assessment of the College's provision.</li> <li>• Reports from bodies such as SQA, Scottish Quality Management Systems (SQMS), Charter Mark, Investors in People etc.</li> </ul>	<p>The College receives reports from external bodies such as SQA, Investors in People, City and Guilds, VTCT and others following audits/reviews/assessments. These are reported to the Board of Management.</p> <p>The College is fully reviewed by Education Scotland every 4 years and the report is published. The College also participates in an annual engagement visit with Education Scotland</p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. As an interim measure Ayrshire College will publish the statutory reports from the former colleges until Ayrshire College reports are available.</p> <p><b>Legacy Publications</b>  <u>AC, KC and NAC</u>  <a href="#">Investors In People Combined Report</a></p>

2.2.6	<p>Institutional internal reviews eg</p> <ul style="list-style-type: none"> <li>• Summary of the findings and evidence presented to teams undertaking the College's own internal reviews of quality and standards.</li> <li>• Range of teaching methods used.</li> <li>• Availability and use of specialist equipment, other resources and materials to support teaching and learning.</li> <li>• Staff access to professional development.</li> <li>• Peer observation and mentoring programmes.</li> <li>• Use of external benchmarking and other comparators, both home and overseas.</li> <li>• Involvement of external peers in the review method, their observations, and the action taken in response.</li> </ul>	<p>As part of the Quality Assurance process the College operates a programme of internal audit and review.</p> <p>Each curriculum and service area produces a self-evaluation report annually which reflects on the quality of the learner's experience.</p> <p>Ayrshire College is also subject to external audit by a range of awarding bodies.</p> <p>The College provides a wide range of staff development opportunities and regular reports and statistics are provided to the Board of Management.</p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently developing regional policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p>All Quality and Learning and Teaching Policies are available on request.</p>
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## 2.3 Information Services

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
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"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of libraries.</li> <li>• General rules and conditions of use (eg on smoking. Drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services)</li> </ul>	<p>This information can be accessed from the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/the_learning_resource_centre_lrc">http://www1.ayrshire.ac.uk/student_info/the_learning_resource_centre_lrc</a></p>
2.3.2	<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> <li>• Information about who can access systems and services and the facilities that they can access.</li> <li>• Opening hours of computing facilities.</li> <li>• General rules and conditions of use (eg on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/bombing).</li> <li>• Computing code of practice.</li> <li>• Use of national/external services.</li> <li>• Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (eg RIPA).</li> </ul>	<p>This information can be accessed from the Ayrshire College website using the link below:</p> <p><a href="http://www1.ayrshire.ac.uk/student_info/the_learning_resource_centre_lrc">http://www1.ayrshire.ac.uk/student_info/the_learning_resource_centre_lrc</a></p> <p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  <a href="#">Acceptable Use Policy</a></p>

		<p><u>KC</u>  <a href="#">Computer Use Policy</a>  <a href="#">Network Security Policy</a>  <a href="#">VPN Policy</a></p> <p><u>NAC</u>  <a href="#">ICT Password Policy</a>  <a href="#">ICT Acceptable Use Policy</a>  <a href="#">ICT Guest Wireless Access Policy</a>  <a href="#">ICT Internet and Email Acceptable Use Policy</a></p>
2.3.3	High-level aims and strategies of information services units and definition of the service provided.	Aims of the department in context of its place in the organisation are defined in the departments area operating plan. This information is available on request.

