

The Institute of Education Publication Scheme

The Institute of Education Publication Scheme under the Freedom of Information Act 2000 (**Established in accordance with Section 19 of the Act**)

The Introduction to this scheme (Part 1) sets out its background and scope. The Information Classes (Part 2) are the categories of information published under the scheme.

Part I: Introduction

- 1 Purpose and aims of the Institute of Education
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Last Updated:	November 2009
Next review:	March 2010

1. Introduction

Under Section 19 of the Freedom of Information Act 2000, the Institute of Education has undertaken to adopt and maintain a scheme for the publication of Institute of Education information. In this context, "publication" simply means, "to make publicly available". Our scheme follows the model publication scheme for Higher Education Institutions (HEIs) in England, Wales And Northern Ireland. We shall publish information in accordance with it and shall monitor and review its operation. An electronic version is on the Institute of Education website at www.ioe.ac.uk

2. Purpose and aims of the Institute of Education

The Institute of Education's mission is to pursue excellence in education and related areas of social science and professional practice. In undertaking this mission the Institute will adhere to the highest standards of academic rigour in all its work, be guided by a concern for truth and justice, and make a positive contribution to the development of individuals, institutions and societies facing the challenges of change. To this end, it will engage in:

- research and scholarship of national and international significance
- high quality, research-informed postgraduate and post-experience learning and teaching programmes
- the promotion of new ideas in policy and professional practice grounded in its research and teaching expertise
- consultancy and other services to support and develop the quality of educational systems and related fields of policy and practice.

3. Institute of Education Organisation

3.a Faculties and Academic Departments, Centres and Units

On 1 September 2007 the Institute reorganised its academic departments. The previous eight academic Schools and four research units are now three Faculties, within which 16 departments exist, and the Doctoral School

Faculty of Children and Health	Faculty of Culture and Pedagogy	Faculty of Policy and Society	Doctoral School
Dept. of Early Childhood and Primary Education	Dept. of Arts and Humanities	Centre for Longitudinal Studies	
Dept. of Psychology and Human Development	Dept. of Learning, Curriculum and Communication	Dept. of Continuing and Professional Development	
Social Science Research Unit	Dept. of Geography, Enterprise, Mathematics and Science	Dept. of Education and International Development	
Thomas Coram Research Unit	London Knowledge Lab	Dept. of Educational Foundations and Policy Studies	
		Dept. of Lifelong and Comparative Education	
		London Centre for Leadership in Learning	
		National Research and Development Centre for Adult Literacy and Numeracy	
		Dept. of Quantitative Social Science	

3.b Research centres

The Institute also has a number of cross-Institute and externally funded research centres working on a wide range of projects across education, health, social care and other areas, where members of different departments collaborate on inter-disciplinary projects.

- Childhood Research and Policy Centre (CRPC)
- Language and Literacy Research Centre (LLRC)
- Evidence for Policy and Practice Information and Co-ordinating (EPPI) Centre
- Centre for Academic and Professional Literacies (CAPLITS)
- Development Education Research Centre (DERC)
- Centre for Multimodal Research
- Learning Technologies Unit
- Science Learning Centre London
- Centre for Research and Development in Catholic Education (CRDCE)
- Administrative Data - Methods, Inference and Network. (ADMIN)
- Centre for Higher Education Studies (CHES)
- Centre for Learning and Life Chances in Knowledge Economies and Societies (LLAKES)
- Centre for Critical Education Policy Studies
- The Centre for Rights, Equalities and Social Justice (CRESJ)
- London Centre for Excellence in Teacher Training (LONCETT)

3.c Support departments

The Institute's work is underpinned by a number of Support departments arranged under three Secretariats and the Directorate that manage such areas as the library, student registration, marketing, conferences and personnel.

Corporate Services	Estates and Facilities	Information Services and Communication	Directorate
Finance	Conference Office	Newsam Library and Archives	Quality Assurance
Research and Consultancy Services	Facilities	Computing, Media and Telephone Services	International Office
Human Resources	Building Services	Marketing and Development Unit	Planning & Performance
Registry			Records Management
			Corporate Governance
			Health & Safety

4. Purpose and structure of the Publication Scheme

The Publication Scheme provides a route map so you can find information held by the Institute quickly and easily. Accordingly, the scheme provides contact points throughout its structure. The scheme specifies:

- the classes of information we publish or intend to publish
- the manner in which information in each class is or is intended to be published; and
- whether the material is or is intended to be available free of charge or on payment.

