Tameside College
Freedom of Information Act   Publication Scheme 2023

Who we are and what we do		
Organisational information, structures, locations and contacts		
Subject	**Available Information**	**Format**
Legal framework	This class contains information relating to how the College was established and its standing from the point of view of the law. The corporate status of **Tameside College Corporation** is conferred by the relevant statutes, in particular the Education Reform Act of 1988 and the Further and Higher Education Act 1992. The legislation is publicly available on the HMSO web site: http://www.legislation.gov.uk

Every educational institution (University, Further or Higher Education College) has a legal basis, which forms its legal status. Tameside College Corporation's legal status is derived from the Instrument and Articles of Government. https://www.tameside.ac.uk/Pages/About_Us/qual_gov/policies_reports

Tameside College was formed in February 1998 from a merger of Tameside College of Technology and Hyde Clarendon College. It operates on three main sites in Ashton-under-Lyne, located 6 miles east of Manchester city centre. It is the major provider of education and training opportunities in Tameside with a comprehensive portfolio of provision to meet the needs of local people from pre-entry up to Degree level and provides extensive work based learning opportunities. | Internet |
| How the College is organised | Senior management structure
Governing Body | Internet
Internet |
| List of and information relating to organisations it works in partnership with and any companies wholly owned by it | Association of Colleges
Professional Partner
www.aoc.co.uk

Education and Skills Funding Agency
Funding Body | Internet |

	www.gov.uk/government/organisations/education-and-skills-funding-agency	
	Greater Manchester Combined Authority Funding Body https://www.greatermanchester-ca.gov.uk/	
	Groundwork Tameside (Princes Trust) Subcontractor (Adult Skills and 16-18) www.groundwork.org.uk/sites/bbor	
	Holy Trinity Community Centre (The Parochial Church Council of the Ecclesiastical Parish of the Good Shepherd, Ashton-under-Lyne) Subcontractor (Adult Skills) www.htccc.org	
	Jobcentre Plus Referral Partner www.direct.gov.uk/en/Employment/Jobseekers/ContactJobcentrePlus/DG_186347	
	NHS Collaborative/Business/Community Partner www.nhs.uk	
	Office for Students Regulator (Higher Education) & funding Body www.officeforstudents.org.uk	
	Stalybridge Celtic F.C. Community Partner www.stalybridgeceltic.co.uk	
	Tame River Educational Trust Academy Trust Sponsor	

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	www.tret.org.uk Tameside Metropolitan Borough Council Community Partner www.tameside.gov.uk University of Chester Collaborative partner www.chester.ac.uk University of Huddersfield Collaborative Partner www.hud.ac.uk University of Salford Collaborative partner http://www.salford.ac.uk	
	Companies wholly owned by Tameside College: Tameside College Services Limited – Company Registration Number is 2799735 (Note that this company is dormant) Tameside College Energy Supply Limited – Company Registration Number is 2906489 The principal activity of this company is development of software for use in the education sector. (Note that this company is dormant) Information on these companies can be obtained from Companies House website – www.companieshouse.gov.uk	Internet
Location and contact details	www.tameside.ac.uk www.clarendonsixth.com	Internet Internet

Student activities	The College does not have a students' union. Student Governors and representatives are elected through a democratic process.	
What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
Funding / income	Members' Report and Financial Statements	Internet
Budgetary and account information	College budget	Paper/Electronic
Financial audit reports	Annual Internal Audit Report Annual External Audit Report	Paper/Electronic
Financial regulations and procedures	Financial Regulations	Internet
Staff pay and grading structures	Salary scales	Paper/Electronic
Procurement and tender procedures and reports	Financial Regulations Procurement Policy	Internet Internet
Register of suppliers and Purchasing Contracts	A list of suppliers is maintained on the College Finance systems for the purposes of invoice processing and payment. The expenditure is routinely reviewed to identify contracts that may fall under the Public Sector Procurement Regulations (2015) and then cross referenced to a central register of contracts. The contracts register is held for the purposes of scheduling procurement activity, which will usually be undertaken through sector procurement frameworks or competitive tender. The frameworks typically used are Crown Commercial Service and the Crescent Purchasing Consortium. Where relevant, opportunities are published on the Contracts Register on the ".gov.uk" website	Paper/Electronic
What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Strategy and performance information, plans, assessments, inspections and reviews		
Annual report	Members' Report and Financial Statements	Internet