### 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 INFORMATION
3.1.1	<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> <li>• Committee memberships and remits (eg Board of Management and Committees, Academic Board, Health and Safety Committee).</li> <li>• Committee appointments procedures.</li> <li>• Standing orders, codes of conduct and other papers describing operations of major committees.</li> <li>• Agenda of meetings of Board of Management and other major committees.</li> <li>• Minutes and papers of meetings of Board of Management and other major committees.</li> <li>• Calendar of meeting dates for Board of Management and other major committees.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for publication by 31 August.</p> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Learning and Teaching Committee</li> <li>• Human Resource and Organisational Wellbeing Committee</li> <li>• Finance Committee</li> <li>• Audit Committee</li> <li>• Performance Review and Remuneration Committee</li> <li>• Estates and New Build Committee</li> </ul> <p>This information will be available from the Ayrshire College website from 31 August and will be accessed using the links below:</p> <p>Board of Management Information  <a href="http://www1.ayrshire.ac.uk/about/board_of_management">http://www1.ayrshire.ac.uk/about/board_of_management</a></p> <p>Minutes of Board of Management Meetings  <a href="http://www1.ayrshire.ac.uk/about/board_of_management/board_of_management_documents">http://www1.ayrshire.ac.uk/about/board_of_management/board_of_management_documents</a></p>

3.1.2	Public consultation and engagement strategies.	<p>This information is available on the Ayrshire College website and can be accessed using the links below:-</p> <p><b>Public Consultations</b>  <a href="http://www1.ayrshire.ac.uk/about/board_of_management/college_reports">http://www1.ayrshire.ac.uk/about/board_of_management/college_reports</a></p> <p><b>Engagement Activities</b>  <a href="http://www1.ayrshire.ac.uk/about/engaging_with_employers">http://www1.ayrshire.ac.uk/about/engaging_with_employers</a>  <a href="http://www1.ayrshire.ac.uk/about/engaging_with_the_community">http://www1.ayrshire.ac.uk/about/engaging_with_the_community</a></p>
3.1.3	Reports of regulatory inspections, audits and investigations carried out by Ayrshire College.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.
3.1.4	Environmental impact studies and risk assessments which underpin decisions that Ayrshire College takes, including the facts and analysis.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication building upon the detail of legacy carbon management plans for each of the partner colleges. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.

#### 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).

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
4.1.1	Financial statements approved by the governing body eg Ayrshire College's annual accounts.	<p>Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.</p> <p><a href="http://www.sfc.ac.uk/web/FILES/EffectiveInstitutions_FinancialStatements0910/Ayr_College_Annual_Accounts_2009-10_R_227035429.pdf">http://www.sfc.ac.uk/web/FILES/EffectiveInstitutions_FinancialStatements0910/Ayr_College_Annual_Accounts_2009-10_R_227035429.pdf</a></p> <p><b>Legacy Publications</b></p> <p><u>AC</u>  <a href="#">Annual Review 2012 (FY 11/12)</a>  <a href="#">Annual Review 2011 (FY10/11)</a></p> <p><u>KC</u>  <a href="#">Annual Report 2011 (FY10/11)</a></p> <p><u>NAC</u>  <a href="#">Annual Report and Accounts (FY 10/11)</a>  <a href="#">Annual Report and Accounts (FY09/10)</a></p>
4.1.2	Policies and procedures for making budgetary allocations to major budgetary units.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that that this information is intended for publication by 31 August.
4.1.3	Summary of budgetary allocations to major budgetary units.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for publication by 31 August.

4.1.4	Financial regulations: College's financial administration manual, including eg information on purchasing goods and services, and on reclaiming expenses.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for publication by 31 August.
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.	<p>Name of insurer :  Zurich Municipal  The Eagle Building  215 Bothwell Street  Glasgow  G2 7ED</p> <p>Detailed information available on request</p>
4.1.6	Summary information on institutional endowments and investments.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.
4.1.7	Plans for use of major external capital and other sources of external funding eg information relating to external funding received by the College eg European Social Fund, European Regional Development Fund.	<p>Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.</p> <p><a href="http://www.scotland.gov.uk/News/Releases/2012/04/kilmarnock-college04042012">http://www.scotland.gov.uk/News/Releases/2012/04/kilmarnock-college04042012</a></p>
4.1.8	Expenses policies and procedures.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.

