



## **Freedom of Information Publication Scheme**

Contact:  
The General Manager,  
Avon Vale Training Ltd,  
Avon Vale House,  
Cocklebury Road,  
Chippenham,  
Wiltshire, SN15 3QH.



## Freedom of Information Publication Scheme

### Contents

<b>INTRODUCTION.....</b>	<b>Page 3</b>
What is a publication Scheme?	
Obtaining Information Covered by the Scheme	
Fee	
Feedback/Complaints	
<b>PART 1 – Who we are and what we do .....</b>	<b>Page 4</b>
<b>PART 2 – What we spend and how we spend it .....</b>	<b>Page 7</b>
<b>PART 3 – What our priorities are and how we are doing .....</b>	<b>Page 9</b>
<b>PART 4 – How we make decisions .....</b>	<b>Page 11</b>
<b>PART 5 – Our policies and procedures .....</b>	<b>Page 12</b>
<b>PART 6 – Lists and registers.....</b>	<b>Page 14</b>
<b>PART 7 – The services we offer .....</b>	<b>Page 15</b>



## Freedom of Information Publication Scheme

### INTRODUCTION

#### 1 What is a Publication Scheme?

The Freedom of Information Act 2000 (“the Act”) requires all public authorities to adopt a publication scheme. This is a document, which describes the information the Company publishes or intends to publish. In this context, ‘publish’ means to make information available, routinely. The Publication Scheme is a guide to, rather than a list of, actual publications, because individual items will change as new material is created and existing material revised.

#### 2 Obtaining Information Covered by the Scheme

The Company will make available, upon request copies of information/publications listed in the scheme. Some of the information/publications are available on the Company website ([www.avonvale.co.uk](http://www.avonvale.co.uk)) and some are available as paper copies as indicated in the Publication Scheme. Requests for information covered by the Publication Scheme should be made in writing to The General Manager, Avon Vale Training Ltd, Avon Vale House, Cocklebury Road, Chippenham, Wiltshire, SN15 3QH E-Mail: [info@avonvale.co.uk](mailto:info@avonvale.co.uk)

#### 3 Fee

Items are marked as either ‘free’ or ‘charge’. The charge is £10 administration fee plus 3p per side of A4 for the document required. This is to cover the cost of administration and photocopying. Payment must be received before the document is sent out where a charge is required. Requests for information will be dealt with within a maximum of 20 days.

#### 4 Feedback/Complaints

Comments/queries regarding the Publication Scheme are welcome, and should be sent in writing to the:

The Company Secretary  
Avon Vale Training Ltd  
Avon Vale House  
Cocklebury Road  
Chippenham  
Wiltshire  
SN15 3QH

In the case of a complaint about the Scheme, the Company will respond quickly and sympathetically. If it is unable to resolve the complaint satisfactorily, the matter may be raised with the Information Commissioner, at the address below:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **PART 1 – Who we are and what we do**

### **Mission Statement**

To design and deliver vocational training programmes of outstanding quality to meet the needs of industry.

### **Avon Vale Training Ltd.**

Avon Vale Training was formed in 1969 with assistance from the EITB Engineering Industrial Training Board, the company took over Swindon Training Services around 1990 and Poole, Bournemouth and Wimbourne Group around 1994.

Avon Vale Training has for 40 years, developed a reputation for training excellence both to our member companies and the many other employers with whom we work. Although small and medium sized companies are at the heart of our service, we work also with household names such as Wessex Water, Mira Showers (Kohler Mira Ltd), Cooper-Avon Tyres, Twinings and many others, covering the local counties of Wiltshire, Dorset, Somerset and Gloucestershire.

Avon Vale Training Ltd became a subsidiary Company of Wiltshire College on 1st April 2002.

In 2002 AVT received 'Pathfinder' Centre of Vocational Excellence (CoVE) status, the only work-based training provider to achieve this status in the South of England. CoVE enables us, with government funding, to focus on employer's skills and requirements, boosting the quality of learning. We are also working more closely with schools and colleges to encourage young people to take up a career in engineering.

