South Nottingham College
Freedom of Information Act Publication Scheme

Part A – Introduction

Adopting a publication scheme is a requirement of the Freedom of Information Act (FOI) 2000. This Act promotes a greater openness and accountability across the public sector by requiring all publicly funded authorities to make information available. Further and Higher Education Colleges are defined as "public authorities" within the act.

What is a Publication Scheme?

A publication scheme is a document that describes the information that a public authority publishes. The 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 the public to proactively publish information.

A publication scheme must outline:

- the classes, or types of information
- how the published materials may be accessed
- any charges that may be made

The "Model" Publication Scheme for Further and Higher Education

South Nottingham College has adopted the model publication scheme developed for the Higher and Further Education Sector (Universities, Further Education Colleges and Sixth Form Colleges within England, Wales and northern Ireland) and is therefore committed to publish the information it describes.

The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector.

Who We Are

South Nottingham College is a general college of further education and has two main sites at West Bridgford and the Charnwood Centre at Clifton.   There is a further learning centre providing short courses in I.T. in the centre of Nottingham.   It also has a strong adult education provision with community outreach centres in Bingham, Cotgrave, Keyworth, Bakersfield (Jesse Boot) and Basford (Ellis Guilford).

The College's catchment area represents a mixture of urban, semi-rural and remote rural areas.   Rushcliffe is situated in the south of Nottinghamshire and lies

immediately south of the City and the River Trent, extending towards Newark in the North East and Loughborough in the South West.   Clifton is located in the south west of the City with a population of 26,461 and lies in the top 20% of deprived areas in the country.

 The recent opening of the collaborative e-learning@Clifton Library is an example of the college's approach to widening participation as well as the high profile Connecting Clifton Communities project currently underway to address the skills shortage of young people in the area.

In 2002-2003 the college had 15,584 Further Education students, 1,504 16-18 and 14,080 adults.   This equates to 1,070 FTE 16-18 year olds and 2,089 FTE adults, a total of 3,159 FTE students.   Our HE provision consists of 139 full-time learners and 702 part-time learners (251 FTE). The college employs 352 full-time equivalent staff and has recently completed a major organisational restructure guided by the ideals expressed in Success for All and the principles of the Business Excellence model. The college's strategic aims are focused on four success areas: Student Success, Business Success, Market Success and Innovation Success and performance within these areas is monitored on a quarterly basis.

Accessing Information Covered By The Publication Scheme

The classes of information we publish are described in Part B of the scheme. Some of the information is available for download or printing directly from the website. If it is not then please address all applications for information to:

The Director of Information Services
South Nottingham College
Greythorn Drive
West Bridgford
Nottingham
NG2 7GA

Tel: 0115 914 6400
Fax: 0115 914 6444

E-mail: folkettj@snc.ac.uk or wilsonp@snc.ac.uk

Please clearly state which information you require. If the information is chargeable, the details of the charges incurred are listed below on Page 2

Obtaining Copies of the Publication Scheme form South Nottingham College (SNC)

The South Nottingham College Publication Scheme is available on the College Web Site or in "hard copy" format. The College Website address is http://www.snc.ac.uk

The address for the hard copy format is:
The Director of Information Services
South Nottingham College
Greythorn Drive
West Bridgford
Nottingham
NG2 7GA

All applications for the "hard copy" format of the SNC Publication Scheme must be made in writing with the name and full address (including postcode) of the person requesting the information included. The College will make the publication scheme free of charge to all requesting the information within the United Kingdom within 20 days of receipt of the request. Where the Publication Scheme is requested from outside of the UK the College will charge £10 to cover the cost of postage.

Please specify if you require a **large print copy.** We will endeavour to provide large print copies for any requests for documentation available within terms of our Publication Scheme.

Charges

Where the College charges for information, and this is shown by a **£** sign in the Publication Scheme, then a cheque must accompany the request for information. Cheques must be payable to **South Nottingham College** and crossed A/C Payee.

Scale of Standard Charges

A **£** sign indicates where charges are applicable. These are subject to change at any time and without prior notice. The charges will always be published in the SNC Publication Scheme.

A Standard Charge of **£2 per <u>single</u> document listed** is currently levied where "hard copy" is requested for UK delivery. Where requests are made for overseas delivery of such material **outside the UK** then a charge of **£8** will be made for each single document unless **free of charge** is shown for that particular section.