		<p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u>  <a href="#">Travel and Subsistence Policy</a></p> <p><u>KC</u>  <a href="#">Travel and Subsistence Policy</a>  <a href="#">Travel Expenses (Due to Organisational Change) Policy</a></p> <p><u>NAC</u>  <a href="#">Travel and Subsistence Policy</a></p>
4.1.9	Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation.	This information is available upon request.
4.1.10	Board member remuneration, other than expenses.	This information is available upon request.
4.1.11	Pay and grading structures (levels of pay, rather than individual salaries).	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u>  <a href="#">Management (Support) Pay Scale</a>  <a href="#">Management (Teaching) Pay Scale</a>  <a href="#">Teaching Staff Pay Scale</a>  <a href="#">Lecturer Salary Placement Guide</a>  <a href="#">Support Staff Pay Scale</a></p> <p><u>KC</u>  <a href="#">Curriculum Staff Pay Scale</a></p>

		<a href="#">Service Staff Pay Scale</a> <u>NAC</u> <a href="#">Salary Scale</a>
4.1.12	Funding awards made by Ayrshire College, how to apply for them and funding awards made by Ayrshire College.	Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not hold information of this type/classification.

## 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.

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
5.1.1	Statistical information on staff – at institutional level by grade, sex, etc.	See Equality Reports - Section 1.6 Diversity
5.1.2	Staffing structure.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication.
5.1.3	Policies, statements, procedures and guidelines relating to recruitment.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u>  <a href="#">Disclosure Scotland</a>  <a href="#">Selection and Recruitment Policy</a></p> <p><u>KC</u>  <a href="#">Recruitment Policy</a>  <a href="#">PVG Policy</a></p>
5.1.4	Policies and procedures relating to performance management eg information on probation and appraisal arrangements.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.

		<p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u></p> <p><a href="#">Classroom Observation</a></p> <p><a href="#">Probationary Review Process</a></p> <p><a href="#">New Lecturer Review</a></p> <p><u>KC</u></p> <p><a href="#">Staff Capability Policy</a></p>
5.1.5	<p>Policies, statements, procedures, guidelines and statistics relating to promotion, re-grading and salary reviews including statistical information on outcomes.</p>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u></p> <p><a href="#">Lecturer Salary Placement Guidance</a></p> <p><u>KC</u></p> <p><a href="#">Job Evaluation Policy</a></p> <p><a href="#">Job Evaluation Rationale</a></p>
5.1.6	<p>Policies and guidelines on pension arrangements for staff eg</p> <ul style="list-style-type: none"> <li>• Contribution rates (institutional and employee).</li> <li>• Benefits and benefit accrual rates.</li> <li>• Funding valuations of pension schemes.</li> </ul>	<p>There are currently two pension schemes available for Ayrshire College Employees:</p> <p><b>Strathclyde Pension Fund -</b> Strathclyde Pension Fund offer services to employers who are members of the Local Government Pension Scheme as well as their employees, ex-employees and pensioners who are (or</p>

		<p>have been) paying into the scheme.</p> <p><a href="http://www.spfo.org.uk/">http://www.spfo.org.uk/</a></p> <p><b>Scottish Teachers Superannuation Scheme</b>  The Scottish Public Pensions Agency is an executive Agency of the Scottish Government. The Agency administers and regulates the NHS and teachers' pension schemes in Scotland, and other occupational pension schemes for which the Scottish Ministers are responsible. It also regulates the local government, police and fire pension schemes administered by Scottish local authorities.</p> <p><a href="http://www.sppa.gov.uk/">http://www.sppa.gov.uk/</a></p>
5.1.7	<p>Disciplinary procedures and policies eg</p> <ul style="list-style-type: none"> <li>• Harassment and bullying policy.</li> <li>• Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u>  <a href="#">Dignity at Work</a>  <a href="#">Disciplinary Procedures</a></p> <p><u>KC</u>  <a href="#">Dignity at Work</a>  <a href="#">Disciplinary Policy</a></p>