Corporate and business plans	Mission Strategic Priorities	Internet Internet
Teaching and learning strategy	Target Outstanding T&L Framework	Paper/Electronic
Academic quality and standards	Each year the College produces a Self-Assessment Report that shows current levels of performance and trends over recent years. It provides detailed analysis of performance by different categories of student and sector subject area. It also identifies areas for improvement. Each year the College produces a Higher Education Self Evaluation Document uses headline data to reflect on the performance of the HE provision at the College over the previous academic year. The document identifies strengths and weaknesses against strategic aims and uses key documents and processes to inform quality with are discussed.	
External review information	The College is subject to review by Ofsted and the Quality Assurance Agency (QAA) in relation to its higher education provision. Each year the College provides a Self-Assessment Report to Ofsted showing current levels of performance and trends over recent years. It provides detailed analysis of performance by different categories of student and sector subject area. It also identifies areas for improvement. OFSTED regularly inspects the College to assess performance against a number of key criteria. Further information about inspections can be found on the Ofsted website. In April 2018, the QAA became the designated quality body under a new regulatory framework, with responsibility for assessing quality and standards in English higher education. It is working with the Office for Students (OfS) to design and implement a gateway review method for providers that wish to be included on the OfS register. They are also responsible for the scrutiny of applications for university title and degree awarding powers. Information about assessing the quality and standards can be found on the QAA website	Internet
Government and regulatory reports	Inspections of further education colleges are undertaken by Ofsted. The latest Ofsted inspection at the College took place in April 2018 and is available using the link provided: Tameside College Ofsted Report.	Internet

	The Quality Assurance Agency is responsible for higher education and perform reviews of further education colleges delivering higher education. The College was subject to the QAA's Integrated Quality and Enhancement Review in September 2014. The report is available using the following link: Higher Education Review of Tameside College	
How we make decisions Decision making process and records of decisions		
Minutes from governing body, council, academic boards and steering groups	Governance Arrangements Corporation Minutes	Internet Internet
Minutes of staff / student consultation meetings Appointment committees and procedures	Learner Voice Activity	Paper/Electronic
Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for conducting College business	[Anti-Fraud, Corruption (including Bribery) Policy and Incident Response Plan](link) [College Values and Behaviours](link) Freedom of Information Policy / Publication Scheme Fundraising Policy [Procurement Policy](link) Risk Management Policy and Process Treasury Management Policy [Website Accessibility Policy Statement](link) [Whistleblowing (Public Interest Disclosure) Policy](link)	Internet Internet Internet Paper/Electronic Internet Paper/Electronic Internet Internet Internet
Procedures and policies relating to academic services	Academic Appeals Policy Academic Misconduct Policy Assessment Policy Assessment Malpractice and Maladministration Policy Conflict of Interest Policy	Internet Internet Internet Internet Internet

	Controlled Assessment Policy	Internet
	Employer Relations Policy	Internet
	Evaluating Teaching, Learning and Assessment Policy	Internet
	Exam Appeals Policy	Internet
	Exam Policy	Internet
	Fitness to Practice (Dental Nursing) Policy	Internet
	Fitness to Practice Policy	Internet
	Fitness to Study Policy	Internet
	Freedom of Speech and Code of Conduct	Internet
	Higher Education Academic Rigour Policy	Internet
	Higher Education Refund and Compensation Policy	Internet
	Higher Education Student Transfer Notice	Internet
	Maths and English Policy	Internet
	Monitoring of Teaching, Learning and Assessment	Internet
	Recognition of Prior Learning Policy	Internet
	Spelling, Punctuation and Grammar (SPaG) Strategy	Internet
	Subcontracting Policy	Internet
Procedures and policies relating to student services	16-19 Student Financial Support (Bursary) Fund Policy	Internet
	19+ Hardship Discretionary Learner Support (Bursary) Fund Policy	Internet
	Acceptable Behaviour Policy and Process	Internet
	Acceptable Behaviour Strategy	Internet
	Admissions and Recruitment Policy	Internet
	Attendance Management Framework	Paper/Electronic
	Careers Education Information Advice and Guidance Strategy	Paper/Electronic
	Discretionary Learner Support Advanced Learner Loan (Bursary) Fund Policy	Paper/Electronic
	Freedom of Speech and Code of Conduct Policy	Paper/Electronic
	Learning Support and SEND Policy	Paper/Electronic
Procedures and policies relating to human resources	Absence Policy	Paper/Electronic
	Capability Policy	Paper/Electronic
	Conflict of Interest Policy	Paper/Electronic
	Disciplinary Policy	Paper/Electronic

