



## Freedom of Information Additional Information

It is a legal requirement under the Freedom of Information Act 2000 for all public bodies to have information available through a Publication Scheme. The Scheme describes the information routinely published by the College.

The purpose of the Scheme is to ensure that information is readily available to the general public. The College is using the Model Publication Scheme for further education colleges approved by the Information Commissioner.

### Contact details:

Contact name: Paul Marsden, Director of ICLT and Estates  
Address: Croydon College, College Road, Croydon, CR9 1DX  
Tel: 020 8686 5700 Ext. 3542  
Email: [marsdp@croydon.ac.uk](mailto:marsdp@croydon.ac.uk)

### Freedom of Information Publication Scheme

The publication scheme is a guide to the information we routinely publish, or which we intend to publish and provides a description of the 'classes' of types of information published. We are currently also building up a list of the actual publications available within each class, with the location of where it may be found.

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (i.e. government and other public sector organisations, including universities and further education colleges). The Croydon College scheme follows the Model Publication Scheme produced for Further Education Colleges.

### How do I obtain information covered by the Publications Scheme?

We will make available items which belong to classes in the Publication Scheme. Any exceptions are noted in the descriptions of the different classes of information. These will generally be for reasons related to the Data Protection Act or commercial sensitivity.

Where possible, we intend to publish most documents covered by the scheme in electronic format via our website (although some documents are only available in hard copy as noted in the scheme).

### How to make a request

Your request for information must be made in writing (this includes emails and faxes). You must provide a name and address and clearly set out what information you are requesting.

The College has 20 working days from receipt of the request to respond – either by providing the information requested or refusing the request.



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### Exemptions

The Act does provide certain exemptions to the general right of access. If any of the information requested is exempt, you will be informed which exemption applies and why.

Examples include information which is commercially sensitive, confidential or readily available elsewhere.

### Schedule of fees charged as at 1 September, 2012

The College aims to provide information which is made available at the minimum of cost to the requestor. However, under the Freedom of Information and Data Protection (appropriate limit and fees) regulations 2004, the College is able to charge for the provision of information. The College reserves the right to charge up to the 'the appropriate limit' (as defined in the act), applying the appropriate rates within the act in force at the time of the request.

As at September 2012, the charges will be calculated on the following basis:

- Staff time in collating the information £25 per hour
- Photocopying 9p per page
- Postage 2nd class mail delivery
- Other disbursements at cost

If there is a charge for providing the information, you will be informed before the information is provided.

### Who we are and what we do?

With over 8,000 students choosing to study with us each year, we are one of the largest providers of Further and Higher Education courses in the South East. This means greater choice for you. With a wide range of qualifications to choose from, we are sure you will find a course which is right for you.

For more information, visit the [About us page](#) on our website.

### Information relating to organisations the College works with

The College has no subsidiary companies.



### Location and contact number

The address of the College is:  
Croydon College  
College Road  
Croydon  
CR9 1DX

For more information and directions to the College, please visit the [Contact us](#) page on our website.

### What we spend and how we spend it?

The College receives its funding from a number of sources.

The most significant are:

- Education Funding Agency
- Skills Funding Agency
- Higher Education Funding Council
- Fees from students and employers
- Local education authority and schools

### Financial Statements

The College's most recent Financial Statements are available on the [Policies and Procedures page](#) of our website. Previous financial statements are available on request.

### Staff pay and grading

Staff pay and grading structures are available on request.

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