		<u>NAC</u> <a href="#">Disciplinary Policy</a>
5.1.8	Grievance procedures and policies.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <u>AC</u> <a href="#">Grievance Policy</a>
		<u>KC</u> <a href="#">Grievance Policy</a>
		<u>NAC</u> <a href="#">Grievance Procedure</a>
5.1.9	Race equality policies as required under the Race Relations amendment Act 2000.	See Section 1.6 - Diversity
5.1.10	Equality and diversity policies, statements, procedures and guidelines.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <u>AC</u> <a href="#">Equality Policy</a>

		<a href="#">Equal Pay Statement</a> <a href="#">Equal Opportunities Awareness</a>  <u>KC</u> <a href="#">Equality Scheme 2010-2013</a> <a href="#">Equal Pay Policy</a>  <u>NAC</u> <a href="#">Equality and Diversity Policy</a> <a href="#">Equal Pay Policy</a> <a href="#">Disability Equality Scheme</a>
5.1.11	Information required for compliance with the Public Interest Disclosure Act.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication.
5.1.12	Policies and procedures relating to the on-going development of staff <ul style="list-style-type: none"> <li>• Induction arrangements.</li> <li>• Access to internal and external training opportunities</li> </ul>	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved. <p><b>Partner College Legacy Arrangements</b></p> <u>AC</u> <a href="#">Department Induction</a> <a href="#">Staff Development Policy</a> <a href="#">Staff Development Procedures</a>  <u>KC</u> Staff Development and Learning Policy TF

		<p><u>NAC</u>  <a href="#">Employee Induction Procedure</a>  <a href="#">Staff Development – Learning and Development Policy</a>  <a href="#">Non Attendance at Staff Development Procedure</a>  <a href="#">Learning and Development Evaluation Procedure</a></p>
5.1.13	Description of the facilities and services available to members of staff.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u>  <a href="#">Childcare Voucher Scheme</a>  <a href="#">Staff Discount Scheme</a>  <a href="#">Staff Cycle Scheme</a>  Private Healthcare Scheme – April Insurety <a href="http://www.april-uk.com/why-choose-pmi">http://www.april-uk.com/why-choose-pmi</a></p> <p><u>KC</u>  Childcare Voucher Scheme TF  Staff Cycle Scheme TF</p> <p><u>NAC</u>  Childcare Voucher Scheme TF  Staff Discount Scheme TF  Staff Cycle Scheme TF  Enhanced Leave Scheme TF</p>

5.1.14	Employee relations structures and agreement reached with trade unions and professional organisations.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently negotiating new agreements. As an interim measure Ayrshire College will invoke legacy agreements as applicable until new agreements are agreed and approved.
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## 5.2 Physical Resources

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
5.2.1	<p>Overview of the College's estate eg</p> <ul style="list-style-type: none"> <li>• Location, size, usage and condition of major buildings.</li> <li>• Details of listed buildings.</li> </ul>	<p>This information can be found within the following document:-</p> <p><a href="#">Ayrshire Merger Proposal</a></p>
5.2.2	<p>Plans for major changes to the estate eg additions to/disposals of major components of estate.</p>	<p><a href="#">Estates Developments</a></p> <p>Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.</p> <p><a href="http://www.scotland.gov.uk/News/Releases/2012/04/kilmarnock-college04042012">http://www.scotland.gov.uk/News/Releases/2012/04/kilmarnock-college04042012</a></p>
5.2.3	<p>Summary information about buildings under construction.</p>	<p>Pursuant to Section 17(1) of the Freedom of Information (Scotland) Act 2002 please note that Ayrshire College does not currently hold information of this type/classification.</p>
5.2.4	<p>Maintenance arrangements and policies for buildings and grounds including long-term/programmed maintenance arrangements and schedules.</p>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication.</p>