The range of services provided by the company include:

- Engineering and Manufacturing Apprenticeships
- NVQs for young people and adults:

- Business Improvement Techniques
- Electrical & Electronic Servicing
- Electrotechnical Services
- Engineering Maintenance & Installation
- Engineering Technical Support
- Fabrication & Welding Engineering
- Installation & Commissioning
- Management
- Materials Processing & Finishing
- Mechanical Manufacturing Engineering
- Metal Processing & Allied Operations
- Performing Engineering Operations
- Performing Manufacturing Operations

**PART 1 – Who we are and what we do**

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
1.1	Legal framework	<p>This class contains information relating to how the company was established and its standing from the point of view of the law.</p> <ul style="list-style-type: none"> <li>• Memorandum of Association</li> <li>• Articles of Association</li> <li>• Memorandum of Understanding</li> </ul>	<p>Printed Printed Printed</p>	<p>Charge Charge Charge</p>
1.2	How the company is organised	<p>Information about the management structure of the company, including a description of the organisational structure together with a description of the work of each unit and the names and responsibilities of key personnel.</p> <ul style="list-style-type: none"> <li>• Organisational structure charts</li> <li>• Description of Board of Directors. In many cases it will be appropriate to list the names of people who are members of the above, as they are matters of public interest</li> <li>• Codes of Conduct for members of Board of Directors</li> <li>• Minutes and papers of Board of Directors</li> </ul>	<p>Printed Printed  Printed Printed</p>	<p>Charge Charge  Charge Charge</p>

	Class	Description	Manner	Fee
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	Including: <ul style="list-style-type: none"> <li><a href="http://www.wiltshire.ac.uk">www.wiltshire.ac.uk</a></li> </ul>	Printed	Charge
1.4	Location and contact details			
Company Addresses		Telephone Numbers	Email/Website Addresses	
<b>Avon Vale Training Ltd</b> Avon Vale House Cocklebury Road Chippenham Wiltshire SN15 3QH		01249 661199	<a href="http://www.avonvale.co.uk">www.avonvale.co.uk</a>	

## PART 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

	Class	Description	Manner	Fee
2.1	Funding/income	<ul style="list-style-type: none"> <li>Annual accounts</li> </ul>	Printed	Charge
		<ul style="list-style-type: none"> <li>Annual budget (as appears in the final accounts)</li> </ul>	Printed	Charge
		<ul style="list-style-type: none"> <li>Information on charges</li> </ul>	Printed	Charge
2.2	Budgetary and account information	<ul style="list-style-type: none"> <li>Annual accounts (including revenue budgets and budgets for capital expenditure)</li> </ul>	Printed	Charge
		<ul style="list-style-type: none"> <li>Annual budget (as appears in the final accounts)</li> </ul>	Printed	Charge
2.3	Financial audit reports	<ul style="list-style-type: none"> <li>As reported to Board of Directors</li> </ul>	Printed	Charge
	Capital programme	<ul style="list-style-type: none"> <li>Budgets and accounts</li> </ul>	Printed	Charge

2.4	Financial regulations and procedures	<ul style="list-style-type: none"> <li>Financial regulations, including procurement policy</li> </ul>	Printed	Charge
	Staff pay and grading structures	<ul style="list-style-type: none"> <li>Remuneration of senior staff as published in annual accounts</li> </ul>	Printed	Charge
2.5	Register of suppliers	<ul style="list-style-type: none"> <li>Register of preferred suppliers</li> </ul>	Printed	Charge
	Procurement and tender procedures and reports	<ul style="list-style-type: none"> <li>Policies relating to the procurement and disposal of equipment</li> </ul>	Printed	Charge
2.6	Contracts	<ul style="list-style-type: none"> <li>Details of contracts that are of sufficient size to have gone through a formal tendering process.</li> </ul>	Printed	Charge