Sometimes, information may not be provided and the reasons will be given in each instance. Documents may be edited where, in the view of the Institute, particular information should not be disclosed because of confidentiality, unwarranted invasion of privacy, commercial sensitivity or other specified grounds, including the public interest.

The purpose of this Publication Scheme is to make information available before you need to ask for it.

5. Responsibility for the Institute of Education Publication Scheme

The Assistant Secretary/ Records Manager has overall responsibility for the scheme. The person responsible for maintaining the Publication Scheme on a daily basis is the Assistant Secretary/ Records Manager.

6. Freedom of Information Act

The Freedom of Information Act (FOI Act) received Royal Assent on 30 November 2000. It creates a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. The Institute of Education is a public authority under the Act and is therefore bound by its provisions. The general right of access was introduced in January 2005.

The Lord Chancellor's Department oversees policy related to the Act and has published Codes of Practice for public authorities on compliance and records management. The Information Commissioner has a duty to promote best practice under the Act and to ensure compliance. The Commissioner's address is:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5 AF
www.informationcommissioner.gov.uk

Subject only to certain prescribed conditions and the exemptions set out in Sections 21 to 44 in Part II of the FOI Act, the public will have a statutory right:

to be told whether the Institute of Education holds information of the description specified in the request; and if so to have that information disclosed.

The Institute of Education is committed to the principles of openness embodied in the Act and will release information to the greatest extent possible, consistent with the public interest. The Institute of Education will also comply with the Codes of Practice issued by the Lord Chancellor under Sections 45 and 46 of the Act.

7. Copyright

Copyright in the material available through this Publication Scheme is owned by the Institute of Education unless otherwise indicated. An application to reproduce material concerned should be made to: the Assistant Secretary/ Records Manager (m.grigson@ioe.ac.uk; 020 7612 6008)

8. Obtaining documents and information under the Publication Scheme

The Institute of Education routinely places information on its website. It is all freely available for downloading, if you have Internet access. Otherwise, copies will be provided on request. Other information published in accordance with this Scheme, but not available electronically, will also be sent on request. You can request published information by e-mailing the Institute of Education at recordsmanager@ioe.ac.uk or by telephoning 0207 612 6008 or by writing to:

Assistant Secretary/ Records Manager
Directorate
Institute of Education, University of London
20 Bedford Way
London, WC1H 0AL.

9. How other information will be provided

Until the FOI Act is fully implemented in January 2005, access to Institute of Education information *not* made available under this Publication Scheme or otherwise readily accessible, will be made upon application to the Institute through the contact points given above.

10. Charges

We indicate in the individual Publication Scheme Information Classes where a charge may be levied. The following could apply to information you intend to use for private research/study:

- Free of charge on the website (i.e. there is no charge by us, but the user will have to meet any charges by their Internet service provider, personal printing costs, etc.) For those without Internet access, a single printout as on the website will be available by post from the above contact address. However, requests for multiple print outs or for archived copies of documents which are no longer available on the web, may attract a charge for the cost of retrieval, photocopying, postage etc. We will let you know this at the time of your request. Any charge will be payable in advance.
- Free of charge leaflets or booklets on advice or information to the public.
- Free of charge to view, but a charge may be made for photocopies. We will let you know of any charge at the time of your request and this will be payable in advance.
- Chargeable hard copy, for example "glossy" or other bound paper copies, in some cases CD-ROM, video or other media are chargeable as in the publication scheme,

11. Publications Catalogue

The Institute of Education publishes much information in the form of leaflets, reports, books, etc.. Much of this sort of information is routinely available through the Institute website. However further information on Institute publications can be obtained from the Publications Office (telephone 020 7612 6260; email info@ioe.ac.uk) or from relevant departments – departmental contact details can be found on the website.

12. Complaints

If you have a complaint about the operation of this Publication Scheme or how the Institute of Education has dealt with a request for information, please write to:

Assistant Secretary/ Records Manager
Directorate
Institute of Education, University of London
20 Bedford Way
London, WC1H 0AL.