	Expenses Framework and Claiming	Paper/Electronic
	Grievance Procedure	Internet
	Human Resources (Personnel Development) Policy	Paper/Electronic
	Payroll Policy	Paper/Electronic
Procedures and policies relating to recruitment	Staff Recruitment and Selection Procedure	Paper/Electronic
	Recruiting Casual or Consultancy/Self Employed Contract Staff	Paper/Electronic
Code of conduct for members of governing bodies	Governor Code of Conduct	Internet
Equality and diversity	Equality, Diversity and Inclusion Policy	Internet
Health and safety	Health and Safety Policy	Paper etc
	Health, Safety and Welfare – Risk Assessments	Paper/Electronic
	Health, Safety and Welfare – Organising Learner Visits	Paper/Electronic
	Higher Education Support Policy Health and Wellbeing	Paper/Electronic
	Online Safety (E-Safety) Policy	Paper/Electronic
	Policy and Process for the Administration of Medicines in Aspirations	Paper/Electronic
	Policy on Disclosure and Barring Service Checks	Paper/Electronic
	Prevent Policy and Strategy	Paper/Electronic
	Prop Weapon and Stage Combat Policy for Theatre and Media Productions	Paper/Electronic
	Safeguarding Policy	Paper/Electronic
	Safeguarding Appendix – Living With COVID	Paper/Electronic
	Smoke Free Policy	Paper/Electronic
	Snow Inclement-Weather Policy and Process	Paper/Electronic
	Software Installation Policy	Paper/Electronic
	Stop, Search and Restraint Policy	Paper/Electronic
	Storage and Administration of Medication Cross College Policy	Paper/Electronic
	Use of Physical Intervention Policy	Paper/Electronic
Estate management	Accommodation Policy	Paper/Electronic
	Environmental Policy	Paper/Electronic
	Streamlined Energy and Carbon Reporting for Tameside College 2021	Internet

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	Sustainability Strategy / Policy	Internet
Complaints policies and procedures	Customer Care – How We Manage Complaints Customer Care Policy (Complaints) Customer Care Process (Complaints)	Internet Internet Paper/Electronic
Records management and personal data policies	Data Protection Policy General Privacy Notice Personal Data Breach Policy Privacy Notice for Staff Privacy Notice for Students Privacy Notice for Visitors to Tameside College Websites Subject Access Request Form Websites Cookie Policy	Internet Internet Internet Internet Internet Internet Internet Internet
Charging regimes and policies	Tuition and Refund of Tuition Fee Policy Subcontracting & Supply Chain Fees and Charges Policy	Internet Internet
Lists and registers *currently maintained lists and registers, don't expect colleges to publish all details from all asset registers*		
Asset registers	Financial Regulations Tameside College Library Catalogue (OPAC)	Internet Internet
Disclosure logs	The College holds copies of all responses to previous Freedom of Information requests handled under the Act. Personal details such as names and addresses (both postal and email) are redacted to protect requesters' privacy.	Paper/Electronic
The services we offer Information about the services we offer, including leaflets, guidance and newsletters		
Prospectus and course content	Information about courses and prospectuses can be found on the College's websites using the links below: www.tameside.ac.uk www.clarendonsixth.com	Internet Internet

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Health advice	[Student Services](#)	Internet
Careers advice	[Student Services](#)	Internet
Services for which the college is entitled to recover a fee together with those fees	The College provides a range of services to the public including a restaurant and hair and beauty treatments. Information about these services can be accessed using the links below: [The Restaurant at Tameside One](#) [The Salon at Tameside One](#)	Internet Internet
Sports and recreational facilities	The College does not routinely provide opportunities for local residents and businesses to hire the sports hall and fitness suite.	
Museums, libraries, special collections and archives	The College has a library at each centre [Tameside College Library Catalogue (OPAC)](#)	Internet
Advice and guidance	[Student Services](#)	Internet
Local campaigns	www.tameside.ac.uk www.clarendonsixth.com	Internet Internet
Media releases	www.tameside.ac.uk www.clarendonsixth.com	Internet Internet

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