

LIPA

Liverpool Institute for Performing Arts

Publication Scheme

First Edition

Version: LPS 1.3

Contents

Part A Introduction

1. Liverpool Institute for Performing Arts
2. Legal requirement for a publication scheme
3. What is a publication scheme?
4. The Model Publication Scheme for higher education
5. Accessing information covered by the publication scheme
6. What about information not covered by the publication scheme?
7. Feedback
8. Further information

Part B Groups and classes of information

1. Governance
2. Financial resources
3. Human resources
4. Physical resources
5. Student administration and support
6. Information services
7. Teaching and learning
8. Research and development
9. External relations

Part A Introduction

1. Liverpool Institute for Performing Arts

1.1 How LIPA came to be - a potted history

2. Legal requirement for a publication scheme

2.1 Adopting a publication scheme is a requirement of Section 19 of the Freedom of Information Act 2000. The Act promotes greater openness by public authorities (i.e. government and other public sector organisations, including universities and further education colleges).

2.2 'Public Authorities' are defined in the Act and include universities, further education colleges and sixth form colleges.

2.3 Companies that are 'wholly owned' by the Public Authority must be included in the Publication Scheme for that Authority.

3. What is a publication scheme?

3.1 The publication scheme is a complete guide to the information routinely published by LIPA, either now or in the future. It is not a list of individual items, because this will change as new material is published or existing material revised. It is, however, a description of the "classes" or types of information published.

4. The 'model' publication scheme for higher education

4.1 LIPA has adopted the 'model' publication scheme developed for the Higher and Further Education sector and is therefore committed to publishing the information it describes. This model is designed for universities, further education colleges and sixth form colleges across England, Wales and Northern Ireland.

5. Accessing information covered by the publication scheme

5.1 The classes of information we publish are described in Part B of the scheme.

5.2 Within each class we have indicated the manner in which the information described will be available – its format and location. We have also indicated whether charges apply to material in each class. Publications cited as being available on the LIPA website are free to access in that format. In general, the supply of printed versions of the website pages or the hard copy version of the publication itself will incur charges, unless otherwise indicated.

- 5.3 Alternative formats (audio, Braille) may be arranged by request, but a minimum charge of £10 will be levied to cover production and postage charges. This charge will be payable in advance.
- 5.4 Most publications listed in this publication scheme are copyright of LIPA and reproduction of material supplied through the publication scheme or in response to a request for information without LIPA's express permission of LIPA (or copyright holder) may be an infringement of copyright. Requests for permission to reproduce such material should be addressed to:

The Freedom of Information Officer
Liverpool Institute for Performing Arts
Mount Street
Liverpool
L1 9HF
Email foi@lipa.ac.uk

6. Information not covered by the publication scheme

- 6.1 From 1 January 2005 you will have the right, under the Freedom of Information Act 2000, to request any information held by LIPA, which it has not already made available through its publication scheme.
- 6.2 Requests will have to be made in writing and, in general, LIPA will have 20 working days to respond. LIPA may charge a fee, which will have to be calculated according to fees regulations. LIPA will not be required to release information to which an exemption in the Act legitimately applies. However, LIPA will be required to explain to you why it is not releasing information and it may have to justify this to the Information Commissioner.

7. Feedback

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

The Freedom of Information Officer
Liverpool Institute for Performing Arts
Mount Street
Liverpool
L1 9HF
Email foi@lipa.ac.uk

- 7.2 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:

Information Commissioner
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:

<http://www.informationcommissioner.gov.uk>

- 8.2 Please note that Scotland has its own Freedom of Information Act and Information Commissioner. For more information, please see the Scottish Executive's website at:

<http://www.scotland.gov.uk/government/foi>

Part B Groups and Classes of Information

1. Main Groups of Classes

These nine main groups (and the classes within them) are based on those appearing in the Model Publication Scheme for Higher Education. They are in logical order and no one single section has a higher status than another does. The main groups of classes of information in this publication scheme are:

1. Governance;
2. Financial resources;
3. Human resources;
4. Physical resources;
5. Student administration and support;
6. Information services;
7. Teaching and learning;
8. Research and development;
9. External relations.