If you have any questions or a complaint that cannot be resolved by the Records Manager you may make a formal complaint using the following procedure:

- Write to the [Director of Administration](#) setting out your concerns, and requesting a resolution of the problem. He will review the position and reply to you within 20 working days if possible.
- If the Director of Administration is not able to resolve your complaint to your satisfaction, or if you do not hear from him within 20 working days, you should contact the [Institute Director](#)
- If you are not satisfied by the Institute Director's response you can contact the [Information Commissioner](#)

13. Review of the Publication Scheme

We will review our Publication Scheme in November 2009 and at least annually thereafter. In addition, we shall routinely monitor its operation.

14. Tell us what you think

This Publication Scheme is intended to help you find Institute of Education information easily and quickly and to improve the flow of information into the public domain. We want to improve our service to you and we would, therefore, welcome any comment or suggestions that you may have about how we could improve the scheme. We are committed to reviewing the scheme and your feedback will help. Please write to:

Assistant Secretary/ Records Manager
Directorate
Institute of Education, University of London
20 Bedford Way
London, WC1H 0AL

Or email to: recordsmanager@ioe.ac.uk

Part 2: Information classes

A. Classes of Information

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it.

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

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

B. The classes of information will not generally include:

1. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
2. Information in draft form.
3. Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons
4. The structure of the publications scheme is as follows:

Class	Description	Manner	Fee
The type of information that fits in this class	Descriptions of and / or links to the relevant information under each class and sub-category.	The media in which the information is to be provided, eg paper or electronically (via the Internet or email)	Whether there is a charge for any of the information within each class

1.22	How the institution is organised - Organisational structures	<p>We publish academic, management and administrative organisational diagrams on our website.</p> <p>Academic Structure http://www.ioe.ac.uk/about/771.html</p> <p>Professional Structure http://www.ioe.ac.uk/about/774.html</p> <p>The organisational structures of academic departments are available on request.</p>	<p>website</p> <p>email on request – website pending</p>	Free
1.3	Location and contact details	<p>The main location and postal address and main phone number for the Institute of Education are:</p> <p>20, Bedford Way London WC1H OAL</p> <p>+44 (0) 20 7612 6000</p> <p>Contact details for staff and departments are all available on the website as is a site map detailing all of our buildings.</p> <p>http://www.ioe.ac.uk/</p>	website	Free
1.4	Lists of and information relating to organisations which the university has responsibility for, those it works in partnership with, those it sponsors and companies wholly owned by it	<p>Subscriptions/Partnerships/ Memberships: NB: this list is under regular review for update; however it may not at any one time represent the full extent of our activities.</p> <p>University of London: www.lon.ac.uk UUK: www.universitiesuk.ac.uk AHUA: www.ahua.ac.uk 1994 Group: www.1994group.ac.uk/ National College for leadership of Schools and Children’s Services www.nationalcollege.org.uk/ Association of Commonwealth Universities www.acu.ac.uk University Council for the Education of Teachers www.ucet.ac.uk International Association for Educational Assessment www.iaea.info Leadership Foundation for Higher Education www.lfhe.ac.uk/ Universities Human Resources http://www.uhr.ac.uk/ Universities and Colleges Employers Association www.ucea.ac.uk/ Universities Association for Lifelong Learning www.uall.ac.uk/ Specialist Schools and Academies Trust www.specialistschools.org.uk/</p>	Publication scheme	Free

		<p>European Universities Association http://www.eua.be/</p> <p>The IOE sponsors:</p> <p>Teach First www.teachfirst.org.uk/</p> <p>Professional Associations include: British Psychological society;</p> <p>The IOE is not responsible for any organisations nor does it wholly own any companies.</p>		
1.5	Student activities	<p>Students in general http://www.ioe.ac.uk/student.html</p> <p>Student Union http://www.ioe.ac.uk/studentInformation/1056.html</p> <p>Alumni http://www.ioe.ac.uk/studentInformation/71.html</p>		

