

LTE Group Information Guide

FOIA Model Publication Scheme

This document has been created to provide a further and detailed guide alongside our Publication Scheme. This document details the information that we hold under the scheme and provides locations (via links) of relevant documents under the scheme.

Who we are and what we do

Legal framework / Instrument of Government / Articles of Association

LTE Group is a statutory corporation established under the Further and Higher Education Act 1992.

Instrument and Articles of Government, Scheme of Delegation, Standing Orders and Terms of Reference can be found at

- [LTE Group](#) (selecting *LTE Group constitution*)
- [The Manchester College](#) (selecting *The Manchester College constitution*)
- [UCEN Manchester](#) (selecting *UCEN Manchester constitution*)

How the institution is organised

LTE Group is governed by the LTE group Board. Information about our management structure and governing body, including a description of our governance arrangements can be found at

- [Governor membership list](#) (selecting *Board of Governors*)
- [Executive Team](#) (selecting *Executive Team*)

Information about our organisational structure, along with a description of the work of each unit can be found at

- [LTE Group](#) (a description of the work of each unit can be accessed by selecting the business area and then selecting “learn more”)
- Further information about the work of each unit can be found on each website at
 - [Novus](#)
 - [The Manchester College](#)
 - [Total People](#)
 - [UCEN Manchester](#)
 - [MOL](#)
 - [Novus Cambria](#)

The names and responsibilities of key personnel can be found at

- [LTE Group](#)
- [Novus](#)

- [The Manchester College](#)
- [UCEN Manchester](#)
- [MOL](#)
- [Novus Cambria](#)

Terms of reference can be found at

- [LTE Group](#) (selecting *LTE Group constitution*)
- [The Manchester College](#) (selecting *The Manchester College constitution*)
- [UCEN Manchester](#) (selecting *UCEN Manchester constitution*)
- [Novus](#) (selecting *Novus Board Terms of Reference*)

Membership of our Board members can be found within their profiles at

- [Governor membership list](#)
- For information regarding each business area Board membership, this can be found at
 - [The Manchester College](#)
 - [Novus](#)
 - [UCEN Manchester](#)

A list and description (including membership requirements) of all Boards and Committees can be found at

- [LTE Group](#) (selecting *LTE Group constitution*)

A list of organisations we work in partnership with and any companies wholly or partially owned by us

A list of organisations we work in partnership can be found at

- [LTE Group stakeholders](#)
- Additional partnerships can be found on each business area website under publication scheme information (where available)

A list of our professional advisors can be found at

- [LTE Group professional advisors](#)

LTE Group (trading as The Manchester College, Novus, MOL and UCEN Manchester) has the following

- Total People Limited (subsidiary)
- Novus Cambria (LTE Group is the parent company / controlled joint venture)
- LTE Professional Services Limited

Location and contact details

Head office location and contact details for LTE Group (including each of our business areas) can be found at

- [LTE Group contact details](#)
- [Novus Cambria contact details](#) (selecting *get in touch*)

Site and campus locations of each of our business areas can be found at

- [The Manchester College](#)
- [UCEN Manchester](#)
- [Novus](#)
- [Total People](#)

Student Activities

The Manchester College

Information relating to our Student Union can be found at

- [The Manchester College student union](#)

Information about student life and activities (including enrichment, support and community facilities) can be found at

- [The Manchester College student life](#)

Information about our student council can be found at

- [The Manchester College student council](#)

Information about student activities / groups (including clubs and societies) can be found at

- [The Manchester College student activities and groups](#)

UCEN Manchester

Information relating to our Student Union can be found at

- [UCEN Manchester student union](#)

Information about student life and activities (including enrichment, support and facilities) can be found at

- [UCEN Manchester student life](#)

Information about student representation can be found at

- [UCEN Manchester student representation](#)

Information about clubs and societies can be found at

- [UCEN Manchester clubs and societies](#)

Our student newsletter can be found at

- [UCEN Manchester student newsletter](#)