5.2.5	Performance indicators on major estates functions.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. In the interim period, guideline information is available on :</p> <p><a href="http://www.ayrshireregionalcollege.co.uk/">Ayrshire Merger Proposal on http://www.ayrshireregionalcollege.co.uk/</a></p>
5.2.6	<p>The College's environmental policies, practices and overview of their impact</p> <ul style="list-style-type: none"> <li>• Energy consumption.</li> <li>• Recycling policies and arrangements.</li> <li>• Transport policies and arrangements.</li> <li>• Information which is required to be published under environmental legislation.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u> Carbon Management Plan TF <a href="#">Sustainability Policy</a></p> <p><u>KC</u> Carbon Management Statement TF Sustainability Policy TF</p> <p><u>NAC</u> <a href="#">Carbon Management Plan</a> <a href="#">Universities and Colleges Climate Change Commitment</a> <a href="#">Health and Safety and Environmental Statement</a></p> <p>Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that information on the impact</p>

		<p>of these policies is available via other organisations.</p> <p>AC Sustainability Report 2012 <a href="http://www.south-ayrshire.gov.uk/sustainability-partnership/climatechange.aspx">http://www.south-ayrshire.gov.uk/sustainability-partnership/climatechange.aspx</a></p>
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### 5.3 Information resources (DA/GR)

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
5.3.1	<p>The College's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> <li>• Policies and procedures covering the collection, checking, maintenance and disposal of data, management of the staff records system itself, and allocation of responsibilities to staff.</li> <li>• Arrangements for making subject access requests.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures from the host* college until each new policy/procedure is ratified.</p> <p><b>Partner College Legacy Arrangements</b>  <u>AC</u>  <a href="#">Data Protection Policy</a>  <a href="#">Data Protection Policy Students</a></p>
5.3.2	<p>Records management policy, including records retention schedule.</p>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b>  <u>KC</u>  <a href="#">Retention Policy</a></p>

5.3.3	Information governance/asset management policies and procedures.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.
5.3.4	Knowledge management policies and procedures.	Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.
5.3.5	List of statistical information published by Ayrshire College.	Equalities Reporting – See Section 1.6 Diversity Health and Safety Reporting – See Section 1.7 Health and Safety Performance Reporting – See Section 7 “How We Are Performing”

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

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

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
6.1.1	College's policies on major procurement exercises.	<p>The College has access to the following :</p> <p>National Higher and Further Education Contracts</p> <p>Scottish Public Sector Contracts established by Procurement Scotland</p> <p>Government Procurement Service Contracts</p> <p>Ayrshire College is a member of Advanced Procurement for Universities and Colleges (APUC) Ltd who works collaboratively with Universities and Colleges in setting up contracts on behalf of the Higher and Further Education Sectors in Scotland.</p> <p>Where the College requires to procure goods, services or works that are not covered by agreements set up by the above, the College complies with the following procedure:</p> <p><b>Goods and Services</b></p> <ul style="list-style-type: none"> <li>• Contracts above £5,000 but below £30,000 – 3 Quotations</li> <li>• Contracts above £30,000 but below £173,000 - Competitive Tender</li> <li>• Contracts above £173,000 - EU Tender</li> </ul> <p>Detailed information is intended for future publication within Ayrshire College Financial Regulations which will be published by 31 August 2013</p>

		<p><b>Further information on the EU tender process is available from</b></p> <p><a href="http://ec.europa.eu/internal_market/publicprocurement/rules/current/index_en.htm">http://ec.europa.eu/internal_market/publicprocurement/rules/current/index_en.htm</a></p>
6.1.2	<p>Procurement procedures:</p> <ul style="list-style-type: none"> <li>• College's procurement and purchasing manuals.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> <li>• Contact information for potential suppliers.</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College is currently drafting new policies and procedures. As an interim measure Ayrshire College will invoke legacy policies/procedures as applicable until each new policy/procedure is agreed and approved.</p> <p><b>Partner College Legacy Arrangements</b></p> <p><u>AC</u> <a href="#">Terms of Purchase</a></p> <p><u>KC</u> <a href="#">Purchasing Tendering Policy</a></p> <p><u>NAC</u> <a href="#">Procurement Policy</a> <a href="#">Procurement Standard Terms</a> <a href="#">Purchase Order Authorisation Policy</a></p>
6.1.3	<p>Procurement contacts:</p> <ul style="list-style-type: none"> <li>• Contact information for procurement and purchasing information.</li> <li>• Contact information for staff seeking advice on procurement or purchasing.</li> </ul>	<p>Tender opportunities will be posted on the Ayrshire College Website</p> <p><b>Procurement Advice for Suppliers and Contractors</b> Contact Finance Departments at Ayr Campus and Kilmarnock Campus – 0300 303 0303</p> <p><b>Procurement Advice for Staff</b> Contact Finance Departments at Ayr Campus and Kilmarnock Campus using internal contact numbers</p>