2. What we spend and how we spend it

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

2.1 Funding / income

2.2 Budgetary and account information

2.3 Financial audit reports

2.4 Capital programme

2.5 Financial regulations and procedures

2.6 Staff pay and grading structures

2.7 Register of suppliers

2.8 Procurement and tender procedures and reports

2.9 Contracts

2.10 Research funding

	Class	Description	Manner	Fee
2.1	Funding/ income	<p>The Institute's audited annual accounts from financial year 2000-2001 onwards are published and are available on request from the Assistant Secretary (m.grigson@ioe.ac.uk; 020 7612 6008)</p> <p>The audited annual accounts detail the IOE's sources of funding and income, such as Funding Council grants, tuition fees, endowment, rents and investment income (including investment strategy).</p>	Email on request – website pending	Free
2.2	Budgetary and account information	<p>The Institute's audited annual accounts from financial year 2000-2001 onwards are published and are available on request from the Assistant Secretary. (m.grigson@ioe.ac.uk; 020 7612 6008)</p> <p>Further budgetary or account information is available on request from the finance department. (s.mathew@ioe.ac.uk; 020 7911 5323)</p>	<p>Email on request – website pending</p> <p>Email on request</p>	<p>Free</p> <p>Free</p>
2.3	Financial audit reports	<p>The Institute's audited annual accounts from financial year 2000-2001 onwards are published and are available on request from the Assistant Secretary. (m.grigson@ioe.ac.uk; 020 7612 6008)</p> <p>Further information is available on request from the Secretary to the Audit Committee. Committee Support Officer (m.nolan@ioe.ac.uk; 020 7612 6150)</p>	<p>Email on request – website pending</p> <p>Email on request</p>	Free
2.4	Capital Programme	<p>Information on our capital programme is available from our Estates Office. Please contact Estates & Facilities Administrator (h.aston@ioe.ac.uk; 020 7612 6340)</p>	Email on request – website pending	Free

2.5	Financial regulations and procedures	<p>Financial Regulations www.ioe.ac.uk/about/documents/About_Policies/FinanceRegulations2008.pdf</p> <p>Ethical Investment Policy www.ioe.ac.uk/about/documents/About_Policies/EthicalInvestPolicy.pdf</p>	Email on request – website pending	Free
2.6	Staff pay and grading structures	Information on staff pay and grading structures is available on request from our HR department. (j.whittaker@ioe.ac.uk ; 020 7911 5451)	Email on request – website pending	Free
2.7	Register of suppliers	Information on our register of suppliers is available on request from our Purchasing and Procurement department (a.oba@ioe.ac.uk ; 020 7911 5319)	Email on request – website pending	Free
2.8	Procurement and tender procedures and reports	Information on our procurement and tender procedures and reports is available on request from our Purchasing and Procurement department (a.oba@ioe.ac.uk ; 020 7911 5319)	Email on request – website pending	Free
2.9	Contracts	Information on contracts is available from our Purchasing and Procurement department (for contracts to supply us) Please contact: (a.oba@ioe.ac.uk ; 020 7911 5319)	Email on request	Free
		or our Intellectual Property and Contracts Officer (for research contracts) please contact: (s.clarke@ioe.ac.uk ; 020 7911 5346)		
2.10	Research Funding	Summary information is also available at: http://www.ioe.ac.uk/about/documents/About_Overview/Leading_Research_2007-08.pdf	Website	Free
		Further information on research funding is available from our Research, Consultancy and Knowledge Transfer office. (r.winzer@ioe.ac.uk ; 020 7911 5387)	Email on request – website pending	Free

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

- 3.1 Annual report
- 3.2 Corporate and business plans
- 3.3 Teaching and learning strategy
- 3.4 Academic quality and standards
- 3.5 External review information
- 3.6 Corporate relations
- 3.7 Government and regulatory reports

	Class	Description	Manner	Fee
3.1	Annual Report	<p>We do not publish an annual report however the Institute's audited annual accounts from financial year 2000-2001 onwards are published and are available on request from the Assistant Secretary (m.grigson@ioe.ac.uk; 020 7612 6008)</p> <p>Facts and figures about the Institute are available at: http://www.ioe.ac.uk/about/765.html</p>	Email on request – website pending	Free
3.2	Corporate and business plans	<p>We publish our mission statement and our corporate strategy covering the current three-year period.</p> <p>Mission http://www.ioe.ac.uk/about/760.html</p> <p>Corporate Strategy http://www.ioe.ac.uk/about/documents/About_Overview/CorpStrategy.pdf</p>	Website	Free
3.3	Learning and Teaching strategy	<p>Learning and Teaching Strategy</p> <p>www.ioe.ac.uk/about/documents/About_Overview/LearningTeachingStrategy2007-10.pdf</p>	Website	Free
3.4	Academic Quality and Standards	<p>Quality Assurance arrangements http://www.ioe.ac.uk/about/policiesProcedures/784.html</p> <p>Academic policies and regulations www.ioe.ac.uk/studentInformation/1055.html</p>	<p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p>
3.5	External Review information	<p>The quality of the Institute and our courses is reviewed by the Quality Assurance Agency and Ofsted, and reports are available from those agencies.</p> <p>Ofsted – IOE reports www.ofsted.gov.uk/oxedu_providers/full/(urn)/70119/(type)/16777216/(typename)/Teacher%20Training</p> <p>QAA – IOE reports www.qaa.ac.uk/reviews/reports/instReports.asp?ukprn=10007766</p>	External websites	Free

3.6	Corporate relations	<p>The Institute is the largest teacher training provider in London, we work closely with the Training and Development Agency for Schools and offer a range of teacher training routes in conjunction with over 100 partnership schools and colleges. These programmes include:</p> <ul style="list-style-type: none"> • A Secondary PGCE in 14 subject areas, including part-time options • Primary PGCE (part-time, full-time with a French or Spanish specialism route) • Post-compulsory (full-time, part-time and Adult Literacy or ESOL specialisms) • An employment based route (EBR) for graduates currently working in a school or college <p>New programme starting January 2010: Accelerated route to Qualified Teacher status</p> <p>http://www.ioe.ac.uk/study/22.html</p> <p>NB this section is currently under review</p>		
3.7	Government and regulatory reports	<p>For example accreditation and monitoring reports by professional, statutory or regulatory bodies and information that an institution is legally obliged to make available to its funding and/or monitoring bodies.</p> <p>Please refer to sections 3.5 and 2.1. NB this section is currently under review</p>		

4. How we make decisions.

Decision making processes and records of decisions. Please note that in all cases the minutes will be provided excluding details of discussions relating to specific individuals or cases, information provided in confidence, information likely to prejudice the commercial or security interests of any person or of the institute of education, or information subject to legal professional privilege. Minutes will be prepared after each meeting is held and published following approval by the next meeting of the committee.

4.1 Minutes from governing body, Council / Senate, academic boards and steering groups

4.2 Teaching and learning committee minutes

4.3 Minutes of staff / student consultation meetings

4.4 Appointment committees and procedures

	Class	Description	Manner	Fee
4.1	Minutes from governing body, Council / Senate, academic boards and steering groups	Approved minutes of the Council from 1 October 2001. Please contact the Committee Support Officer (m.nolan@ioe.ac.uk ; 020 7612 6150)	email on request – website pending	Free
		Approved minutes of Senate from 1 October 2001. Please contact the Committee Support Officer (m.nolan@ioe.ac.uk ; 020 7612 6150)	email on request – website pending	Free
		Approved minutes of Academic Board from 1 October 2001. Please contact the Committee Support Officer (m.nolan@ioe.ac.uk ; 020 7612 6150)	email on request – website pending	Free
		A list of the sub-committees of Council, Senate and Academic Board is available on the website. http://www.ioe.ac.uk/about/846.html		
		Approved minutes of the sub-committees of Council, Senate and Academic Board are available on request from the secretary or clerk to each committee. Contact details are on the website.	email on request – website pending	Free

		<p>Minutes of the management committees of Faculties are available from Heads of Faculty Administration on request.</p> <p>Please contact:</p> <p>Faculty of Children and Health c.ball@ioe.ac.uk; 020 7612 6209</p> <p>Faculty of Culture and Pedagogy m.benning@ioe.ac.uk; 020 7612 6714</p> <p>Doctoral School w.barber@ioe.ac.uk; 020 7612 6014</p> <p>Faculty of Policy & Society: z.fearnley@ioe.ac.uk; 020 7612 6725</p>	email on request – website pending	Free
4.2	Learning and teaching committee minutes	<p>Minutes of the Learning and teaching committee minutes are available from the Quality Assurance officer (n.carter@ioe.ac.uk; 0207 612 6452)</p>	email on request – website pending	Free
4.3	Minutes of staff / student consultation meetings	<p>Doctoral School Consultative Committee http://www.ioe.ac.uk/about/816.html</p> <p>UNISON http://www.ioe.ac.uk/about/857.html</p> <p>UCU http://www.ioe.ac.uk/about/859.html</p>	email on request – website pending	Free
4.4	Appointment committees and procedures	<p>Request for information should be addressed to the secretary or clerk of each of these committees</p> <p>Honorary Degrees and Fellowships Committee http://www.ioe.ac.uk/about/862.html</p> <p>Honorary Titles Committee http://www.ioe.ac.uk/about/17425.html</p> <p>Nominations Committee http://www.ioe.ac.uk/about/831.html</p>	email on request –	Free

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

5.1 Policies and procedures for conducting university business

5.2 Procedures and policies relating to academic services

5.3 Procedures and policies relating to student services

5.4 Procedures and policies relating to human resources

5.5 Procedures and policies relating to recruitment

5.6 Code of Conduct for members of governing bodies

5.7 Equality and Diversity

5.8 Health and Safety

5.9 Estate management

5.10 Complaints policy

5.11 Records management and personal data policies

5.12 Research policy and strategy

5.13 Charging regimes and policies

	Class	Description	Manner	Fee
5.1	Policies and procedures for conducting university business	<p>Policies and Procedures – main link www.ioe.ac.uk/about/90.html</p> <p>Charter and Statutes www.ioe.ac.uk/about/documents/About_Overview/App1a.pdf</p> <p>Ordinances http://www.ioe.ac.uk/about/documents/About_Overview/Ordinances0609.pdf</p> <p>Freedom of Information and Data Protection www.ioe.ac.uk/about/policiesProcedures/786.html</p> <p>Data Protection & Records Management Policy www.ioe.ac.uk/about/documents/About_Policies/DataProtectionRecordsManagementPolicy.pdf</p> <p>Academic Regulations www.ioe.ac.uk/about/policiesProcedures/787.html</p>	Website	Free
5.2	Procedures and policies relating to academic services	<p>Quality Assurance and Quality Enhancement www.ioe.ac.uk/about/policiesProcedures/784.html</p> <p>Academic Regulations www.ioe.ac.uk/about/policiesProcedures/787.html</p> <p>Visiting Academic Staff www.ioe.ac.uk/about/policiesProcedures/791.html</p>	Website	Free
5.3	Procedures and policies relating to student services	<p>Academic Regulations www.ioe.ac.uk/about/policiesProcedures/787.html</p>	Website	Free
5.4	Procedures and policies relating to human resources	<p>See HR Section on the policies and procedures page. www.ioe.ac.uk/about/90.html</p> <p>Please also contact for HR for full list of policies g.vercoe@ioe.ac.uk; 020 7612 6352)</p>	Website or website pending	Free

5.5	Procedures and policies relating to recruitment	<p>Recruitment and Selection Policy www.ioe.ac.uk/about/documents/About_Policies/recruitmentandselection070901.pdf</p> <p>IOE recruitment website http://jobs.ioe.ac.uk/</p>	Website	Free
5.6	Code of Conduct for members of governing bodies	<p>Charter & Statutes www.ioe.ac.uk/about/documents/About_Overview/App1a.pdf</p> <p><u>Conflicts of interest, code of practice</u></p> <p><u>Public interest disclosure (whistleblowing)</u></p> <p>Corporate Governance Handbook – currently being updated – please contact the Assistant Secretary (m.grigson@ioe.ac.uk; 020 7612 6008)</p>	Website	Free
5.7	Equality and Diversity	<p>Equal Opportunities www.ioe.ac.uk/about/policiesProcedures/789.html</p>	Website	Free
5.8	Health and Safety	<p>Health & Safety www.ioe.ac.uk/about/policiesProcedures/788.html</p>	Website	Free
5.9	Estate management	<p>Estates Strategy www.ioe.ac.uk/about/documents/About_Overview/Estates_Strategy_2005-10.pdf</p> <p>Sustainability and the Environment www.ioe.ac.uk/about/policiesProcedures/790.html</p> <p>Access Control Questions and Answers Guidance Notes for Staff Guidance Notes for Students (excl research students) Guidance Notes for Research Students Guidance Notes for Library Visitors Guidance Notes for Visitors</p>	Website	Free
5.10	Complaints policies	<p>FOI & Data Protection www.ioe.ac.uk/about/policiesProcedures/925.html</p> <p>Research Ethics www.ioe.ac.uk/about/documents/About_Policies/ResearchParticipants.pdf</p> <p>Accommodation www.ioe.ac.uk/studentInformation/5319.html</p>		