What we spend and how we spend it

Funding and income / budgetary and account information
Our funding and income / budgetary and account information can be found in our financial statements at <ul style="list-style-type: none"> • LTE Group financial statements
Financial audit reports
Independent Auditors reports can be found in our financial statements at <ul style="list-style-type: none"> • LTE Group financial statements
Capital programme
Information on major plans for capital expenditure, including any private finance initiative and public / private partnership contracts can be found at <ul style="list-style-type: none"> • LTE Group financial statements
Financial regulations and procedures
Information relating to procurement, financial regulations and procedures can be found at <ul style="list-style-type: none"> • LTE Group procurement <p>Other policies and procedures (such as LTE Group sub-contracting supply chain fees and charges policy and LTE Group supply chain strategy) can be found in the policies section on our website.</p>
Pay policy
Information requests relating to our pay policy can be sent to foi@ltegroup.co.uk
Staff pay and grading structures
Our staff pay information can be found at <ul style="list-style-type: none"> • LTE Group financial statements (includes senior post holders)
Staff allowances and expenses
<ul style="list-style-type: none"> • Information requests relating to staff allowances and expenses can be sent to foi@ltegroup.co.uk
Governors' allowances
Details of allowances or expenses that can be claimed or incurred / information relating to remuneration of Trustees can be found at <ul style="list-style-type: none"> • LTE Group (selecting <i>LTE Group constitution</i>)
Register of Suppliers

A list of our suppliers can be found at

- Available on request to foi@ltegroup.co.uk

Procurement and tender procedures and reports

Information relating to procurement (including the details of procedures used for the acquisition of goods or services) can be found at

- [LTE Group procurement](#)

Contracts available for public tender can be found on the e-procurement tendering platform Proactis. There is no charge for registering an account on the Proactis portal environment, however, to take part in any of LTE Group purchasing activities going forward, suppliers must have an account registered on the portal.

The results of successful formal OJEU Tenders we publish on Proactis that is linked to the EU Tender Portal. We also publish on the Governments Contract Finder portal

- [Proactis](#)
- [GOV.UK Contracts Finder](#)

What our priorities are and how we are doing

Current updates / information about our strategies and plans can be found at

- [LTE Group News](#)
- [The Manchester College strategic plan](#)

LTE Group strategic report information can be found in our annual financial statements at

- [LTE Group financial statements](#)

Performance indicators can be found in our financial statements at

- [LTE Group financial statements](#)

Information relating to our audits can be found at

- [LTE Group financial statements](#) (independent auditors reports)

Information relating to inspections, reviews and awards can be found in our policies sections on our websites and news sections at

- [LTE Group](#)
- [The Manchester College](#)
- [UCEN Manchester](#)
- [Novus](#)
- [Total People](#)
- [MOL](#)

- [Novus Cambria](#)

Annual report

Our annual reports are published in the annual publication section of our website at

- [LTE Group annual publications](#)

To view The Manchester College specific annual reports and publications, these can be found at

- [The Manchester College](#)

Self-assessment report

Our self-assessment report is available on request to foi@ltegroup.co.uk

Corporate and business plans

Information relating to our plans can be found at

- [LTE Group financial statements](#)

For additional information relating to our plans that is not already available on our website, requests can be sent to foi@ltegroup.co.uk

Teaching and learning strategy

The Teaching and Learning Strategy at The Manchester College is constantly evolving with the needs and demands of the students. For more information about our strategy, please submit a written request to foi@ltegroup.co.uk so we can provide you with the most up to date details.

Academic quality and standards

Information relating to academic quality and standards can be found at

- [QAA Inspection reports](#)

We also publish related news in the news sections of our website.