Exemptions to Charges

Exemptions apply to all **current** students, staff and Corporation Board Members at South Nottingham College. Current implies that the date of the application on the letter, postage-franking machine, or e-mail date, must coincide with the student's enrolment period, staff's dates of employment, corporation members' dates of office etc. If they fall outside this period then a cheque must accompany the application and full charges will apply.

Current students must quote their student number, along with their mailing address details, and clearly state the information they require using the numbering system against each Section. Documents for staff will be circulated by e-mail. Corporation members must provide their mailing address details.

What about Information Not Covered By The Publication Scheme?

From 1st January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by a public authority that they have not already made available through their publication scheme. Requests will have to be made in writing, and in general, public authorities will have 20 working days to respond. We may charge a fee, which will have to be calculated according to the Fee Regulations. We will not be required to release information to which an n exemption in the Act legitimately applies.

Exemptions

Part II of the Act includes 23 separate exemptions. The most relevant in a College context are:

- Information Accessible To Applicant By Other Means (S21)
- Information Intended For Future Publication (S22)
- Law Enforcement (S31)
- Health & Safety (S38)
- Personal Information (S40)
- Information Provided in Confidence (S41)
- Legal Professional Privilege (S42)

Absolute Exemptions

- Personal Data in Limited Circumstances
- Information Reasonably Accessible to the Public by Other Means
- Confidentiality
- Disclosure Prohibited by statute or Court Order
- Information Belonging to a Third Party and a College is Holding It for a Third Party

Availability of Data and Response Time

1   The College will make available only the data listed below in Part b of the Publication Scheme, from 1st July 2004

2   The College will respond within 20 working days of receipt of a request to supply information within the College Publication Scheme. The response time is dated from the date of receipt at the College. Where a cost is incurred we will respond on receipt of payment, and again within 20 days of the cheque arriving at the College. (Please be aware the college does not receive post on Saturdays, Bank Holidays or other times of closure e.g. 10 consecutive days at Christmas.)

Copyright

Reproducing material supplied under this Publication Scheme without the express permission of South Nottingham College will be considered an infringement of copyright. Request for permission should be made in writing to:

Copyright Co-ordinator
South Nottingham College
Greythorn Drive
West Bridgford
Nottingham
NG2 7GA   Or by e-mail to: wilsonp@snc.ac.uk

Feedback

It is important that this Publication Scheme meets your needs. We welcome suggestions for additional classes of information that should be included. We also welcome suggestions as to how the publications themselves might be improved. Any questions, comments or complaints about this scheme should be sent to:

The Director of Information Services
South Nottingham College
Greythorn Drive

West Bridgford
Nottingham
NG2 7GA

If we are unable to resolve any complaint, you can complain to the Information
Commissioner, the independent body that oversees the Freedom of Information Act.
The Information Commissioner may be contacted at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Part B – Publication Scheme - South Nottingham College

This draft publication scheme lists information, which is available from the College. The scheme is split into eight main sections, each with a number of classes. The main sections are:

1   Governance
2   Financial Resources
3   Human Resources
4   Physical Resources
5   Student Administrations and Support
6   Information services
7   Teaching and Learning
8   External Relations

General Information

Currency of Documentation issued

Unless otherwise stated information below relates to "current" documentation, or where in the case of Minutes of Meetings the last Agreed/Approved Minutes prior to the request being made. "Current" means that currently in operation and circulation within the College.

However, where requesting certain types of information such as prospectuses for the following session, then they will be supplied as soon as published. The College therefore reserves the right not to respond within the time frame if the documentation is not ready for publication.

Single Copies of Documentation

The College will only supply single copies of documentation requested.

Minutes of Meetings

Where Minutes of Meetings are requested the College will only publish non-reserved information – that is Part 1 Agenda Items.