6.1.4	<p>Planned procurements:</p> <p>Summary information about the College’s significant planned procurements (ie those subject to formal EU procurement processes) required by EU legislation Prior Information Notices (PINs) including when detailed information should be available, expected date of appearance in EU Journal.</p>	<p>Planned Procurements will be posted on the Ayrshire College Website</p> <p>Current significant planned procurements :  <a href="http://www1.ayrshire.ac.uk/about/new_build_kilmarnock_campus">http://www1.ayrshire.ac.uk/about/new_build_kilmarnock_campus</a></p>
6.1.5	<p>Tender documentation – EU prescribed documentation for significant procurements, which the College is required to publish in the EU Journal.</p>	<p>VP of Corporate Services holds responsibility to publish relevant tender documentation in the EU Journal as outlined in the College Financial Regulations intended for publication to the website by 31 August 2013</p>
6.1.6	<p>Supplier contracts:</p> <ul style="list-style-type: none"> <li>• EU-prescribed award notices of major contracts over EU thresholds.</li> <li>• 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.</li> </ul>	<p>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.</p> <p>Information of Supplier Contracts can be found at <a href="#">Public Contracts Scotland</a></p>

## 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 INFORMATION
7.1.1	Indicators used by the governing body and senior management to measure overall institutional performance.	<p>Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.</p> <p><a href="http://www.sfc.ac.uk/statistics/PublishedStatistics/CollegePerformanceIndicators2011-12.aspx">http://www.sfc.ac.uk/statistics/PublishedStatistics/CollegePerformanceIndicators2011-12.aspx</a></p>
7.1.2	Actual performance against performance indicators.	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College does not hold this information at present. As an interim measure Ayrshire College will publish legacy reports until Ayrshire College reports are available.</p> <p><b>Partner College Legacy Arrangements</b> Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.</p> <p><a href="http://www.sfc.ac.uk/statistics/PublishedStatistics/CollegePerformanceIndicators2011-12.aspx">http://www.sfc.ac.uk/statistics/PublishedStatistics/CollegePerformanceIndicators2011-12.aspx</a></p>
7.1.3	<p>Environmental reports e.g.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Data or summaries of data derived from the</li> </ul>	<p>Pursuant to Section 27(1)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is intended for future publication. Ayrshire College does not hold this information at present. As an interim measure Ayrshire College will publish legacy reports until Ayrshire College reports are available.</p>

	monitoring of activities that affect or are likely to affect the Environment.	<b>Partner College Legacy Arrangements</b> Pursuant to Section 25(2)(a) of the Freedom of Information (Scotland) Act 2002 please note that this information is available via another organisation.  <a href="http://www.south-ayrshire.gov.uk/documents/ayrcollegesustainabilityreporting2012.pdf">http://www.south-ayrshire.gov.uk/documents/ayrcollegesustainabilityreporting2012.pdf</a>
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### 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 eg bookshop, museum or research journal.

	DESCRIPTION	LINKS / WHERE TO FIND INFORMATION
8.1.1	Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal.	This information can be accessed by calling or emailing Ayrshire College. The contact details are shown below:-  General Enquiries : 0300 303 0303  Email: <a href="mailto:businessdevelopment@ayrshire.ac.uk">businessdevelopment@ayrshire.ac.uk</a>