



**Dumfries and
Galloway College**

One step ahead

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 – PUBLICATION SCHEME

Responsibility:

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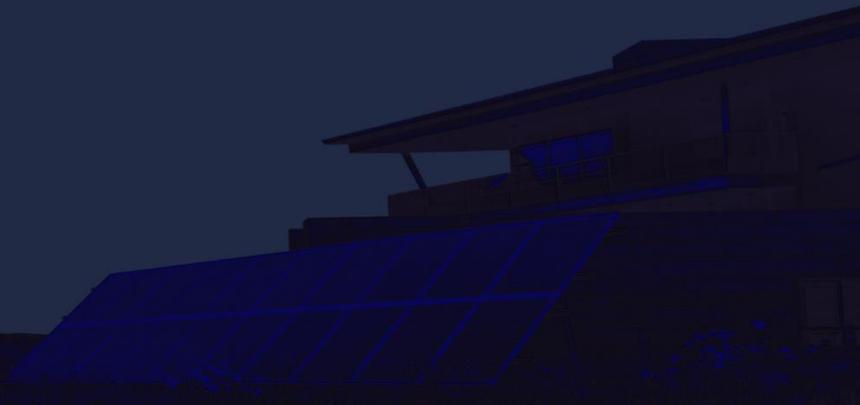


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Freedom of Information Publication Scheme

Introduction

FOISA requires Dumfries and Galloway College to adopt and maintain a **publication scheme**, and to publish information in accordance with that scheme¹. A publication scheme is a document that describes the information the college publishes, tells the public where to find it, and whether there is a charge for it. When deciding what it will publish, a college must consider the public interest in information about:

- its services, the cost of providing services, and the standards attained by those services
- the facts or analyses, on the basis of which it has made decisions of importance to the public
- the reasons for the decisions it has made.

The Act also allows the Scottish Information Commissioner to prepare model publication schemes which can be adopted by a group of authorities³. The Commissioner has developed the Model Publication Scheme 2018 ('MPS'), which is suitable for adoption by all public authorities, including Scottish colleges. You can find a link to the MPS here [Publication schemes | Scottish Information Commissioner \(itspublicknowledge.info\)](https://www.scot.nhs.uk/itspublicknowledge/info)

Dumfries and Galloway College has adopted the Scottish Information Commissioner's MPS in its entirety, without amendment. This means that we are committed to publishing all the information we hold, which is described by the classes in the MPS.

Our Guide to Information

This document is the **Guide to Information** which Dumfries and Galloway College makes available under the classes described in the MPS. It:

- 👉 allows the public to see what information is available in relation to each class
- 👉 states what charges may be applied
- 👉 explains how to find the information easily
- 👉 provides contact details for enquiries and to get help with accessing the information
- 👉 explains how to request information that has not been published.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provides a separate right of access to the environmental information that we hold. The MPS also covers environmental information

About the Model Publication Scheme

The MPS set out eight broad classes of information, and by adopting it, Dumfries and Galloway College is committing to publishing everything that it holds which falls into the broad description given for each class. The MPS classes are:

- 👉 Class 1: About the authority
- 👉 Class 2: How we deliver our functions and services
- 👉 Class 3: How we take decisions and what we have decided
- 👉 Class 4: What we spend and how we spend it
- 👉 Class 5: How we manage our human, physical and information resources
- 👉 Class 6: How we procure goods and services from external providers
- 👉 Class 7: How we are performing
- 👉 Class 8: Our commercial publications

The MPS also describes the standards for e.g. copyright, charging, availability and formats, which an authority is committing to when it adopts the MPS – while this Guide sets out the specific arrangements we have made at Dumfries and Galloway College.

The Modern Publication Scheme Principles

The College MPS Scheme complies with the 6 principles governing the way authorities must make their information available. These are

- 👉 Principle 1: Availability and formats
- 👉 Principle 2: Exempt information
- 👉 Principle 3: Copyright and re-use
- 👉 Principle 4: Charges
- 👉 Principle 5: Advice and assistance
- 👉 Principle 6: Duration

Principle 1 – Availability and format of information

Online:

Most information listed in our Guide to Information is available to download from our website at www.dumgal.ac.uk. Often a link within the classes will take you direct to the relevant page or document. Where there is no such link, use our website's "Search" facility at www.dumgal.ac.uk/site/search. If you are still having trouble finding information, please contact the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk for further assistance.

By inspection:

You can choose to visit our premises to inspect any of the information in this Guide. However it would be helpful if you could call us to make an appointment, so we can ensure you can be dealt with efficiently when you arrive – please email foisa@dumgal.ac.uk

By e-mail:

If the information you are looking for is listed in our Guide but is not published on our website, you can request it by emailing us at foisa@dumgal.ac.uk. We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can call you to clarify details, if necessary.

However 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).

By phone:

While we prefer to receive requests for information from our publication scheme in writing, you can also request information by phone. Please call the College on 01387 734000 to request information available under this Guide.

By post:

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: The Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD Road, Dumfries, DG1 4FD, telephone 01387 734000. Email: foisa@dumgal.ac.uk

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

Principle 2 – Exempt information

If a document we publish 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 black out the information before publication but we will explain why. Note that information will only be withheld, however, where FOISA (or, in the case of environmental information, the EIRs) expressly permits it. If you wish to complain about any information which has been withheld from you, contact the Freedom of Information Officer at the College.

Principle 3 – Copyright and re-use

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

Principle 4 – 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 e.g., 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

Size of paper	Pence per sheet of paper
A1	80p
A2	40p
A3	20p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A1	£2.40
A2	£1.20
A3	60p
A4	30p

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. We do not pass any other costs on to you in relation to our published information.

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 book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of producing the information.

Principle 5 – Advice and Assistance

We welcome feedback on how we can develop our Guide to Information further. If you would like to comment on any aspect of this Guide, or the Commissioner's MPS, please contact The Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734000. Email: foisa@dumgal.ac.uk

If you wish to complain about any aspect of this Guide, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact: The Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734000. Email: foisa@dumgal.ac.uk

Any complaint will be acknowledged within seven working days of receipt and we will respond in full within twenty working days. You have legal rights to access information under FOISA and EIRs and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife

KY16 9DS

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Website: www.itspublicknowledge.info

*Verbal requests for environmental information are acceptable

Principle 6 – Duration

In some of the Classes covered by the MPS, information is not published until it is formally approved, a process which may take some time after its initial creation in draft form. This applies especially to minutes of meetings, which are normally not available until approved by the next meeting in the sequence. The relevant timescales are published in the same locations and in the same form that the information will ultimately be published.

How to access information which is not available under this MPS

Should you wish to request a copy of any information that we hold that is not available under the MPS, please write to:

The Freedom of information Officer, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Tel: 01387 734000. Email: foisa@dumgal.ac.uk

Charges for information not available under the MPS:

If you submit a request to us for information that **is not** available under the MPS the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £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 us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

- We are not obliged to respond to requests which will cost us 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.
- We do not charge for the time used to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However, charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge, we 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.

Charges for environmental information:

We do not charge for the time spent to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. However, charges may be made for locating, retrieving, and providing information to you.

In the event that we decide to impose a charge, we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have 60 working days 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 the payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at the actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

Requests for your own personal data: information on how to request your own personal data by staff or students is contained within the Colleges' Data Protection Policy. We do not charge for requests for your own personal data.

Guide to Information published by Dumfries and Galloway College

The next section includes the information we publish under the MPS classes. Several larger classes are broken down into a number of sub-classes for ease of use.

MPS class	Sub-classes
Class 1: About Dumfries and Galloway College	General information about Dumfries and Galloway College Access to information Our constitution Corporate planning How Dumfries and Galloway College is run Diversity Health and Safety External and community relations Government and regulator relations
Class 2: How we deliver our functions and services	Student administration and support Teaching quality Information services
Class 3: How we take decisions and what we have decided	
Class 4: What we spend and how we spend it	
Class 5: How we manage our human, physical and information resources	Human resources Physical resources

	Information resource
Class 6: How we procure goods and services from external providers	
Class 7: How we are performing	
Class 8: Our commercial publications	

Guide to Information available under the MPS classes

Class 1: About Dumfries and Galloway College

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

General information about Dumfries and Galloway College

Class Description	Links/where to find the information
The name of the college, and the address of its principal office.	This information can be found on the home page of the College's website www.dumgal.ac.uk/about-dumfries-galloway-college or by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Names of the principal officers of the college including Principal, Vice Principal(s), Board Secretary and Heads of Department.	Names and profiles of the principal officers can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
A description of the college's major organisational units and how these relate to each other	This information can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD.

	<p>Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Information on how to contact the college - initial point of contact covering areas likely to be of interest to enquirers.</p>	<p>Contact details are included in the College Prospectus at www.dumgal.ac.uk/prospectus</p> <p>Student and admissions enquiries can be directed to telephone 01387 734000, or admissionemail@dumgal.ac.uk</p> <p>General enquiries can be directed to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Opening hours of the college's principal office</p>	<p>Opening hours are Monday-Friday 08:45-16:30</p>
<p>Information on the dates of the college's academic years including dates for the current academic year as well as future academic years, as far as known</p>	<p>Dates can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Dates of closure of the college, college calendar.</p>	<p>The College calendar can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Procedures on how to complain about the college</p>	<p>Information about the process for making a complaint can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or by contacting the Freedom of Information Officer, Dumfries and Galloway</p>

	College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Arrangements for serving official documents on the college	Official documents should be addressed to: The Principal and Chief Executive, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Customer codes or charters	The College does not hold this information

Access to Information

Class Description	Links/where to find the information
Details of how to request information from the college - name, address and contact information of the College's main contact point for requests	General information requests should be addressed to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
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	Requests for Environmental information should be addressed to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Institutional Freedom of Information policies and procedures, including information on requesting reviews or making complaints	This information can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Institutional Environmental Policies and Procedures including information on requesting reviews or making complaints.	This information can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk

Single Model Publication Scheme 2018 and Dumfries and Galloway College Guide to Information.	Copies of these documents can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Institutional Data Protection policies and procedures including procedures for dealing with subject access requests.	This information can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Charging schedule for environmental information provided in response to requests under the EIRs	This information is included in this Guide and can also be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk .
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	Requests for Subject access under the DPA should be addressed to Data Protection, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email dpo@dumgal.ac.uk

Our constitution

Class Description	Links/where to find the information
Information on how the college was established and its standing from a legal perspective e.g. Institutional status under the Further and Higher Education (Scotland) Act 1992.	Information about the College and its services can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk The College's constitution can be obtained from the Freedom of

	Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
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Corporate Planning

Class Description	Links/Where to find the information
Dumfries and Galloway College Mission statement	'Our mission is to support the individual, social and economic development of the people, communities and business of Dumfries and Galloway by providing inclusive, accessible and relevant vocational and other learning opportunities in a positive and supportive environment
Dumfries and Galloway College's Strategic Plan	You can access the College's Strategic Ambition 2025 plan here www.dumgal.ac.uk/ambition-2025 Or by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Corporate strategies e.g. Estate Strategy, Human Resources strategy	Information on all corporate strategies can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Corporate policies e.g. sustainability, environmental policies	Information on all corporate strategies can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Internal procedures for planning and resource allocation	Information on all corporate strategies can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD.

	Telephone 01387 734000, or email foisa@dumgal.ac.uk
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How Dumfries and Galloway College is run

Class Description	Links/Where to find the information
The college's governance structures and operational procedures.	The College Constitution and Articles of Governance for the Board of Management, which include the Standing Orders can be obtained by writing to the Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734364, or email boardsecretary@dumgal.ac.uk The board of Management can be found here Board of Management : Dumfries and Galloway College (dumgal.ac.uk)
The college's conflict of interests' policies	The College's conflict of interest policies can be obtained by writing to the Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734364 or email boardsecretary@dumgal.ac.uk
Register of interests for members of the governing body, senior management, and any other bodies or offices covered by the college's conflict of interest policies	The register of interests can be found here or can be inspected at the college by contacting the Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734364 or email boardsecretary@dumgal.ac.uk

Diversity

Class Description	Examples/Comments
Policies, procedures and guidelines relating to support and equality for disabled people	The College's Statement on Equality and Diversity can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or can be obtained by contacting the Equality and Diversity

	Officer. Telephone 01387 734000 or email foisa@dumgal.ac.uk
A description of the college's support structures for disability issues	The college's support structures can be found at www.dumgal.ac.uk/about-dumfries-galloway-college or can be obtained by contacting the Equality and Diversity Officer. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Details of how to get information about support for disabled people and people with protected characteristics	Information about support for disabled people and people with protected characteristics can be obtained by contacting the Equality and Diversity Officer. Telephone 01387 734000 or email foisa@dumgal.ac.uk
The levels of accessibility of each of the college's main buildings	Please contact: Equality and Diversity Officer, Tel: 01387 734000 or email foisa@dumgal.ac.uk
The college's diversity and equality strategies.	You can link to the college's diversity and equality strategies here: www.dumgal.ac.uk/about-dumfries-galloway-college/equality-diversity or can be obtained by contacting the Equality and Diversity Officer. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Summary statistics on support for disability within the college	Comprehensive statistics on support for disability can be obtained by contacting the Equality and Diversity Officer. Telephone 01387 734000 or email foisa@dumgal.ac.uk

Health and Safety

Class Description	Links/where to find the information
Policies, procedures and guidelines relating to health and safety	The College's Health and Safety at Work Policy can be obtained by writing to the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk

Annual reports to governing body on health and safety issues	Annual reports to the Board of Management on Health and Safety Issues can be obtained by writing to the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Mechanisms for monitoring and reporting on health and safety issues, e.g. how the College complies with Health and Safety Executive guidelines and targets.	Information on the mechanisms for monitoring and reporting on Health and Safety can be obtained by writing to the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Summary statistics on accidents and incidents within the college	Statistics in accidents and incidents within the college can be obtained by writing to the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Information on the college's support structures for health and safety e.g. <ul style="list-style-type: none"> • Management structure and duties within health and safety department. • Remit and membership of health and safety committee(s). 	Information on the College's support structures for health and safety can be obtained by writing to the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Contact details of how to get information about health and safety issues (NOTE – FOI requests should be sent to the FOI officer, see page 5 for contact details).	Information on health and safety issues can be obtained by writing to the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk

External and community relations

Class Description	Links/where to find the information
Arrangements for keeping in touch with former staff and students including	The College does not for the time being have any arrangements and is therefore

constitution of alumni organisations, services provided to alumni.	unable to publish information under this class of information. If, in the future, the College develops arrangements, then they will be published and this MPS will be updated to reflect this.
Facilities and services available to the local community.	Some services are available to the local community on an ad hoc basis – namely to support student training in beauty, hairdressing and hospitality.
Promotional material relating to institutional fundraising objectives, including fundraising plans and prospectuses.	You can link to all promotional information here: http://www.dumgal.ac.uk/site/
Information created specifically to publicise facilities and activities including press releases, college website, newsletters and magazines	You can link to this information here: College News Dumfries & Galloway College (dumgal.ac.uk)
Subsidiary companies (wholly and part owned) and other significant financial interests.	The College does not have any subsidiary companies or other significant financial interests.
Strategic agreements with other bodies.	Information about the College’s strategic agreements with other organisations can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk

Government and Regulator Relations

Class Description	Links/where to find the information
Funding body statistical reports and returns Information that the college is legally obliged to make available to its funding body.	Returns made to the Scottish Funding Council (SFC) are available from the SFC website: www.sfc.ac.uk or can be obtained by writing to the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Tel: 01387 734000 or email foisa@dumgal.ac.uk

<p>Reports on College by Education Scotland (HMIE)</p> <ul style="list-style-type: none"> • College reviews and follow-up reports • Subject reviews and follow-up reports 	<p>Reports by Education Scotland are available from their website www.educationscotland.gov.uk</p>
<p>Statistical information on student admission, progression and completion which the college is required by the Funding Council to publish</p>	<p>Copies of all statistical reports which the College is required to publish can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</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.

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.

Class Description	Links/where to find the information
<p>Programmes offered by the college including structure and broad content of each programme and qualification gained if successful.</p>	<p>Detailed information on all courses including structure and course content can be found at: Course Finder Study Dumfries & Galloway College (dumgal.ac.uk)</p>
<p>The college's admissions procedures and policies including widening participation etc:</p> <ul style="list-style-type: none"> • Information on how to obtain a prospectus, attend an open day, visit the college, apply for admission. 	<p>Our Prospectus can be found at Our Prospectuses Dumfries & Galloway College (dumgal.ac.uk)</p> <p>Information on how to apply can be found at Course Finder Study Dumfries & Galloway College (dumgal.ac.uk)</p>

<ul style="list-style-type: none"> • General/course-specific entry requirements. • Policies and procedures for dealing with applications, including those covering the assessment of external qualifications. • The colleges widening participation policies 	<p>Information on policies and procedures relating to admissions, to the assessment of entry qualifications, and to widening participation can be obtained by sending an email request to admissionemail@dumgal.ac.uk or Telephone 01387 73400</p>
<p>Tuition fees and other charges to students. Including information on</p> <ul style="list-style-type: none"> • the college's tuition fees (for home/EU and overseas students) and any other costs to students (identifying whether these are compulsory), • when payment must be made, how payments can be made, and whether instalment options are available. 	<p>General information on fees can be found here. More detailed information about fees and arrangements can be obtained by contacting studentfunding@dumgal.ac.uk</p>
<p>The college's arrangements for registering students including policies and procedures covering student enrolment</p>	<p>Information on registration and enrolment procedures can be obtained by contacting Student Records Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Arrangements for assessments and examinations Examination periods/timetables.</p> <ul style="list-style-type: none"> • Assessment and examination procedures, including oral examinations. • Assessment and examination regulations, including policies and practices on breaches of regulations. • Appeals procedures • Regulations governing student progression • Regulations governing access to courses. • Regulations about availability of resit examinations. 	<p>Information about appeals, and about regulations and procedure concerning assessment, progression, access, re-sit examinations and changes of programme, can be obtained by contacting the Director of Curriculum Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Telephone 01398 734008 or email weirj@dumgal.ac.uk</p>

<ul style="list-style-type: none"> Regulations and practices governing changes of programme 	
<p>Description and availability of the academic and non-academic learning support services offered by the college</p> <p>This class should include information on: learning development and support; personal development advice; services for students with special needs.</p>	<p>A summary of the College's academic and non-academic support services can be found at Student Support Dumfries & Galloway College (dumgal.ac.uk)</p> <p>More detailed information can also be obtained by contacting Student Support, Telephone 01387 734152 or email studentadviser@dumgal.ac.uk</p>
<p>Student liaison including</p> <ul style="list-style-type: none"> The structure and functioning meetings of staff/student consultative committees or other liaison groups. Terms of Reference of staff/student liaison committee(s). Minutes and papers of staff/student liaison committee(s) meetings 	<p>Information about student liaison arrangements can be obtained by contacting the Student Journey Manager, Telephone 01387 734093 or email glendyek@dumgal.ac.uk</p>
<p>A description of the availability and range of the college's welfare and advice services.</p>	<p>Information on the College's welfare and advice service can be obtained by contacting the Student Journey Manager Telephone 01387 734093 or email glendyek@dumgal.ac.uk</p>
<p>A description of the college's chaplaincy services including information about support for staff and students belonging to different denominations and faiths.</p>	<p>The College does not offer chaplaincy services but a prayer room is available for use by students of different faiths.</p>
<p>A description of the medical support services provided by the college for students.</p>	<p>The College only provides first aid information. Please contact the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734174 or email curriew@dumgal.ac.uk</p>
<p>Availability, conditions of use and range of services offered by the college's careers service, including opening hours and location.</p>	<p>The College does not offer a careers service. However, Skills Development Scotland visits the College to provide this type of information</p>

<p>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>	<p>The College does not currently have these types of facilities available for general use.</p>
<p>The college's policies on the collection, maintenance and use of personal information about students.</p> <ul style="list-style-type: none"> • 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. • Arrangements for the provision of data to SQA³, SFC, and other bodies with statutory rights to data. 	<p>Information on the College's policies concerning the use of personal information about students can be obtained by contacting the DPO, Dumfries and Galloway College, Bankend Road, Dumfries, DG1 4FD. Telephone 01387 734000 or email dpo@dumgal.ac.uk</p>
<p>The college's policies and procedures for disciplinary proceedings against students</p> <ul style="list-style-type: none"> • Code of student discipline and other policy and procedure documents. Internal and external Appeals procedures • Availability, conditions of use and range of accommodation services offered by the college 	<p>The College's policy and procedures on student discipline can be inspected at the College or, copies can be sent by contacting info@dumgal.ac.uk.</p>
<p>Information about availability of accommodation, prices, application processes, letting arrangements, lease conditions, availability to the public in vacations</p>	<p>The College does not for the time being, hold information under this class and is therefore unable to publish information under this class of information. If, in future, Dumfries and Galloway College does hold information which falls under this class, then it will be published and this MPS will be updated to reflect this.</p>
<p>Information about awards ceremonies</p> <ul style="list-style-type: none"> • Dates and details of ceremonies for the current academic year. • Attendance and ticketing information, Academic Dress information, costs. • Information on Photographic and Video facilities 	<p>Information about the College's award ceremonies can be obtained by writing to the Marketing Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone: 01387 734000 or email marketing@dumgal.ac.uk</p>

<p>Procedures for dealing with student complaints about the college</p> <ul style="list-style-type: none"> • Information on how to register a complaint. • Procedural information on how complaints will be dealt with. • Procedural information on any internal and external appeals mechanisms. • Where different arrangements apply to different types of complaints (e.g. accommodation, learning support, examinations) colleges should provide information about all of these. 	<p>Details for lodging a complaint can be found at www.dumgal.ac.uk/about-dumfries-galloway-college</p> <p>Information on the student complaints procedure is also available from the Quality Team, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email performance@dumgal.ac.uk</p>
<p>The legal and structural basis of the college's relationships with the Students Union/Association</p> <ul style="list-style-type: none"> • Agreements, protocols, etc governing the college's relationship with the Union. • Details of Union representation on institutional committees etc., and institutional representation on Union boards or committees. <p>Funding provided to the Union</p>	<p>Information on the College's relationship with the Student Association can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Information on the operation and activities of the Students Union and other student clubs including:</p> <ul style="list-style-type: none"> • Constitution, Code of Practice, List of Officers and any other related documents about the Students Union/Association. • Information about student clubs 	<p>Information about the Student Association, its officers, and student clubs can be found at Student Association Dumfries & Galloway College (dumgal.ac.uk) and can also be obtained by contacting the Student Association by emailing studentassociation@dumgal.ac.uk</p>

Teaching Quality

Class Description	Links/where to find the information
<p>Programme approval and monitoring arrangements:</p> <ul style="list-style-type: none"> • Programme specifications. 	<p>Information about the Course Development and Approval can be obtained by contacting the Performance</p>

<ul style="list-style-type: none"> • Statement of the respective roles, responsibilities and authority of bodies involved in programme approval and review. • Key outcomes of programme approval, and annual monitoring and review processes. • Periodic reports of departmental major programme reviews. 	<p>Manager. Telephone 01387 734000 or email performance@dumgal.ac.uk</p>
<p>Anonymous summary results of surveys of student satisfaction with [college name] e.g. Student perceptions of:</p> <ul style="list-style-type: none"> • Arrangements for academic support and guidance. • Library services and IT support, • suitability of accommodation, equipment and facilities for teaching and learning. • Quality of teaching and the range of teaching and learning methods. • Assessment arrangements. • Quality of pastoral support. 	<p>Summary results from student questionnaires can be obtained from the Performance Manager, Telephone 01387 734000 or email performance@dumgal.ac.uk</p>
<p>The nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports</p>	<p>Information on the nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports can be obtained by contacting the Performance Manger, Telephone 01387 734000 or email Information on the nature of and duration of accreditation by professional, statutory or regulatory bodies, including accreditation and monitoring reports can be obtained by contacting the Performance Manger, Telephone 01387 734000 or email performance@dumgal.ac.uk</p>
<p>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.</p>	<p>The College does not for the time being, hold information under this class and is therefore unable to publish information under this class of information. If, in future, Dumfries and Galloway College does hold information which falls under this class,</p>

	<p>then it will be published and this MPS will be updated to reflect this. Information on courses where the college acts as an external examination body or validates the examinations and qualifications of others can be obtained by contacting the Performance Manager, Telephone 01387 734000 or email performance@dumgal.ac.uk</p>
<p>Quality assurance assessments of the college's provision e.g.</p> <ul style="list-style-type: none"> • Reports submitted to (and received from) external accreditation bodies relating to assessment of the college's provision. • Reports from bodies such as SQA, Scottish Quality Management System (SQMS), Charter Mark, Investors in People etc. • Education Scotland reports on teaching quality. 	<p>Information on the Quality assurance assessments of the college's provision can be obtained by contacting the Performance Manager, Telephone 01387 734000 or email performance@dumgal.ac.uk</p>
<p>Institutional internal reviews e.g.</p> <ul style="list-style-type: none"> • Summary of the findings and evidence presented to teams undertaking the college's own internal reviews of quality and standards Range of teaching methods used. • Availability and use of specialist equipment, other resources and materials to support teaching and learning. • Staff access to professional development. • Peer observation and mentoring programmes. • Use of external benchmarking and other comparators, both home and overseas. • Involvement of external peers in the review method, their observations, and the action taken in response 	<p>Information regarding Institutional internal reviews can be obtained by writing to the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>

Information Services

Class Description	Links/where to find the information
<p>Availability and conditions of use of library facilities. Library catalogue if publicly available. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of libraries. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; use of national and/or external services.) • List of charges and fines 	<p>Information about library facilities, including the range of services, opening hours, guidance on copyright, the tariff of fines, and the facility to search the library catalogue online, is available at Libraries Dumfries & Galloway College (dumgal.ac.uk)</p> <p>This information can also be obtained by sending an email to thelibrary@dumgal.ac.uk</p>
<p>Availability and conditions of use of computing facilities. Including:</p> <ul style="list-style-type: none"> • Information about who can access systems and services and the facilities that they can access. • Opening hours of computing facilities. • General rules and conditions of use (e.g. on smoking, drinking, eating, use of mobile phones; policies with regard to law such as copyright; mail spamming/ bombing) • Computing code of practice. • Use of national/external services. • Details of logging, monitoring and procedures followed in case of breach of conditions of use should also be included here (e.g. RIPA). 	<p>Any registered student or member of staff with an authenticated login to the college network can access college facilities during opening hours.</p> <p>For information about opening hours please check the college website Welcome to DGC Dumfries & Galloway College (dumgal.ac.uk) or contact Reception, Telephone 01387 734000 or email reception@dumgal.ac.uk</p> <p>Both staff and student users of college facilities have to adhere to the college Acceptable Use Policy. Staff users have also to adhere to the requirements of the Data Protection act and the college Data Security Policy.</p> <p>The college uses JANET for the provision of internet access and accepts to the rules set by JANET for the blocked site lists. Email and web filtering is in place. Logs exist for sites visited and email traffic exchanged.</p>

	We adhere to the requirements of RIPA in case there is a breach of conditions.
High-level aims and strategies of information services units and definition of the service provided.	The high-level aims and strategies of information services units and definition of the service provided are available by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Information services policies and procedures. Including: <ul style="list-style-type: none"> • Use of social media • Notice and take-down procedures 	For information relating to this section please contact the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk

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.

Class Description	Links/where to find the information
<p>The activities of major committees with devolved decision-making powers</p> <ul style="list-style-type: none"> • Committee memberships and remits (e.g. Board of Management and Committees, Academic Board, Health & Safety Committee.) • Committee appointments procedures. • Standing orders, codes of conduct and other papers describing operations of major committees. • Agendas of meetings of Board of Management and other major committees. 	<p>The Constitution and Articles of Government of the Board of Management (which include the Standing Orders), the remits and membership of all Board Committees, and the Minutes of meetings of the Board of Management can all be obtained from the Secretary to the Board, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734364 , or email boardsecretary@dumgal.ac.uk</p> <p>Agendas of meetings of the Board and Agendas and Minutes of the Board committees can also be obtained</p>

<ul style="list-style-type: none"> Minutes and papers of meetings of Board of Management and other major committees. Calendar of meeting dates for Board of Management and other major committees 	at Dumfries and Galloway College : Board of Management » Meeting Minutes for D&G College Board of Management (dumgal.ac.uk)
Public consultation and engagement strategies	The college does not currently hold information under this class.
Reports of regulatory inspections, audits and investigations carried out by Dumfries and Galloway College	Copies of reports of regulatory inspections, audits and investigations can be inspected at the College, or copies sent on request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Environmental impact studies and risk assessments which underpin decisions that Dumfries and Galloway College takes, including the facts and analysis.	These studies and assessments can be inspected at the College, or copies sent on request, by contacting the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk

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).

Class Description	Links/where to find the information
Financial statements approved by the governing body	The College's Annual Report, which includes the Financial Statements, can be found at Dumfries & Galloway College Annual Report and Financial Statements 19/20 » Dumfries and Galloway College : Board of Management (dumgal.ac.uk)

	It can also be inspected at the College, or copies sent on request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone: 01387 734000, or email foisa@dumgal.ac.uk
Policies and procedures for making budgetary allocations to major budgetary units	Policies and procedures for budgetary allocations can be inspected at the College, or copies sent on request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Summary of budgetary allocations to major budgetary units	A summary of budgetary allocations can be inspected at the College, or copies sent on request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Financial regulations: College's financial administration manual, including e.g. information on purchasing goods and services, and on reclaiming expenses.	The College's Financial Regulations can be inspected at the College, or copies sent on request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
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.	Information on the College's major insurance policies is available for inspection at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Summary information on institutional endowments and investments	Information on the College's endowments and investments is available for inspection at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway

	College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Plans for use of major external capital and other sources of external funding e.g. information relating to external funding received by the college, e.g. European Social Fund, European Regional Development Fund	Information on the use of external funding can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Expenses policies and procedures	Information on expenses policies and procedures is available for inspection at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Senior staff/Board member expenses at category level e.g. travel, subsistence and accommodation	Information on senior staff and Board member expenses can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Board member remuneration, other than expenses	Board members are not remunerated other than for expenses.
Pay and grading structures (levels of pay, rather than individual salaries)	Information on pay and grading structures can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Salary awards, bonuses and staff benefits	Information on salary awards, bonuses and staff benefits can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Senior staff salaries e.g. Principal and senior management team	Information on senior staff salaries can be obtained by contacting the Freedom of

	Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Funding awards made by Dumfries and Galloway College, how to apply for them and funding awards made by Dumfries and Galloway College	Information on senior staff salaries can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk

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.

Human Resources

Class Description	Links/where to find the information
Statistical information on staff - at institutional level by grade, sex, etc.	Statistical information on staff can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Staffing structure	Information on the staffing structure can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Policies, statements, procedures and guidelines relating to recruitment	Information on recruitment policies, procedures and guidelines can be inspected in the College, or copies can be sent on receipt of a request, by contacting

	<p>the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Policies and procedures relating to performance management e.g. information on probation and appraisal arrangements</p>	<p>Information on performance management policies and procedures can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Policies, statements, procedures, guidelines and statistics relating to promotion, regrading and salary reviews including statistical information on outcomes</p>	<p>Information on policies, procedures, guidelines and statistics relating to promotion etc can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Policies and guidelines on pension arrangements for staff e.g.</p> <ul style="list-style-type: none"> • Contribution rates (institutional and employee). • Benefits and benefit accrual rates. • Funding valuations of pension schemes 	<p>Information on pension arrangements can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Disciplinary procedures and policies e.g.</p> <ul style="list-style-type: none"> • Harassment and bullying policy. • Other Human Resources policies not covered by any other class, where disciplinary action may follow if breached. 	<p>Information on staff disciplinary and related policy and procedures can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
<p>Grievance procedures and policies</p>	<p>Information on grievance policies and procedures can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and</p>

	Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Race equality policies as required under the Race Relations Amendment Act 2000	Information about the College's race equality policies can be found by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Equality and diversity policies, statements, procedures, and guidelines.	Information on the College's equality and diversity policies can be found by contacting, the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Information required for compliance with the Public Interest Disclosure Act	Information about the College's arrangements for compliance with the Public Interest Disclosure Act can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
<p>Policies and procedures relating to the on-going development of staff</p> <ul style="list-style-type: none"> • Induction arrangements. • Access to internal and external training opportunities 	Information on staff induction and training can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Description of the facilities and services available to members of staff	Description of the facilities and services available to members of staff
Employee relations structures and agreement reached with recognised trade unions and professional organisations.	Information on relations with recognised trades unions and professional organisations can be inspected in the College, or copies can be sent on receipt of

	a request, by contacting the Human Resources Manager, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
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Physical Resources

Class Description	Links/where to find the information
<p>Overview of the college's estate e.g.</p> <ul style="list-style-type: none"> • Location, size, usage, and condition of major buildings. • Details of listed buildings 	<p>The location of all College premises can be found at www.dumgal.ac.uk/about-dumfries-galloway-college</p> <p>Where information is held about the size, usage and condition of buildings and about their listed status, it can be requested in writing from the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>
Plans for major changes to the estate e.g. additions to/disposals of major components of estate.	The College does not currently hold information under this class. If it does hold such information at a later date, it will publish it on its website.
Summary information about buildings under construction	The College does not currently hold information under this class. If it does hold such information at a later date, it will publish it on its website.
Maintenance arrangements and policies for buildings and grounds including longterm/programmed maintenance arrangements and schedules.	Information about maintenance arrangements and policies for buildings and grounds can be requested in writing from the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
Performance indicators on major estates functions	Information on performance indicators for major estates functions can be obtained by contacting the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries

	DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk
<p>The college's environmental policies, practices and overview of their impact</p> <ul style="list-style-type: none"> • Energy consumption. • Recycling policies and arrangements. • Transport policies and arrangements. • Information which is required to be published under environmental legislation 	<p>Information on environmental policies and practices and their impact can be obtained by contacting the Director of Estates and Sustainability, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000 or email foisa@dumgal.ac.uk</p>

Information Resources

Class Description	Links/where to find the information
<p>The college's policy on the collection, maintenance and use of personal information about staff.</p> <ul style="list-style-type: none"> • 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. • Arrangements for making subject access requests. 	<p>Information on the College's policy on the collection, maintenance and use of staff personal information can be inspected in the College, or copies can be sent on receipt of a request, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Records management policy, including records retention schedule.</p>	<p>Information on records management policy, including records retention schedule, can be inspected at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Information governance/asset management policies and procedures.</p>	<p>Information on records management policy, including records retention schedule, can be inspected at the College,</p>

	<p>or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Knowledge management policies and procedures.</p>	<p>Information on knowledge management policies and procedures can be inspected at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>List of statistical information published by Dumfries and Galloway College.</p>	<p>Lists of the statistical information published by Dumfries and Galloway College can be inspected at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>

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

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

Class Description	Links/where to find the information
<p>College's policies on major procurement exercises</p>	<p>Information on the College's policies on major procurements can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Procurement procedures:</p>	<p>Information on the College's procurement procedures can be obtained by contacting</p>

<ul style="list-style-type: none"> • College's procurement and purchasing manuals. • Contact information for staff seeking advice on procurement or purchasing. • Contact information for potential suppliers. 	<p>the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Procurement contacts:</p> <ul style="list-style-type: none"> • Contact information for procurement and purchasing information. • Contact information for staff seeking advice on procurement or purchasing. 	<p>Information on the College's contacts can be by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Planned procurements: Summary information about the college's significant planned procurements (i.e. those subject to formal EU⁶ 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>In the event of any significant planned procurement, information would be published on the College's website, and could also be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Tender documentation - EU prescribed documentation for significant procurements, which the college is required to publish in the EU Journal</p>	<p>Information about any tenders requiring EU prescribed documentation would be published on the College's website and could also be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>
<p>Supplier contracts:</p> <ul style="list-style-type: none"> • EU-prescribed award notices of major contracts over EU thresholds • 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 	<p>Information on supplier contracts can be obtained by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk</p>

Class 7: How we are performing

Information about how we perform as an organisation, and how well we deliver our functions and services.

Class Description	Links/where to find the information
Indicators used by the governing body and senior management to measure overall institutional performance	Information on performance indicators used by the College and on actual performance against the indicators can be inspected at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk
Environmental reports	Copies of environmental reports can be inspected at the College, or requests for copies can be made, by contacting the Freedom of Information Officer, Dumfries and Galloway College, Bankend Road, Dumfries DG1 4FD. Telephone 01387 734000, or email foisa@dumgal.ac.uk

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 e.g, bookshop, museum or research journal.

Class Description	Links/where to find the information
Indicators used by the governing body and senior management to measure overall institutional performance, and actual performance against performance indicators	The College currently has no publications in this class.

Distribution

All Staff

Repository

Revision Log		
Date	Section	Description
		New Document

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Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Freedom of Information Model Publication		1		