2. Charges

- 2.1 Publications are free if provided electronically. Paper versions will be charged for to cover production. This will normally be according to the size of the document and the number of pages plus postage. The minimum charge will be £10.00, payable in advance.
- 2.2 Alternative formats (audio, Braille) may be arranged by request, but a minimum charge of £10 will be levied to cover production and postage charges. This charge will be payable in advance.
- 2.3 All requests for information not accessible through the website should be directed to:

The Freedom of Information Officer
Liverpool Institute for Performing Arts
Mount Street
Liverpool
L1 9HF

Tel: 0151 330 3000
Fax: 0151 330 3131
Email: foi@lipa.ac.uk

1. Governance

Introduction

This section covers information relating to the way LIPA is governed and how decisions are made. It includes information on the legal status of LIPA, which individual member of staff or group within LIPA is responsible for specific functions and where they fit in the overall structure of LIPA. Exemptions will be claimed for those publications containing personal information or referring to matters of commercial interest, or falling within other exempt areas.

1.1 Legal framework

| | Class | Description | Documents | Manner |
|-----|-----------------|---|---|--|
| 1.1 | Legal framework | Documents relating to LIPA's standing from the point of view of the law | <p>Examples of the types of information in this class include:</p> <p>Instruments and Articles of Governance</p> | Paper copy on application to FOI Officer |

Governance structure

| | Class | Description | Documents | Manner |
|-----|----------------------|--|---|--|
| 1.2 | Governance structure | Documents relating to the way in which the LIPA Council and its committees operate, together with minutes of meetings of the Council and its standing committees | <p>Examples of the types of information in this class include:</p> <ul style="list-style-type: none"> • Corporate Governance Statement • Annual Financial Statements • LIPA Council members • Standing Orders • Scheme of Delegation • Committee terms of reference and membership | Paper copy on application to FOI Officer |

| | | | | |
|--|--|--|--|--|
| | | | <ul style="list-style-type: none"> • Clerk's job description • Governing Body Code of Conduct • Governing Body minutes • Minutes of the following committees: Finance & Audit, Nominations | |
|--|--|--|--|--|

1.3 How LIPA is organised

| | Class | Description | Documents | Manner |
|-----|-----------------------|---|---|--------|
| 1.3 | How LIPA is organised | This class contains information relating to how LIPA's management structure is organised and where each unit fits in the overall structure of the institution | <p>Examples of the type of information in this class include:</p> <p>Organisational structure charts</p> | Paper |

1.4 Information on LIPA context

| | Class | Description | Documents | Manner |
|-----|--|--|---|--|
| 1.4 | Information on the institutional context | This class contains contextual information on LIPA and key institutional strategies. | <p>Examples of the types of information in this class include:</p> <p>Mission Statement</p> <p>Corporate Plan 2000-2005</p> <p>Corporate Planning Statement/Annual Monitoring Statement.</p> | <p>Electronic Paper</p> <p>Electronic Paper</p> <p>Paper</p> |

| | | | | |
|--|--|--|--------------------------------|------------------|
| | | | Learning and Teaching Strategy | Electronic Paper |
| | | | Human Resources Strategy | Paper |

1.5 Management structure

| | Class | Description | Documents | Manner |
|-----|----------------------|---|--|--------|
| 1.5 | Management structure | This class contains Information on LIPA's management and organisational structure and roles of its Directorate. | Examples of the types of information in this class include: | |
| | | | Summary of roles and responsibilities | Paper |
| | | | Details of executive committees, including their terms of reference and membership | Paper |
| | | | Minutes of meetings of executive committees | Paper |

2. Financial Resources

Introduction

This section covers information on LIPA's strategy and management of financial resources. The Finance Department provides accounting and procurement services, helping to make best use of resources and fulfilling statutory responsibilities.

Exemptions will be claimed for those publications referring to matters of commercial interest, or falling within other exempt areas.