1.   Governance

Introduction

This section covers information relating to the way the institution is governed and how decisions are made. It includes information on the legal status of the institution, which individual member of staff or group within the organisation is responsible for specific functions, and where they fit in the overall structure of the organisation. General information on Governance can be found on the College website.
www.snc.ac.uk/college/governors/governance.htm

1.1	LEGAL FRAMEWORK

1.1.1	Legal status of the College	
Notes	Available from HMSO website www.legislation.hmso.gov.uk/acts.htm Charges may be applied by HMSO	Legal Status The College is conferred by the Further and Higher Education Act of 1992. The Act is available on the HMSO website Charitable Status The college is an exempt charity under the powers conferred by the Further and Higher Education Act 1992

1.1.2	Legal framework of the Corporation		
Notes	Paper copy available	Instrument and Articles of Government (April 2001) detail the composition and framework of the Governing Body and outline the legal responsibilities of the Corporation and Principal.	£

1.2	HOW THE INSTITUTION IS ORGANISED

1.2.1	Organisational Structure Charts		
Notes	Paper copy available	Provides an overview of the different academic and support sections of the College, along with interrelationships and line management structures	£

1.2.2	Description of work/responsibilities of units		
Notes	Paper copy available	The responsibilities of units within the college organisation and management structure.	£

1.3	INFORMATION ON THE INSTITUTIONAL CONTEXT

1.3.1	College Mission Statement	
Notes	Available via College website	www.snc.ac.uk/college/Aboutus.htm

1.3.2	College Strategic Plan	
Notes	Available via College website	www.snc.ac.uk/college/aboutus.htm

1.3.3	Corporation Quality Assurance		
Notes	Paper copy available	College policies and procedures can be found detailed in the following information classes 7.3.1, 7.3.2, 7.3.3	£

1.4	MANAGEMENT STRUCTURE

1.4.1	Corporation Standing Orders	
Notes	Available via College website	This outlines the operation of the Board and all its Committees in the formal structure. www.snc.ac.uk/governors/governance.htm

1.4.2	Membership of the Governing Body	
Notes	Available via College website	A list of members and their category of membership www.snc.ac.uk/governors.members.htm

1.4.3	Code of Conduct for members of the Governing Body	
Notes	Available via College website	A guide, to indicate the standards of conduct and accountability which are expected of Corporation Members www.snc.ac.uk/govenors/governance.htm

1.4.4	Governing Body Structure	
Notes	Available via College website	www.snc.ac.uk/governors/structure.htm

1.4.5	Committee Terms of Reference		
Notes	Available via College website	The 5 Corporation Committees have specific terms of reference agreed by the Corporation. These can be found annexed to the Corporation Standing Orders (1.4.1 above) www.snc.ac.uk/governors/governance.htm	

1.4.6	Committee Membership		
Notes	Paper copy available	Annual committee membership	£

2   Financial Resources

Introduction

This section covers information on the institution's strategy and management of financial resources. The Finance Department provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may damage the institution's commercial interests will be excluded from publication.

2.1	FINANCE		

2.1.1	Insurance		
Notes	Paper copy available	Insurance arrangements and cover as renewed annually July 31st	£

2.1.2	Pensions		
Notes	Paper copy available	Financial information within Annual Financial Statements published annually January 31st Information on pensions schemes available from the College	£

2.1.3	Remuneration		
Notes	Paper copy available	Information within Annual Financial Statements as submitted to the Learning Skills Council, published annually January 31st	£

2.1.4	Travel and Subsistence		
Notes	Paper copy available	Travel and expenses policy and forms available	£

2.2	RESOURCE PLANNING		

2.2.1	Financial Statements		
Notes	Paper copy available	Annual Financial Statements as submitted to the Learning Skills Council published annually January 31st	£

2.2.2	Financial Regulations		
Notes	Paper copy available	College Financial Regulations cover all aspects of Financial policies, and are updated annually	£

2.2.3	Procedures		
Notes	Paper copy available	Procedures for all aspects of financial activities are documented, or will be documented by October 2004.	**£**
2.2.4	Resource Planning and Curriculum Modelling		
Notes	Paper copy available	Procedures for resource planning available, and process for converting into College budget. Individual business plans and budgets are classed as business sensitive information and so are not publicly available.	**£**

2.2.5	Finance Strategy		
Notes	Paper copy available	Strategy covering the College's financial strategy updated annually	**£**

3   Human Resources

Introduction

This section refers to information in respect of the College's strategy and management of Human Resources, and not to employees, which is exempt from disclosure as personal information. The information covers Human Resources Policies and Procedures (including terms and conditions of service as specified in each class). The College's Human Resources Committee has agreed a programme of work to review all Policies and Procedures to ensure compliance with Legislation, Codes of Practice and Best Practice.   Policies and Procedures under review are indicated by an *.