		<p>Dispute Resolution and Grievance Procedure www.ioe.ac.uk/about/documents/About_Policies/dispute_sresolution081216.pdf</p> <p>Hospitality www.ioe.ac.uk/services/documents/Services_Facilities/OE_SLA_Hospitality_Catering_Service.pdf</p> <p>Student Complaints (section 4.2 of Student Guide to policies) www.ioe.ac.uk/studentInformation/documents/Student_Guide_Policies_Procedures0910.pdf</p>		
5.11	Records management and personal data policies	<p>Freedom of Information and Data Protection www.ioe.ac.uk/about/policiesProcedures/786.html</p> <p>Data Protection & Records Management Policy www.ioe.ac.uk/about/documents/About_Policies/DataProtectionRecordsManagementPolicy.pdf</p> <p>Please contact the Assistant Secretary/ Records Manager for any further information (m.grigson@ioe.ac.uk; 020 7612 6008)</p>	Website	Free
5.12	Research policy and strategy	<p><u>Collaboration in Research and Consultancy</u></p> <p><u>Research governance and ethics</u></p> <p><u>Research. Procedure for dealing with allegations of scientific misconduct</u></p> <p><u>Research. Responding to complaints by research participants about the ethical conduct of research</u></p>	Website	Free
5.13	Charging regimes and policies	Please see Part 1, Section 10. of this document	Website	Free

6. Lists and registers

6.1 Any information we are currently legally required to hold in publicly available registers

6.2 Asset registers

6.3 Disclosure logs

6.4 Register of gifts and hospitality provided to senior personnel

6.5 Any register of interests kept in the university

	Class	Description	Manner	Fee
6.1	Any information we are currently legally required to hold in publicly available registers	Registers of interest may be reviewed by appointment with the Committee Support Officer (m.nolan@ioe.ac.uk ; 020 7612 6150)	Appointment	Free
6.2	Asset registers	This information is maintained by the Finance Department. Please contact (s.mathews@ioe.ac.uk ; 020 7911 5323)	Email on request – website pending	Free
6.3	Disclosure logs	A disclosure log is not currently available, but is being developed. In the interim details of disclosures may be obtained from the Assistant Secretary on request.	Email or hardcopy on request.	Free
6.4	Register of gifts and hospitality provided to senior personnel	The policy on gifts and hospitality is available from the Assistant Secretary (m.grigson@ioe.ac.uk ; 020 7612 6008)	Email on request – website pending	Free
6.5	Any register of interests kept in the university	Registers of interest may be reviewed by appointment with the Committee Support Officer (m.nolan@ioe.ac.uk ; 020 7612 6150) 1.	Appointment	Free

7. The services we offer

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

7.0 Services

General information on the Services the IOE offers can be found at www.ioe.ac.uk/services.html

7.1 Prospectus

To find details of the study offer at the IOE or to order a prospectus www.ioe.ac.uk/study.html

7.2 Services for outside bodies

Consultancy (please note fees are calculated according to the individuals and work required)
www.ioe.ac.uk/consultancy.html

7.3 Course content

Details of course content can be found by searching through the course lists and module details.
www.ioe.ac.uk/study.html

7.4 Welfare and counselling

Disabilities Support
www.ioe.ac.uk/studentInformation/70.html

Counselling
www.ioe.ac.uk/studentInformation/5780.html

Academic Support
www.ioe.ac.uk/studentInformation/5783.html

Childcare
www.ioe.ac.uk/studentInformation/5778.html

Accommodation
www.ioe.ac.uk/studentInformation/1053.html

7.5 Health including medical services

Healthcare
www.ioe.ac.uk/studentInformation/5758.html

7.6 Careers

Careers Guidance
www.ioe.ac.uk/studentInformation/5779.html

7.7 Chaplaincy services

Religious Guidance
www.ioe.ac.uk/studentInformation/16440.html

Chaplaincy

www.lon.ac.uk/chaplaincy.html

7.8 Services for which the university is entitled to recover a fee together with those fees

Tuition Fees

www.ioe.ac.uk/studentInformation/66.html

Consultancy (please note fees are calculated according to the individuals and work required)

www.ioe.ac.uk/consultancy.html

7.9 Museums, libraries, special collections and archives

Newsam Library and Archive

www.ioe.ac.uk/services/4389.html

7.10 Conference facilities

Conference Venues at the IOE

www.ioe.ac.uk/services/84.html

7.11 Media releases

Media releases and other press information

www.ioe.ac.uk/newsEvents/85.html