### PART 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

	Class	Description	Manner	Fee
3.1	Annual report	Published following end of Company financial year (31 July)	Printed	Charge
3.2	Corporate and business plans	<ul style="list-style-type: none"> <li>Strategic Plan</li> </ul>	Printed	Charge
3.3	Training and learning strategy	Information on the college's internal procedures for assuring quality and standards including: <ul style="list-style-type: none"> <li>Quality Improvement meeting minutes</li> <li>Programme Handbooks</li> <li>Assessment Code of Practice</li> </ul>	Printed Printed Printed	Charge Charge Charge
3.4	Academic quality and standards	Qualitative data on the quality and standards of learning and teaching including: <ul style="list-style-type: none"> <li>Data on qualifications awarded to learners</li> <li>Learner progression, retention and completion data</li> </ul>	Printed & Electronic	Free
3.5	External review information	<ul style="list-style-type: none"> <li><a href="#">Ofsted</a> inspection report</li> </ul>		
3.6	Corporate relations	The strategy for Avon Vale Training Ltd is to achieve a long term and sustainable development of our employer engagement with the companies located in the SW and SE of England. <ul style="list-style-type: none"> <li>Business Development Team strategy</li> </ul>	Printed	Charge

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
3.7	Government and regulatory reports	<p>Accreditation and monitoring reports by professional, statutory or regulatory bodies and information that the Company is legally obliged to make available to its funding and/or monitoring bodies including:</p> <ul style="list-style-type: none"> <li>• Reports/returns to funding councils, inspectorates, standards bodies, research councils, professional bodies, government departments etc</li> <li>• External Verifier reports</li> </ul>	<p>Printed</p> <p>Printed</p>	<p>Charge</p> <p>Charge</p>

**PART 4 – How we make decisions**

Decision making processes and records of decisions.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
4.1	Minutes from Management meetings	Minutes of meetings where key decisions are made about the operation of the Company, excluding material that is properly considered to be private, are available to the public. <ul style="list-style-type: none"> <li>• Monthly Management meeting</li> </ul>	Printed	Charge
4.2	Appointment committees and procedures	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> </ul>	Printed	Charge

## PART 5 – Our policies and procedures

[Current written protocols, policies and procedures](#) for delivering our services and responsibilities

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.1	Policies and procedures for conducting Company business	Information available includes: <ul style="list-style-type: none"> <li>• Freedom of Information Act procedure</li> <li>• Any other policies not included elsewhere in the PS</li> </ul>	Printed	Charge
5.2	Procedures and policies relating to academic services	<ul style="list-style-type: none"> <li>• Assessment Code of Practice</li> <li>• Learner complaint and appeals procedure</li> </ul>	Printed & Electronic	Free
5.3	Procedures and policies relating to student services	<ul style="list-style-type: none"> <li>• Registry security and data protection policy and procedure documents</li> <li>• Induction procedure documents</li> </ul>	Printed & Electronic	Free
5.4	Procedures and policies relating to human resources	<ul style="list-style-type: none"> <li>• Grievance procedures and policies</li> <li>• Disciplinary procedures and policies</li> <li>• Harassment and bullying policy</li> <li>• Health and safety policy and procedures</li> <li>• Public interest disclosure (for compliance with the Public Interest Disclosure Act)</li> <li>• Induction – details of areas covered and procedures</li> <li>• Policies and procedures relating to probation</li> <li>• Policies and procedures pertaining to appraisal</li> <li>• Policies and procedures relating to the on-going development of staff, including schemes such as Investors in People</li> <li>• Any other policies relating to staff not included elsewhere in the PS</li> </ul>	Printed	Charge
5.5	Procedures and policies relating to recruitment	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to recruitment</li> <li>• Generic terms and conditions of employment</li> </ul>	Printed	Charge
5.6	Code of Conduct for members of the Board of Directors	<ul style="list-style-type: none"> <li>• Code of Conduct</li> </ul>	Printed	Charge