2.1 Finance

| | Class | Description | Documents | Manner |
|-----|---------|--|--|--------|
| 2.1 | Finance | This class contains policies and procedures relating to: budgets and accounts, contracting, goods and services, pensions, salaries, expense rules and travel | Examples of the types of information in this class include: | |
| | | | Annual Budget | Paper |
| | | | Annual Accounts | Paper |
| | | | Institute policies and procedures relating to Inland Revenue | Paper |
| | | | Debt Recovery Policy | Paper |
| | | | Insurance | Paper |
| | | | Pensions | Paper |
| | | | Salary Scales | Paper |

2.2 Resource planning

| | Class | Description | Documents | Manner |
|-----|-------------------|--|--|--|
| 2.2 | Resource Planning | This class includes information that defines how LIPA undertakes its planning and resource allocation, how it regulates the deployment of resources and how it publishes the outcome | Examples of the types of information in this class typically include: Financial Regulations Annual Report Annual Budget Annual Accounts | Paper Paper Paper Paper |

3. Human Resources

Introduction

This section covers information on LIPA's strategy and management of human resources, rather than information relating to individual members of staff that is exempt from disclosure as personal information. The information available covers personnel policies and procedures (including terms and conditions of service including all current versions of the information specified in each class).

3.1 Employment and employee relations

| | Class | Description | Documents | Manner |
|-----|-----------------------------------|--|--|--------------------|
| 3.1 | Employment and employee relations | This class includes information on policies and procedures relating to employment and employee relations | Examples of the types of information in this class include: | |
| | | | Recruitment guidelines | Electronic |
| | | | Vacancies, application forms, employment terms and conditions, salary grades | Electronic |
| | | | Policies and procedures of LIPA's Staff Handbook | Electronic |
| | | | Discipline Policy | Electronic |
| | | | Capability Policy | Electronic |
| | | | Grievance Policy | Electronic |
| | | | Public Interest Disclosure Policy (Whistle blowing) | Electronic |
| | | | Current salary scales | Electronic & Paper |

| | | | | |
|--|--|--|--|------------|
| | | | Trade Union Recognition Procedures and Agreement | Electronic |
| | | | Terms of reference, agendas, and minutes of Joint Negotiating and Consultative Meeting | Electronic |
| | | | Health & Safety Policy | Electronic |
| | | | Terms of Reference, agendas, and minutes of Health & Safety Committee | Electronic |

3.2 Equal opportunities

| | Class | Description | Documents | Manner |
|-----|---------------------|---|---|--|
| 3.2 | Equal opportunities | This class consists of: Policies, statements, procedures, guidelines and action plans relating to the promotion and provision of Equality and Diversity within employment with respect to age, race/ethnic origin, gender, relation and belief, sexual orientation and disability | <p>Examples of the types of information in this class include:</p> <p>Equal Opportunities Policy</p> <p>Race Equality Policy and Action Plan</p> <p>Disability Action Plan</p> <p>Terms of Reference, agendas, and minutes of Equal Opportunities Committee</p> <p>Policy statement on the conduct of professional relationships between staff and with students</p> | <p></p> <p>Electronic</p> <p>Electronic</p> <p>To follow</p> <p>Electronic</p> <p>Electronic</p> |

3.3 Human resources strategy

| | Class | Description | Documents | Manner |
|--|-------|-------------|-----------|--------|
|--|-------|-------------|-----------|--------|

| | | | | |
|-----|--------------------------|---|---|------------|
| 3.3 | Human Resources Strategy | This class includes publications describing the general aims LIPA in respect of HR strategy, priority areas and plans for addressing them | Examples of the types of information in this class includes: | |
| | | | LIPA's current HR Strategy | Electronic |

3.4 Staff development

| | Class | Description | Documents | Manner |
|-----|-------------------|---|--|------------|
| 3.4 | Staff Development | This class includes information on staff development and training, including induction programmes, probation and appraisal, and publications relating to the Postgraduate Certificate in Learning and Teaching. Information in this class also includes publications relating to staff induction. | Examples of the types of information in this class include: | |
| | | | Induction | Electronic |
| | | | Induction Programme | Electronic |
| | | | Probationary Policy | Electronic |
| | | | Probation Forms | Electronic |
| | | | Appraisal Guidelines | Electronic |
| | | | Appraisal forms | Electronic |
| | | | Staff Development Policy | Electronic |
| | | | Management Development | Electronic |

4. Physical Resources

Introduction

The classes in this section cover information relating to LIPA's management of its physical resources and publications that describe resources and accommodation. Exemptions will be claimed for those publications referring to matters of commercial interest, or falling within other exempt areas.

