



GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Fife College has adopted the [Model Publication Scheme](#) produced by the Scottish Information Commissioner.

You can see this scheme on our website at [Policies & Key Documents](#) or by contacting us at the address below:

Freedom of Information Officer
Fife College
Pittsburgh Road
Dunfermline
Fife KY11 8DY
Email: foi@fife.ac.uk

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. 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).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document 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 redact the information before publication but we will explain why.

Copyright

Where Fife College holds the copyright in their 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 Fife College does not hold the copyright in information we publish, we will make this clear.

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, eg 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
A3	20p
A4	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A3	50p
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, pro rata, 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 any commercial publications that we may have (see Class 8 below). These items are offered for sale through our website or as part of commercial training courses and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Fife College
Pittsburgh Road
Dunfermline
Fife KY11 8DY

Telephone: 0344 248 0115
Email: foi@fife.ac.uk

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

Duration

Where a document has been updated, we only publish the most recent version. Where we publish documents annually, we will normally publish the documents relevant to the current academic year and two previous years.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

- **Class 1: About the authority**
Information about Fife College, who we are where to find us, how to contact us, how we are managed and our external relations
- **Class 2: How we deliver our functions and services**
Information about our work, our strategies and policies for delivering our functions and services and information for our service users
- **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 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 5: How we manage our human, physical and information resources**
Information about how we manage our human, physical and information resources
- **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 7: How we are performing**

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

- **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, eg bookshop, museum or research journal
- **Class 9: Our open data**
The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence

Last Update: This Scheme was last updated on 2 January 2024.

CLASS 1: ABOUT FIFE COLLEGE
<p>Class description: Information about Fife College, who we are, where to find us, how to contact us, how we are managed and our external relations</p>
<p>About Us</p> <p>General Information</p> <p>Fife College, a body incorporated under the Further and Higher Education (Scotland) Act 1992 (as amended), and Scottish Charity Office No (SCO21203), registered office address Pittsburgh Road, Dunfermline, Fife KY11 8DY.</p> <p>The College is led by its Principal and Chief Executive and Executive Team. For details on our Executive Team, please see our website.</p> <p>How to Request Information from us</p> <p>You can contact our Customer Services Team on 0344 248 0115 or info@fife.ac.uk with any general enquiries. There is an online form on our website which can be found at Contact us.</p> <p>To make a Request for Information under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, you should contact us at foi@fife.ac.uk. Further details are available on our website.</p> <p>To exercise your rights under the Data Protection Act 2018, you could contact us at dpo@fife.ac.uk. Further details are available on our website.</p> <p>How Fife College is run</p> <p>Fife College has a Board of Governors. The Regional Chair is appointed by Scottish Ministers, and non-executive members are appointed by the College Board. Staff, Student and Trade Union members are appointed by elections. Details of who is on our Board are available on our website.</p> <p>The Board has a number of governance documents in place to ensure that it operates effectively and in accordance with legislation and guidance issued by Scottish Ministers.</p>

- [Standing Orders](#)
- [Scheme of Delegation](#)
- [Code of Conduct](#)
- [Election Regulations: Staff Board Members](#)
- [Election Regulations: Trade Union Board Members](#)

As required by the [Code of Good Governance for Scotland's Colleges](#), the Board must undertake an External Effectiveness Review at least every 5 years. The latest report is available on our [website](#). The Board also produces a Development Plan which is updated annually, and is available on our [website](#)

Register of Interests are regularly updated and published:

- [Board members](#)
- [Senior Staff](#)

Corporate Planning

Our Corporate Strategy 2024-29 can be found on our [website](#)

External relations

The College is accountable to the Scottish Government through the Scottish Funding Council. Each year a Regional Outcome Agreement is mutually agreed and is approved by the Board of Governors and thereafter submitted to and published by the Scottish Funding Council.

Our external auditors are appointed by Audit Scotland and are currently Mazars. Our internal auditors are appointed by Fife College's Audit and Risk Committee and are currently Wylie & Bisset.

Fife College has a number of wholly owned dormant companies. Their publication schemes are available on our [website](#).

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

Functions

Scotland's colleges offer academic and vocational courses to develop people's skills and knowledge for work, continued study or general interest.

Our Services

- [Academic and vocational courses](#)
- [Commercial courses](#)
- [School College Partnership Courses](#)

- [Adam Smith Scholarships](#)
- [Student Support Services](#)
- [Fife College Students' Association](#)
- [Facilities](#)
- [Alumni](#)
- [Care Experienced Students](#)
- [Corporate Parenting](#)
- [Corporate Covenant](#)

You can apply for our courses using our online [application form](#).

Our term dates area available on our [website](#).

Our opening hours are available on our [website](#).

Student Charter

Our Student Charter will set out what students can expect from us. We plan to have this available over the coming year.

How to make a complaint

If you wish to make a complaint, you can do so using our complaints procedure. Details are on our [website](#).

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others.

The Board and each of its Committees normally meet 3 or 4 times a year. Dates of meetings are available on our [website](#). Board and Committee agendas, papers and minutes are also made available on our [website](#). Our Board and Committee papers for the current academic year and the two previous academic years are available. Should you wish access to earlier papers, you should contact foi@fife.ac.uk.

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

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.

Our **Annual Accounts** for the last 3 years are available on our [website](#). Should you wish to see Annual Accounts for earlier years, you should contact foi@fife.ac.uk.

Expenses claimed by Board members are regularly updated and published on our [website](#).

CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of Fife College.

Human Resources

Information about working at Fife College and our current vacancies is available on our [website](#). We have a range of policies and procedures to support our staff. Should you wish access to any of these, you should contact foi@fife.ac.uk.

Fife College is a member of [College Employers Scotland](#) and is subject to national bargaining arrangements.

We recognise three Trade Unions – [the EIS](#), <https://www.unison.org.uk> and [Unite](#).

Physical Resources

We have five main campuses at Dunfermline, Kirkcaldy, Glenrothes, Rosyth and Levenmouth. For details of our campuses see our [website](#).

We have a range of documents to support climate change and our ambitions for sustainability:

- [Net Zero Plan](#)
- [Climate Change Strategy](#)

Information Resources

- [Privacy notices](#) (how we handle your personal data)
- [Document Retention Policy and Procedure](#)

CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**Class description:**

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

Procurement Information

- [Modern Slavery Statement](#)
- [Procurement Annual Report](#)
- [Link to Contracts Register](#) (APUC)

CLASS 7: HOW WE ARE PERFORMING**Class description:**

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

- [Our Quality and Performance Indicators](#)
- [Equality Mainstreaming Report](#)
- [National Equality Outcomes](#)

CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

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.

We do not hold or publish any information under this class.

CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence.

We do not hold or publish any information under this class.