



| TITLE   | REF                             | VERSION     |     |
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| Freedom of Information Act 2000 Model Publication Scheme (MPS) for Further and Higher Education (FE & HE) | DP02                            | 1.0         |     |
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| LEAD PERSON   | Group Head of Risk & Resilience |             |     |
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## Freedom of Information Act 2000 Model Publication Scheme (MPS) for Further Education (FE)

### Introduction

Section 19 of the FOIA requires Public Authorities (i.e., Government and other public sector bodies, including Universities and Further Education Colleges) to produce "Publication Schemes", which are schedules of information to be routinely published by the Public Authorities. This document is based on the model publication scheme which has been prepared and approved by the Information Commissioner.

This publication scheme commits Activate Learning as a Public College to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Activate Learning (hereafter referred to as the College). Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Model Publication Scheme and definition document for Further Education Colleges can be downloaded by following the links from <http://www.ico.gov.uk>

The scheme commits the College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information which is held by the College and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the College makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the College that has been requested, and any updated versions it holds, unless the College is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public College is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### Classes of information

- **Who we are and what we do.** Organisational information, roles & responsibilities, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts, financial policies and pay structures.
- **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.
- **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer.** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

### Information not covered by the Publication Scheme:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

Information held by the College but not listed as available via the Publication Scheme may be requested by submitting a Freedom of Information request to the College. Details on how to make this request and how the College will process it are available on the [Privacy and Data Protection page](#) of the College website and within the Freedom of Information section of the Data Protection Manual. All requests will be processed in compliance with the FOIA.

### The method by which information published under this scheme will be made available

Where it is within the capability of the College, information will be provided on the [College website](#). Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website or in exceptional circumstances whereby some information may be available only by viewing in person, requests are to be made by email to: [FOI@activatelearning.ac.uk](mailto:FOI@activatelearning.ac.uk) or in writing to:

Data Protection Officer  
Activate Learning  
City of Oxford College  
Oxford  
Oxfordshire  
OX11SA

Where only viewing in person is specified, an appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where the College is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the College for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## Written requests

Information held by the College that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## References

This document is based on the ICO FOI Model Publication Scheme Further information is available to the public on the ICO website at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme>

Further guidance is available within the Freedom of Information Act 2000 Definition document for Colleges of Further Education [dd-colleges-of-further-education-20211029.pdf](#)

This document should also be read in conjunction with the following Activate Learning Policies and Procedures:

- Data Protection Handbook
- Data Protection and Information Security Policy