4.1 Estate Management

| | Class | Description | Documents | Manner |
|-----|--------------|--|--|--------------------|
| 4.1 | Estates | This class contains information on LIPA's strategies and policies in relation to its physical resources. | Examples of the types of information in this class include: | |
| | | | CCTV Policy | Paper & Electronic |
| | | | Planned Preventative Maintenance Programme . | To follow |
| | | | LIPA facilities, location information, maps | Paper & Electronic |

5. Student Administration and Support

Introduction

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

5.1 Information on student admission, progression and completion

| | Class | Description | Documents | Manner |
|-----|--|--|--|--|
| 5.1 | Information on student admission, progression and completion | This class contains information on admissions policy and procedures, including entry qualifications and entry with advanced standing. See also http://www.ucas.ac.uk | Examples of the types of information in this class include: Admissions Charter Prospectus and course leaflets | Website Website |

| | | | | |
|--|--|--|--|--------------------------|
| | | Statistical data showing characteristics of the student body by age, gender, ethnicity, disability, geographical origin. | Student population profile by age, gender, ethnicity, socio-economic background, disability, geographical origin | Paper |
| | | Statistical data on progression, retention, completion of students. | Annual digest of results | Paper |
| | | Data on qualifications awarded to students. | Annual Digest of results | Paper |
| | | Data on employment and training outcomes | First Destination Returns Alumni newsletter | Paper Paper & Website |

5.2 Student accommodation

| | Class | Description | Documents | Manner |
|-----|-----------------------|--|--|--------|
| 5.2 | Student accommodation | This class includes publications describing the types of accommodation and services available to students. | Examples of the types of information in this class include: | |
| | | | Accommodation pack | Paper |

5.3 Student administration

| | Class | Description | Documents | Manner |
|--|-------|-------------|-----------|--------|
|--|-------|-------------|-----------|--------|

| | | | | |
|-----|------------------------|---|--|-------------------------|
| 5.3 | Student administration | This class includes information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself. | Examples of the types of information in this class include: | |
| | | | LIPA Blue Book | Paper |
| | | | Student Charter | Website |
| | | | Data Protection Policy | Paper & Electronic |

5.4 Student admissions and registration

| | Class | Description | Documents | Manner |
|-----|------------------------------------|--|--|---------------------------------|
| 5.4 | Student admission and registration | This class includes information relating to the admission and registration of new students | Examples of the types of information in this class include: | |
| | | | Prospectuses | Paper & Website |
| | | | Admissions Charter | Website |
| | | | Application forms | Paper & Website |
| | | | LIPA Green Book | Paper & Website |

5.5 Student discipline

| | Class | Description | Documents | Manner |
|-----|--------------------|--|--|---|
| 5.5 | Student discipline | This class includes information relating to student disciplinary offences, the conduct of disciplinary proceedings against students and the appeals processes. | <p>Examples of the types of information in this class include:</p> <p>LIPA Green Book</p> <p>LIPA Blue Book</p> | <p>Paper & Website</p> <p>Paper</p> |

5.6 Student learning support services

| | Class | Description | Documents | Manner |
|-----|---------------------------------------|--|--|---|
| 5.6 | Student learning and support services | This class includes information on student support services from a teaching and learning perspective, other than those covered under Information Services. | <p>Examples of the types of information in this class include:</p> <p>LIPA Green Book</p> <p>LIPA Blue Book</p> | <p>Paper & Website</p> <p>Paper</p> |
| | | | Student Charter | Website |
| | | | Disability Statement | Website |

5.7 Student liaison

| | Class | Description | Documents | Manner |
|-----|-----------------|--|--|---------------|
| 5.7 | Student liaison | This class includes information relating to the structure and functioning of | <p>Examples of the types of information in this class include:</p> <p>Student representation on LIPA committees</p> | <p>Paper</p> |

| | | | | |
|--|--|---|--|--------------------|
| | | programme committees and Staff/Student Consultative Committees or other liaison groups. | Role & Responsibilities of Student Course Representatives | Paper & electronic |
| | | | Minutes of Meetings Hard copy, on application to the FOI Officer. Exemptions will be claimed for those containing personal information or referring to matters of commercial interest, or falling within other exempt areas. | Paper |