3.1	EMPLOYMENT AND EMPLOYEE RELATIONS		

3.1.1	HR Policies and Procedures		
Notes	Paper copy available	HR Policy Statement Contracts of Employment (conditions of service) • Management • Academic • Support Salary Scales • Management • Academic • Support Disciplinary Procedure* Grievance Procedure* Capability Procedure* Harassment, Discrimination and Bullying Procedure* Procedure for Maternity Leave Procedure for Paternity Leave Procedural Arrangements for Flexible Working Procedural Arrangements for Adoption Leave Parental Leave Procedures* Recruitment and Selection Procedures * Whistle blowing* Managing Staffing Variations Staff Code of Conduct* Absence Management*	£

3.1.2	Health and Safety Policies and Procedures		
Notes	Paper copy available	Health and Safety Strategy (draft) General Policy on Health and Safety Health and Safety Arrangements and Procedures Evacuation Procedures First Aid Procedures	£

		Accident Reporting Procedures No Smoking Policy	
3.1.2	Job vacancies		
Notes	Paper copy available Available on College website	Contact the Personnel Department for hard copy information or visit the web site at: http://www.snc.ac.uk/opportunities/opportunities.htm	

3.2	EQUAL OPPORTUNITIES/DIVERSITY

3.2.1	Equal Opportunities/Diversity		
Notes	Paper copy available	Equality and Diversity Policy Statement Race Equality Statement	£

3.3	HUMAN RESOURCES STRATEGY OPTIONAL

3.3.1	Human Resources Strategy		
Notes	Paper copy available	Human Resources Strategy	£

3.4	STAFF DEVELOPMENT

3.4.1	Policies and procedures		
Notes	Paper copy available	Staff Induction and Probation* CPD* Employee Appraisal Scheme (draft) Investors in People Report (2002)	£

4   Physical Resources

Introduction

Institutions are often substantial land and property owners in their own right. Classes in this section cover information at a strategic level relating to the institution's management of its physical resources. Information that provides specific details of the institution's future plan to alter its estate (e.g. proposals to purchase additional property) may be exempt from disclosure where such disclosure would damage the institution's commercial interests.

4.1	ESTATES		

4.1.1	Maps, Directions and Locations		
Notes	Website	All available through website address www.south-nottingham.ac.uk	£

4.1.2	Main Site Plans		
Notes	Paper copy available	More detailed site maps are available for West Bridgford and Charnwood sites	£

4.1.3	Maintenance Schedules		
Notes	Paper copy available	Details of planned maintenance and future projected maintenance	£

4.1.4	Estates Strategy		
Notes	Paper copy available	Strategy outlining accommodation strategy and maintenance strategy. Details which would damage the College's commercial activities will be omitted.	£

5. Student Administration and Support

This section contains on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

5.1	INFORMATION ON STUDENT ADMISSION, PROGRESSION AND COMPLETION		

5.1.1	Student Qualifications on Entry		
Notes	Paper copy available	Entry Criteria are published in the Prospectus	£

5.1.2	The range of student entrants classified by age, gender, ethnicity, socio-economic background as returned to the LSC		
Notes	Paper copy available		£

5.1.3	Student Progression, retention and completion data		
Notes	Paper copy available	This documentation exists at a generic not specific course level by percentage	£

5.1.4	Data on Qualifications awarded to students		
Notes	Paper copy available	This documentation exists at a generic not specific course level by percentage	£

5.1.5	Data on Employment/training outcomes for students		
Notes	Paper copy available	This documentation exists at a generic not specific course level	£

5.2	STUDENT ACCOMMODATION		

5.2.1	Accommodation Services		
Notes	Paper copy available Available on website	Accommodation services are outlined in the Prospectus and in student Guides www.snc.ac.uk	£

5.3	STUDENT ADMINISTRATION		

5.3.1	Data Services Policy		
Notes	Paper copy available	Data Services Policy explains	£

5.3.2	Exams Procedures		
Notes	Paper copy available		£

5.4	STUDENT ADMISSION AND ENROLMENT		

5.4.1	Admissions Policy		
Notes	Paper copy available	Admissions Policy	£

5.5	STUDENT DISCIPLINE		

5.5.1	Student Discipline Procedures		
Notes	Paper copy available	Student Referral and Disciplinary Procedure	£
	Paper copy available	Attendance & Punctuality Procedures	£

