

## Freedom of Information

### Guide to information available from All Nations Christian College under the model publication scheme

This guide sets out the information that All Nations Christian College routinely makes available to the public. Information will be available via the College website unless otherwise stated.

<b>Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts – current information only)		
College mission, vision and values	Website	Free
Governance structure (Board of Trustees and Senior Leadership Team)	Website	Free
Key staff contacts (e.g. Programme Leaders, Administration)	Website	Free
Contact details for the College	Website	Free

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Undergraduate and postgraduate programme information (prospectus/handbooks)	Website / on request	Free
Organisational structure and staffing overview	Website / on request	Free
Term dates and academic calendar	Website	Free
Location and campus details	Website	Free
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information – current and previous financial year)</p> <p>Current and previous financial year as a minimum</p>		
Annual financial statements (where publicly available)	Website / on request	Free
Funding sources and general financial overview	Website / on request	Free
Pay structure and governance oversight (high-level)	On request	Free
Procurement arrangements (where applicable)	On request	Free

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(Note: As an independent charitable institution, detailed financial disclosures may be limited to those required by charity and regulatory obligations.)		
<b>Class 3 – What our priorities are and how we are doing</b>		
(Strategies plans and performance)		
<b>Information</b>	<b>How Obtained</b>	<b>Cost</b>
College mission and strategic priorities	Website	Free
Programme specifications and learning outcomes	Website	Free
Validation and accreditation information (e.g. Open University validation)	Website / handbook	Free
External review or validation reports (where available)	On request	Free
Student support and development approach	Website / handbook	Free

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<b>Class 4 – How we make decisions</b>		
(Decision making processes and records of decisions)		
<b>Information</b>	<b>How obtained</b>	<b>Cost</b>
Governance structure and decision-making processes	Website	Free
Policies outlining academic and operational decision-making	Website / on request	Free
Committee structures (e.g. academic boards, leadership teams)	On request	Free
(Note: Internal meeting minutes are generally not publicly available where they contain confidential or personal data.)		

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Website	Free
Student Handbook and academic policies	Website	Free
Complaints and appeals procedures	Website	Free
Charging regimes and policies.  This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be	Website	Free

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recovered, the basis on which they are made and how they are calculated. If the College charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Register of Trustees (via Charity Commission)	Website	Free
Publicly available regulatory or accreditation information	Website	Free
Disclosure logs	Website	Free
Asset register	Website	Free

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(Note: Registers containing personal data are not disclosed unless legally required.)		
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Undergraduate and postgraduate programmes	Website	Free
Short courses (e.g. En Route programme)	Website	Free
Training and mission preparation services	Website	Free
Publications and resources	Website	Free
<p><b>Additional Information</b> This will provide Colleges with the opportunity to publish information that is not itemised in the lists above</p>		

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The College may publish additional information where appropriate, provided this does not breach data protection, confidentiality, or safeguarding requirements.		

### **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ ..p per sheet (black & white)	Actual cost *

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	Photocopying/printing @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority