SPARSHOLT COLLEGE GROUP

SPARSHOLT CAMPUS

ANDOVER CAMPUS

UNIVERSITY CENTRE SPARSHOLT

Freedom of Information Publication Scheme

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation, Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise

The Freedom of Information Publication Scheme was approved by the Board of Governors in October 2026.

Next scheduled review: October 2029.

FREEDOM OF INFORMATION PUBLICATION SCHEME

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FREEDOM OF INFORMATION PUBLICATION SCHEME

INTRODUCTION

1 Legal requirement

1.1 Adopting a publication scheme is a requirement of the Freedom of Information Act 2000 (the Act). This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively through a publication scheme.

1.2 'Public authorities' are defined in the Act and include universities, further education colleges and sixth form colleges plus any wholly owned subsidiary companies.

2 What is a publication scheme?

2.1 A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

2.2 A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

3 The College's publication scheme

3.1 Sparsholt College Group (the College) has adopted the model publication scheme developed for the Further Education sector by the Information Commissioner's Office (ICO).

3.2 The classes of information within the College's publication scheme are:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

3.3 A publication scheme relates to 'published' information, that is, material already been prepared in a format ready for distribution.

4 Accessing information covered by the publication scheme

4.1 Guidance is given in the scheme to where to access the information which the College

routinely publishes on its websites for each of the classes of information.

4.2 To request information available through our publication scheme which is not available via the College's websites, please contact the College's Freedom of Information (FOI) Officer (details at section 7 below). A reasonable charge may be made to cover printing and postage costs if relevant.

5. Information not covered by the publication scheme

5.1 You have the right under the Act to request any information held by a public authority which it has not already made available through its publication scheme. We are not required to release information to which an exemption in the Act legitimately applies.

5.2 Requests should be made in writing to the College's Freedom of Information Officer (see section 7.0 below) and, in general, public authorities have 20 working days to respond.

5.3 A fee may be charged which will be notified to you and calculated according to ICO Fees Regulations. Where a fee is applicable the 20 working-day time limit will pause from the day we give the Fees Notice until the day we receive payment. The clock will restart the day after we receive the fee.

5.4 Should the requester fail to pay the fee within three months of the College issuing the Fees Notice, then the College is no longer obliged to comply with the request under section 9(2) of FOIA.

6. Copyright

6.1 Publications are subject to copyright protection. Where the protection refers to publications published by the College, you must contact the College and obtain permission in writing before content can be copied, redistributed or published in any manner.

6.2 Where the College grants permission it is always conditional on the College being clearly identified as the source of the material and as holding the copyright. Where copyright refers to other organisations you must obtain authorisation to reproduce such material from the copyright holder concerned.

7 Feedback & contact details

7.1 It is important that this publication scheme meets your needs. If you find the publication scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to the Freedom of information Officer at the address given below:

Freedom of Information (FOI) Officer Sparsholt
College
Sparsholt
Winchester
SO21 2NF

Tel: 01962 776441 (switchboard)

Email: foi@sparsholt.ac.uk

7.2 If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act.

Information Commissione
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9
5AF

8 Further information

8.1 More information about the Freedom of Information Act is available on the Information Commissioner's website at: www.ico.org.uk

FREEDOM OF INFORMATION PUBLICATION SCHEME

CLASSES OF INFORMATION

1 Who we are and, what we do

Information in this class includes organisational information, structures, locations and contacts.

Sparsholt College Group is a further education college and higher education provider, serving both the needs of the land-based industries locally and nationally, including the wider skills needs from employers regionally and nationally, and its local communities at its Sparsholt and Andover campuses. Each publishes information on a College website: http://www.sparsholt.ac.uk, http://www.andover.ac.uk and https://www.ucsparsholt.ac.uk .

Sparsholt College Hampshire owns three subsidiary companies (Sparsholt College Services Limited, Andover Town Football Club Limited, and Westley Enterprises Limited). We refer to our collective education offers and legal entities as the Sparsholt College Group.

Legal framework/ Instrument and Articles of Government: ➢ www.sparsholt.ac.uk/governance
How the institution is organised: ➢ College leadership team: www.sparsholt.ac.uk/college/whos-who/ ➢ Scheme of Delegation (including terms of reference of committees): www.sparsholt.ac.uk/governance ➢ College policies: www.sparsholt.ac.uk/policies-reports/
Information on our key stakeholders relationships and the College Group's subsidiary companies in the Annual Report & Financial Statements: ➢ www.sparsholt.ac.uk/policies-reports/
Location, contact details and campus maps: ➢ www.sparsholt.ac.uk ➢ www.andover.ac.uk ➢ https://www.ucsparsholt.ac.uk/about-university-centre-sparsholt/
Student activities including societies and clubs : ➢ www.sparsholt.ac.uk/student-life-facilities/ ➢ https://www.andover.ac.uk/information/ ➢ https://www.ucsparsholt.ac.uk/student-information/

2 What we spend and how we spend it

Information in this class covers the College's management of financial resources.

Funding, income and financial audit: Annual Accounts & Financial Statements : www.sparsholt.ac.uk/policies-reports/ Expenditure: ➢ College Group Annual Accounts & Financial Statements : www.sparsholt.ac.uk/policies-reports/ University Centre Sparsholt Value for Money statement: www.sparsholt.ac.uk/policies-reports/ ➢ Capital investment: College Group Annual Accounts & Financial Statements: www.sparsholt.ac.uk/policies-reports/
Student fees and bursaries: ➢ Fees and funding for FE and HE: www.sparsholt.ac.uk/the-college/fees- and-funding/, https://www.ucsparsholt.ac.uk/student-information/ / ➢ FE Bursary Policy: www.sparsholt.ac.uk/policies-reports/ ➢ UCS Fees, Refund and Compensation Policy: www.sparsholt.ac.uk/policies-reports/
Staffing: ➢ Gender Pay Gap reports: www.sparsholt.ac.uk/policies-reports/ ➢ Trade Union facility time: www.sparsholt.ac.uk/policies-reports/ ➢ Senior Post Holders Annual Remuneration statements: www.sparsholt.ac.uk/policies-reports/

3 What our priorities are and how we are doing

Information in this class covers strategies and plans, performance indicators, audits, inspections and reviews.

Strategies and plans, performance, risk management and future developments: ➢ College Group strategic plan including mission statement: www.sparsholt.ac.uk/mission-and-values/ ➢ Annual Accounts & Financial Statements: www.sparsholt.ac.uk/policies- reports/ ➢ Sustainability Strategy and Annual Report, Streamlined Energy and Carbon Report: https://www.sparsholt.ac.uk/sustainability/ ➢ UCS Access & Participation Plan & Student Protection Plan: www.sparsholt.ac.uk/policies-reports/
Teaching & learning and academic quality and standards strategies, policies and performance:

- FE Curriculum Delivery, Teaching & Learning & Quality Improvement Policy and UCS Quality Enhancement Policy: www.sparsholt.ac.uk/policies-reports/
- Ofsted Inspection Reports: www.sparsholt.ac.uk/college/ofsted/
- UCS Attainment Transparency Returns: www.sparsholt.ac.uk/policies- reports/

Working with employers & stakeholders:

- Community Charter: www.sparsholt.ac.uk/wp-content/uploads/2026/10/Community-Charter-SEP26.pdf
- Employers Charter: www.sparsholt.ac.uk/wp-content/uploads/2026/10/Employer-Charter-SEP26-.pdf
- Annual Accountability Statement (curriculum priorities for meeting skills needs): www.sparsholt.ac.uk/policies- reports/FE Industrial placement and apprenticeships: www.sparsholt.ac.uk/employers/
- UCS industry partnerships: www.ucsparsholt.ac.uk/about-university-centre-sparsholt/partnerships-industry-links/
- Local Skills Improvement Plan: https://www.hampshirechamber.co.uk/hampshire-lsip-skills-channel/
- Modern Slavery Statement: www.sparsholt.ac.uk/policies- reports/

4 How we make decisions

Information in this class covers decision making processes and records of decisions.

- Minutes of Board of Governors and committee meetings: www.sparsholt.ac.uk/governance/
- Scheme of Delegation (including roles and responsibilities for decision making): www.sparsholt.ac.uk/governance/
- Curriculum Delivery, Teaching & Learning, and Quality Improvement Policy (including consultation with learners and student government activities): www.sparsholt.ac.uk/policies-reports/

5 Our policies and procedures

Information in this class covers current written protocols, policies and procedures for delivering our services and responsibilities.

All policies in this section are published at www.sparsholt.ac.uk/policies- reports/ unless otherwise stated. The publication scheme lists the key policies relevant to this class of information and is not an exhaustive list of the policies published on the website.
Procedures and policies for conducting college business and human resources: ➢ Instrument and articles; www.sparsholt.ac.uk/governance/ ➢ Policies, procedures and guidelines relating to recruitment
➢ Counter Fraud Policy ➢ Data Protection Policy ➢ Whistleblowing (Duty to Act) Policy ➢ Complaints and Feedback Policies – FE & HE ➢ Job vacancies: www.sparsholt.ac.uk/college/jobs/
Procedures and policies relating to academic and student services (see also section 7): ➢ FE Curriculum Delivery, Teaching & Learning, & Quality Improvement Policy ➢ FE Learner Engagement & Positive Behaviour Policy ➢ Careers Education, Information & Guidance Policy ➢ Safeguarding Learners Policy ➢ UCS Student Transfer Policy ➢ UCS Examinations & Assessment Policy ➢ UCS Appeals Policy ➢ UCS Student Protection Plan ➢ Student Charters - FE & UCS ➢ FE Student Code of Conduct ➢ Freedom of Speech Codes of Practice – FE & UCS
Equality,diversity and inclusion: ➢ Equality, Diversity and Inclusion Policy ➢ FE Learner Inclusion and Support Policy ➢ FE SEND Policy ➢ Accessibility Statement: www.sparsholt.ac.uk/accessibility-statement/
Health and safety: ➢ Learner Health and Safety Policies – Sparsholt & Andover campuses

6 Lists and Registers

This class covers information maintained in lists and registers the college is legally required to hold as publicly available.

Location of public land and buildings: ➢ Campus maps & facilities information at: www.sparsholt.ac.uk , www.andover.ac.uk , https://www.ucsparsholt.ac.uk/about-university-centre-sparsholt
CCTV usage: ➢ CCTV Policy: www.sparsholt.ac.uk/policies-reports/
Register of interests and gifts and hospitality (governors, directors and senior staff): ➢ Available on request from Head of Corporate Governance

7 The services we offer

This class covers about the services we offer and highlights some of the key information available.

Education, training and support services: ➢ Prospectuses for Sparsholt, Andover and University Centre Sparsholt: www.sparsholt.ac.uk/prospectuses/ , https://www.andover.ac.uk/prospectus/, https://www.ucsparsholt.ac.uk/student-information/prospectuses/ ➢ Careers support: https://www.sparsholt.ac.uk/careers-support/, https://www.andover.ac.uk/careers/ ➢ Wellbeing and additional learning support: https://www.sparsholt.ac.uk/information-support-resources/, https://www.andover.ac.uk/wellbeing-and-support/, https://www.ucsparsholt.ac.uk/student-information/ ➢ Student bursaries: https://www.sparsholt.ac.uk/the-college/fees-and- funding/, https://www.andover.ac.uk/fees-and-funding/, https://www.ucsparsholt.ac.uk/student-information/fees-finance/ ➢ Student facilities: https://www.sparsholt.ac.uk/college/facilities-our- campus/, https://www.andover.ac.uk/facilities/, https://www.ucsparsholt.ac.uk/student-information/
Conference Facilities ➢ Conference and hospitality brochure and information: www.sparsholt.ac.uk/conferences-events/
News and media releases: ➢ Website releases: https://www.sparsholt.ac.uk/college/news/ & https://www.andover.ac.uk/news/, https://www.ucsparsholt.ac.uk/ucs-news/ ➢ Military community newsletters: https://www.sparsholt.ac.uk/military-community/