5.5.2	Internal Student Complaints Procedures		
Notes	Paper copy available	College Complaints Procedures	£

5.6	STUDENT SUPPORT LEARNING SERVICES		

5.6.1	College Policies		
Notes	Paper copy available	The following College Policies regarding Student Support are available:	
		• Student Support Policy	£
		• Equality & Diversity Policy	£
		• Disability Statement	£
		• Basic Skills Policy	£
		• College Fund and Access Bursary Policy	£
		• Careers Education and Guidance Policy	£
		• College Charter	£

5.7	STUDENT LIAISON

5.7.1	Student Liaison		
Notes	Paper copy available	Student Council Agendas and Minutes	£
	Paper copy available	Student Union Agenda and Minutes	£

5.8	STUDENT POLICIES

5.8.1	Student Policies		
Notes	Paper copy available	The following Student Policies are available: • Substance Misuse Procedures • Child Protection Policy • Out of College Activities Policy	£ £ £

5.9	STUDENT WELFARE

5.9.1	Student Policies Careers Services		
Notes	Paper copy available	Careers Education and Guidance Policy	£

5.9.2	Student Handbook		
Notes	Paper copy available	Information re: • Finance/Welfare Services • Additional Support • Counselling Services • Accommodation • Youth Work	£

5.9.3	Fees Remittance		
Notes	Paper copy available	Fees Policy	£

5.10	STUDENT ASSOCIATIONS AND ACTIVITIES		

5.10.1	Student Union		
Notes	Paper copy available	Student Union Constitution List of Elected Officers Agenda & Minutes	£

6. Information Services

This section covers those functions within the College that provide access to information to the student body and both academic and administrative staff. These include learning resource centres, IT services and information services. Information services inevitably hold large quantities of personal data that are exempt from general disclosure.

6.1	AVAILABILITYAND CONDITIONS OF USE OF FACILITIES		

6.1.1	Policies prescribing access and acceptable use for library and IT systems		
Notes	Paper copy available and Web	- JANET Acceptable Use Policy http:/www.ja.net/documents/use.html - Staff e-mail Policy - Staff/Student Internet access policy - Access to corporate systems - Software Management policies and Procedures - Staff/Student Code of Conduct IT	£

6.2	MISSION STATEMENTS AND RELATED DOCUMENTS		

6.2.1	Information Services Strategy Documents		
Notes	Paper copy available	- IS Strategy - IT Strategy and Action Plan - E-learning Strategy	£

6.3	POLICIES WITH REGARD TO DATA AND INFORMATION		

6.3.1	Information handling and security policies		
Notes	Paper copy available	- Data Protection Policy - E-mail, Mail, Internet and Telephone Policy - Exams Offices Procedures - Data Services Policies and Procedures - IT Systems Security Strategy - Access to Corporate Systems Policy	£

6.4	PROCUREMENT AND DISPOSAL POLICIES		

6.4.1	Procurement and disposals of equipment		
Notes	Paper copy available	Held within Financial Regulations 2.2	

6.5	SCOPE OF COLLECTIONS HELD		

6.5.1	Guides to Collections		
Notes	Electronic	Library Collections are accessible on site via the Heritage OPAC	

7. Teaching and Learning

This section contains information regarding the management of teaching and learning within the institution including mechanisms for reviewing and ensuring the quality of teaching provided.

7.1	ACADEMIC YEAR DATES		

7.1.1	Academic Year Dates		
Notes	Paper copy available, Web	Full Time student Prospectus Part Time Student Prospectus HE Prospectus Leaflet on Open Days for the current academic year Academic Year Dates for at least 1 year in advance of the current year. (These are subject to change without notice, and correct at time of publication). Most items are available on the college website at http://www.snc.ac.uk	**F o C**

7.2	FURTHER COURSE INFORMATION		

7.2.1	Course information		
Notes	Paper copy available – obtained through current Prospectus, web based	Overview or introduction to courses and qualifications on entry. Most items are available on the college website at http://www.snc.ac.uk	**F O C**