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
5.7	Equality and Diversity	<ul style="list-style-type: none"> <li>• Policies, statements, procedures and guidelines relating to the provision of equal opportunities with respect to age, race/ethnic origin, gender, religion and belief, sexual orientation, and disability</li> <li>• Race Relations/Race Equality Policies, as required under the Race Relations Amendment Act of 2000</li> </ul>	Printed	Charge
5.8	Health and Safety	<ul style="list-style-type: none"> <li>• Health and safety policy and procedures</li> </ul>	Printed	Charge
5.9	Estate Management	<ul style="list-style-type: none"> <li>• Estates strategy and plan</li> <li>• Map of site</li> </ul>	Printed	Charge
5.10	Complaints policies and procedures	<ul style="list-style-type: none"> <li>• Internal learner complaint and appeals procedures</li> <li>• Complaints in relation to requests for information (please see Introduction to this Publication Scheme)</li> </ul>	Printed & Electronic	Free
5.11	Records management and personal data policies	<ul style="list-style-type: none"> <li>• Registry learner records policies and procedure documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>	Printed & Electronic	Free
5.12	Charging regimes and policies	<ul style="list-style-type: none"> <li>• Charges made for information routinely published (please refer to Introduction of this Publication Scheme)</li> </ul>		

**PART 6 – Lists and registers**

Information contained only in currently maintained lists and registers

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
6.1	Information we are currently legally required to hold in publicly available registers  Asset registers	<ul style="list-style-type: none"> <li>E-mandate (annual return to LSC relating to buildings and their condition)</li> </ul>	Printed	Charge
6.2	Disclosure logs	<ul style="list-style-type: none"> <li>Log indicating information that has been provided in response to requests under the Freedom of Information Act</li> </ul>	Electronic	Free

## PART 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

	<b>Class</b>	<b>Description</b>	<b>Manner</b>	<b>Fee</b>
7.1	Prospectus and course content	<ul style="list-style-type: none"> <li>• Prospectus for employers</li> <li>• Prospectus for learners</li> </ul>	Printed & Electronic	Free
7.2	Health advice	<ul style="list-style-type: none"> <li>• Health services via Wiltshire College</li> </ul>	Printed & Electronic	Free
7.3	Careers advice	<ul style="list-style-type: none"> <li>• Information, advice and guidance</li> </ul>	Printed & Electronic	Free
7.4	Sports and recreational facilities	<ul style="list-style-type: none"> <li>• Sports and recreational facilities</li> </ul>	Printed & Electronic	Free
7.5	Museums, libraries, special collections and archives	<ul style="list-style-type: none"> <li>• <a href="#">Heritage library catalogue</a> via Wiltshire College</li> </ul>	Electronic	Free
7.6	Conference facilities	<ul style="list-style-type: none"> <li>• Conference room on site</li> </ul>	Printed & Electronic	Free
7.7	Advice and guidance	<ul style="list-style-type: none"> <li>• Information, advice and guidance</li> </ul>	Printed & Electronic	Free
7.8	Local campaigns	<ul style="list-style-type: none"> <li>• None</li> </ul>		
7.9	Media releases	<ul style="list-style-type: none"> <li>• Newsletter</li> </ul>	Printed & Electronic	Free

**APPENDIX**

Company Addresses	Telephone Numbers	Email/Website Addresses
<b>Avon Vale Training Ltd</b> Avon Vale House Cocklebury Road Chippenham Wiltshire SN15 3QH	01249 661199	<a href="http://www.avonvale.co.uk">www.avonvale.co.uk</a>  <a href="mailto:info@avonvale.co.uk">info@avonvale.co.uk</a>

Other Contacts	Telephone Numbers	Email/Website Addresses
The Information Commissioner Wycliffe House Water Lane Wilmslow Cheshire, SK9 5AF	01624 545700	<a href="http://www.informationcommissioner.gov.uk">www.informationcommissioner.gov.uk</a>
Regional Learning and Skills Council Bora Building Off Chelmsford Road Westlea Swindon Wiltshire, SN5 7EZ	0845 0194176	<a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a>
Learning and Skills Council Cheylesmore House Quinton Road Coventry, CV1 2WT	0845 0194170	<a href="http://www.lsc.gov.uk">www.lsc.gov.uk</a>