5.8 Student policies

| | Class | Description | Documents | Manner |
|-----|------------------|--|--|---------------------------------|
| 5.8 | Student policies | This class includes all publications relating to student policies. Some publications in this class also appear in other classes in the Publication Scheme. | Examples of the types of information in this class include: | Paper & Electronic |
| | | | Prospectus | Paper & Website |
| | | | LIPA Green Book | Paper & Website |
| | | | LIPA Blue Book | Paper |

5.9 Student welfare

| | Class | Description | Documents | Manner |
|-----|-----------------|---|--|--------|
| 5.9 | Student Welfare | Publications in this class contain information relating to student welfare, e.g. welfare/advice services, | Examples of the types of information in this class include: | |

| | | | | |
|--|--|------------------|--------------------------|--------------------|
| | | careers services | LIPA Green Book | Paper & Website |
| | | | Prospectus | Paper & Website |
| | | | LJMU Student Services | LJMU Website |

5.10 Student associations and activities

| | Class | Description | Documents | Manner |
|------|-------------------------------------|---|--|-------------------------------|
| 5.10 | Student associations and activities | Publications in this class contain information relating to student welfare, e.g. welfare/advice services, Independent Student Board | Examples of the types of information in this class include: | |
| | | | LIPA Green Book | Paper & Website |
| | | | Prospectus ISB | Paper & Website Website |

6. Information Services

Introduction

This section covers those functions within LIPA that provide access to information to the student body and both teaching and administrative staff. These include learning services, computing services and related support services. Information Services inevitably holds large quantities of personal data. Therefore, exemptions will be claimed for those publications

LIPA PS v 1.3
Created on 10/8/2007 5:07:00 PM
Last Amended: 8 October 2007

containing personal information or referring to matters of commercial interest, or falling within other exempt areas.

6.1 Availability and conditions of use of facilities

| | Class | Description | Documents | Manner |
|-----|--|---|--|-------------------|
| 6.1 | Availability and conditions of use of facilities | This class includes publications describing the opening hours of learning and resource centre, computing clusters, helpdesks, and other services maintained by Information Services. It also covers publications relating to who can use the facilities, collections and archives, and the conditions of use of those facilities and associated services. | Examples of the types of information in this class include: | |
| | | | Information Services Guides Information on opening hours, contact details, services, resources and regulations. | Paper & Website |
| | | | Alumni Information Information for former students on joining the LRC and the resources and services they are entitled to use. | Paper, electronic |
| | | | LRC Regulations Regulations governing the use of the LRC by registered borrowers and visitors. | Paper, & Website |
| | | | Help Desks Information on contact points. | Website |
| | | | ICT Conditions of Use Information, codes of conduct and regulations relating to the use of all computer, electronic information and communication facilities. | Paper, electronic |
| | | | Code of Conduct for the Use of Software or Datasets | CHEST website |
| | | | Copyright Guidance notes for staff and students. | Electronic |
| | | | LIPA Email Policy | Paper, electronic |

6.2 Mission statements and related documents

| | Class | Description | Documents | Manner |
|--|--------------|--------------------|------------------|---------------|
|--|--------------|--------------------|------------------|---------------|

| | | | | |
|-----|--|---|--|-------------------|
| 6.2 | Mission statements and related documents | This class includes information regarding the aims of the department in context of its place in the organisation, a definition of the services provided and, where appropriate, service level agreements. | Examples of the types of information in this class include: | |
| | | | Learning Services Mission Statement | Paper, electronic |
| | | | Service Definition Statement | Paper, electronic |

6.3 Policies with regard to data information

| | Class | Description | Documents | Manner |
|-----|--|---|---|-------------------|
| 6.3 | Policies with regard to data information | This class includes publications related to data protection and how the LIPA complies with the law to ensure that information is collected and used fairly, stored safely and not disclosed to any other person unlawfully. | Examples of the type of information in this class include: | |
| | | | LIPA Data Protection Policy | Paper, electronic |