7.3	INFORMATION ON INTERNAL PROCEDURES		

7.3.1	Information on Internal quality Procedures for assuring academic quality and standards		
Notes	Paper copy available	Quality Handbook – overall document containing items listed below • Quality Policy • Quality Strategy • Equality & Diversity Policy • Health and Safety Policy • Assessment strategies	**£**

| | | processes and procedures
• Latest Published summary of Cross College Student Perception of Course
• Data
• A range of leaflets detailing PRC Library Services and Conditions of Use
• College Charter
• Complaints/Commendations procedure
• Planning Cycle | |

7.3.2	Internal quality programmes and review mechanisms – systems and Procedures only		
Notes	Paper copy available	Curriculum Quality • Annual Course Review and Evaluation • Course Approvals • Course Files and Records • Course Monitoring and Mgmt Cycle • Induction Arrangements • Internal Verification • Lesson Observation profile • Student Attendance Reporting • Student Handbook • Student Perception of Course • Student Guidance and Support	£

7.3.3	Internal quality programmes and review mechanisms – systems and Procedures only		
Notes	By personal appointment	Self Assessment Report including college benchmark data. Please write to the Director of Quality if you wish to make an appointment (address on Page 2) This material can be accessed by appointment only and you will need to state the programme you are seeking such Benchmark data for – in your application.	

7.3.4	Internal quality programmes and review mechanisms – systems and Procedures only		
Notes	Web	Higher Education Quality Assurance Published Reviews relating to Programmes at SNC available at http://www.qaa.ac.uk/revreps/reviewreports.htm	

| | | FE College OFSTED Report available from http://www.ofsted.gov.uk/reports/ Published August 2004 from Inspection from 19 –23 April 2004. | |

| 7.4 | STAFFING STRUCTURE OF PROGRAMME AREAS |

7.4.1	Staffing Structure of College		
Notes	Paper copy available	Organisational structure – whole college and by Directorate/programme area. Staff email and telephone contact details in College Job Titles of academic staff and support staff	£

| 7.5 | STUDENT ASSESSMENT STRATEGY |

7.5.1	Student Assessment		
Notes	Paper copy available	Exam timetable. By personal inspection only. Please apply in writing in the same way as all other applications However, additionally provide a phone number where you may be contacted, so the Manager responsible for this area may phone you to arrange a mutually convenient time to visit the College.	£

7.5.2	Student Assessment		
Notes	Paper copy available	Exam Appeals Procedure	£
Notes	Paper copy available	Awarding Body Addresses and contact information	£

| 7.6 | TUITION FEES |

7.6.1	Fees and Charges Policy		
Notes	Available by written request to Director of Finance.	Fees and Charges Policy	£

8. External Relations

This section covers information relating to the College's relationship with its external environmental. These include the formal reports the institution is required to provide to its funding bodies, arrangements with other institutions, how it manages its relationship with the local community and how it retains contact with its former staff and students.

8.1	Community Liaison OPTIONAL

8.2	Fundraising OPTIONAL

8.3	Government & Regulator Relations

8.3.1	Development Plan		
Notes	Paper copy available	College 3 Year Development Plan 2004 – 2007	£

8.3.2	Self Assessment		
Notes	Paper copy available	College Self Assessment Report	£

8.3.3	Success Through Learning		
Notes	Available via College website	Success Through Learning – Strategic Plan 2004 – 2007 www.snc.ac.uk/	

8.3.4	QAA Reports for HE Provision		
Notes	Available via QAA website	QAA reports for Higher Education Reviews may be obtained from the QAA website below: http://www.qaa.ac.uk/	

8.3.5	OFSTED Inspection Reports		
Notes	Available via OFSTED website	They may be obtained from the OFSTED website below: http://www.ofsted.gov.uk/	

8.4	Marketing and Recruitment

8.4.1	College Prospectus and other guides		
Notes	Paper copy available and web	• Full-time Student FE Guide • A-Z Guide to Part-time Courses • Higher Education Course Guide • A-Z Guide to Part-time Courses – Christmas Supplement • Summer School Guide	F O C

| | | • Individual Course Booklets/Guides
Most of these items are available through the College website below:
http://www.snc.ac.uk/ | |

8.5	Public Relations

8.5.1	Press Releases & Publicity File		£
Notes	Paper copy available & Web	Marketing Noticeboard (located in West Bridgford Centre Reception) All of the College's press releases are available through the College website below: http://www.snc.ac.uk/news/news.htm	