6.4 Procurement and disposal policies

| | Class | Description | Documents | Manner |
|-----|-----------------------------------|--|--|-------------------|
| 6.4 | Procurement and disposal policies | This class includes publications describing policies relating to the procurement, collection management, preservation and disposal of items. . | Examples of the types of information in this class include: Collection Management Policy | Paper, electronic |

6.5 Scope of collections held

| | Class | Description | Documents | Manner |
|--|-------|-------------|-----------|--------|
|--|-------|-------------|-----------|--------|

| | | | | |
|-----|---------------------------|--|--|-------------------------|
| 6.5 | Scope of collections held | This class includes publications describing the collections maintained by Learning Services, their scope and the availability of items in those collections. | Examples of the types of information in this class include: | |
| | | | Guides for LRC users describing the services and resources available. | Paper, electronic |
| | | | LRC catalogue. Access to information on the books, journals and multimedia resources held in the LRC. | Website |

7. Teaching and learning

Introduction

This section contains information regarding the management of teaching and learning within LIPA, including the mechanisms for reviewing and assuring the quality of teaching and academic standards and the quality of learning provided for students.

LIPA PS v 1.3

Created on 10/8/2007 5:07:00 PM

Last Amended: 8 October 2007

7.1 Academic year dates

| | Class | Description | Documents | Manner |
|-----|---------------------|---|--|-----------------|
| 7.1 | Academic year dates | This class contains information on dates for the current academic years and future academic years (as far as is known). | Examples of the type of information in this class include | |
| | | | LIPA Green Book | Paper & Website |
| | | | Term dates | Paper & Website |

7.2 External review information

| | Class | Description | Documents | Manner |
|-----|-----------------------------|--|--|--------------------|
| 7.2 | External review information | This class contains information on the LIPA's internal quality audit programmes and annual review. | Examples of the types of information in this class include: | |
| | | | LIPA Quality Assurance and Enhancement Procedures 2003 2004 | Paper & electronic |
| | | | The LIPA Blue Book: principles and procedures for higher education 2003 2004 | Paper |

7.3 Graduation information

| | Class | Description | Documents | Manner |
|--|--------------|--------------------|------------------|---------------|
|--|--------------|--------------------|------------------|---------------|

| | | | | |
|-----|-----------------------------------|--|--|-------|
| 7.3 | Graduation information (optional) | This class contains information on undergraduate and postgraduate award ceremonies | Examples of the types of information in this class include: | |
| | | | Graduation Pack | Paper |

7.4 Honorary degrees

| | Class | Description | Documents | Manner |
|-----|-----------------------------|----------------|-----------|--------|
| 7.4 | Honorary degrees (optional) | Not applicable | | |

7.5 LIPA's internal procedures for assuring academic quality and standards

| | Class | Description | Documents | Manner |
|-----|--|--|--|--------------------|
| 7.5 | Information on the institution's internal procedures for assuring academic quality and standards | <p>This class includes information relating to all levels in LIPA.</p> <p>Examples of the type of information in this class include relevant parts of the LIPA's regulations, including:</p> <ul style="list-style-type: none"> - Module and semester structures - Qualification aims - Programme approval, monitoring and review, programme specifications and course descriptions - Information on assessment procedures and outcomes - Information on student satisfaction | Examples of the types of information in this class include: | |
| | | | The LIPA Blue Book: principles and procedures for higher education 2003 2004 | Paper |
| | | | Periodic Programme Appraisal | Paper & electronic |
| | | | Institutional Review | Paper & electronic |
| | | | Reports of external reviews / inspections | Paper & electronic |
| | | | Annual Summary of External Examiner | Paper & electronic |
| | | | Student Satisfaction Survey | Paper & electronic |
| | | | Module Feedback | Paper |

7.6 Qualitative data on the quality and standards of learning and teaching

| | Class | Description | Documents | Manner |
|-----|--|--|--|--------------------|
| 7.6 | Qualitative data on the quality and standards of learning and teaching | This class contains information on the quality and standards of learning and teaching at LIPA. | Examples of the types of information in this class include: | |
| | | | Annual Course Review | Paper |
| | | | LIPA Learning & Teaching Strategy | Paper & electronic |

7.7 Staffing structure of departments

| | Class | Description | Documents | Manner |
|-----|-----------------------------------|---|--|---------------|
| 7.7 | Staffing structure of departments | This class contains information on staff roles within programmes, together with organisational charts | Examples of the types of information in this class include: | |
| | | | Contact details for each programme area. | Paper |
| | | | Job titles and purpose of academic and support staff | Paper |

7.8 Student assessment strategy

| | Class | Description | Documents | Manner |
|-----|-----------------------------|--|--|-----------------|
| 7.8 | Student assessment strategy | This class contains information on LIPA regulations, policy and procedures governing student assessment. | Examples of the types of information in this class include: | |
| | | | LIPA Green Book | Paper & Website |
| | | | The Blue Book | Paper |

7.9 Tuition fees

| | Class | Description | Documents | Manner |
|-----|--------------|---|---|--|
| 7.9 | Tuition fees | This class includes information relating to tuition fees for UK students, EU students and other international students. Information on when tuition fees will be payable and how to pay. Examples of the type of information in this class include: <ul style="list-style-type: none"> - Information for home/EU students - Information for international students - Information on other charges | <p>Examples of the types of information in this class include:</p> <p>Prospectus</p> | Paper & Website |
| | | | <p>Course leaflets</p> <p>Guide for international students</p> <p>Funding factsheets</p> | <p>Paper & Website</p> <p>Paper & Website</p> <p>Paper & Website</p> |

8. Research and development

There are no publications in this class.

9. External relations

Introduction

This section covers information relating to LIPA's relationship with its external environment. These include the formal reports LIPA 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.

Exemptions will be claimed for those publications containing personal information or referring to matters of commercial interest, or falling within other exempt areas.

9.1 Alumni

| | Class | Description | Documents | Manner |
|-----|--------|---|--|--------------------------------|
| 9.1 | Alumni | The information within this class details how this relationship between LIPA and its alumni is fostered and maintained. | Examples of the types of information in this class include: | |
| | | | Alumni Newsletter – 'See Me Now' | Paper, Website |
| | | | Alumni forum- 'Connected' | Website |

9.2 Community liaison (Optional)

There are no publications in this class.

9.3 Fund raising (optional)

There are no publications in this class.

9.4 Government and regulator relations

| | Class | Description | Documents | Manner |
|-----|------------------------------------|---|--|--------------------|
| 9.4 | Government and Regulator Relations | This class relates to the information that LIPA is legally obliged to make available to its funding and/or monitoring bodies. | Examples of the types of information in this class include: | |
| | | | Corporate Planning Statement/Annual Monitoring Statement 2003 | Paper & Electronic |

9.5 Marketing & recruitment

| | Class | Description | Documents | Manner |
|-----|-------------------------|---|---|-----------------|
| 9.5 | Marketing & Recruitment | This class includes publications relating to student recruitment (UK and International). Examples of the type of information in this class include applying to LIPA, entry requirements for UK and international applicants, and visiting LIPA. It covers also the services that the LIPA provides for schools, and careers advisers, | Examples of the types of information in this class include | |
| | | | Prospectus | Paper & Website |
| | | | UCAS Entry Profile http://wwwucas.com/instit/i/148.html | Website |
| | | | Admissions Charter | Website |
| | | | Student Charter | Website |
| | | | Guide for international students | Website |
| | | Open Days programme | Paper & Website | |

9.6 Public relations

| | Class | Description | Documents | Manner |
|-----|------------------|--|--|-----------------|
| 9.6 | Public Relations | This class contains information that is created specifically by LIPA to help publicize its facilities and activities. It includes general information about LIPA, e.g. its history, current press releases and events. | Examples of the types of information in this class include: | |
| | | | Press Releases | Website |
| | | | Student Charter | Website |
| | | | Prospectus, course leaflets | Paper & Website |
| | | | Seasons brochure | Paper & Website |
| | | | Open Days programme | Paper & Website |