Most recent Ofsted inspection report

Most recent Ofsted inspection reports can be found at

- [Ofsted Inspection Reports](#)

Privacy impact assessments (in full or summary format)

Our privacy impact assessments are conducted in line with data protection legislation and following the Information Commissioner's Office framework for privacy impact assessments. Summary details of these can be made available on request to dpo@ltegroup.co.uk

External review information

Most recent Ofsted inspection reports can be found at

- [Ofsted Inspection Reports](#)

QAA inspection reports can be found at

- [QAA Inspection reports](#)

PFA audits can be made available on request to foi@ltegroup.co.uk

Corporate relations

Information relating to our links with employers / sponsors / partners can be found at

- [LTE Group stakeholders](#)
- [The Manchester College employer partnerships](#)
- [UCEN Manchester partners](#)
- [UCEN Manchester employer partners](#)
- [UCEN Manchester awarding partners](#)
- [Novus partners](#)
- [Novus partners \(youth custody\)](#)
- [Novus employer partners / Novus in the community](#)
- [MOL corporate partners](#)

Government and regulatory reports

Information requests can be sent to foi@ltegroup.co.uk

How we make decisions

Minutes, agendas and papers from governing body, council, academic boards, steering groups and committees.

Board papers can be found at

- [LTE Group Board papers](#)

Our policies and procedures

Policies and procedures for conducting college business

Codes of conduct for Governors and Co-optees of LTE Group can be found at

- [LTE Group](#) (selecting *Code of Conduct for Governors & Co-optees of LTE Group*)

Standing Orders can be found at

- [LTE Group](#) (selecting *LTE Group constitution*)

Other operational policies and procedures can be found at

- [LTE Group policies](#)
- [The Manchester College policies / procedures](#)
- [UCEN Manchester policies / procedures](#)
- [MOL policies / procedures](#)
- [Total People policies / procedures](#)

Procedures for handling requests for information can be found in our FOI policy at

- [Freedom of Information Policy](#)

LTE Group Public Interest Disclosure (Whistleblowing) Policy and Procedure can be found in the policies section of the website at

- [LTE Group policies](#)

Procedures and policies relating to academic services

Many of our policies are already covered under the above, however in addition to this, our student policies for The Manchester College can be found at

- [The Manchester College student policies](#)
- [The Manchester College Degree course policies](#)

Procedures and policies relating to student services

Any additional policies and procedures that we have relating to student services for example, to student admission and registration, accommodation, management of the student records system, internal student complaints and appeals, student support services and code of student discipline can be found at under the policy sections as per above.

Additional information requests relating to policies and procedures can be sent to foi@ltegroup.co.uk

MOL admissions policy can be found at

- [MOL Policies](#)

Procedures and policies relating to human resources

Information requests relating to human resources policies and procedures can be sent to foi@ltegroup.co.uk

Our Public Interest Disclosure policy can be found at

- [LTE Group public interest disclosure policy](#) (selecting *Public Interest Disclosure (Whistleblowing) Policy and Procedure*)

Procedures and policies relating to recruitment

All live vacancies can be found at

- [LTE Group vacancies](#)

Our Total People vacancies can be found at

- [Total People vacancies](#)

Our privacy notice for LTE Group job applicants can be found at

- [LTE Group job applicants privacy notice](#)

Code of Conduct for members of Governing Body

Codes of conduct for Governors and Co-optees of LTE Group can be found at

- [LTE Group](#) (selecting *Code of Conduct for Governors & Co-optees of LTE Group*)

Equality and Diversity policies

LTE Group

Code of practice on freedom of speech and expression can be found at

- [LTE Group policies](#)

LTE Group Equality and Diversity Reports are available in the Annual Publications section on the website at

- [LTE Group annual publications](#)

LTE Group equality, diversity and inclusivity statement and disability statement can be found in our financial statements at

- [LTE Group financial statements](#)

The Manchester College

Information about Equality and Diversity at The Manchester College can be found at

- [The Manchester College Equality and Diversity](#)

The Manchester College Students Equality, Diversity and Inclusivity Policy can be found at

- [The Manchester College Policies](#)

UCEN Manchester

Information about Equality and Diversity at UCEN Manchester can be found at

- [UCEN Manchester Equality and Diversity](#)

UCEN Manchester Students Equality, Diversity and Inclusivity Policy can be found at

- [UCEN Manchester Policies](#)

Novus

Novus Equality and Diversity information can be found at

- [Novus equality and diversity](#)

MOL

MOL Equality and Diversity Policy can be found at

- [MOL Policies](#) (LTE Group Equality and Diversity Policy)

Health and Safety

LTE Group Health and Safety Policy can be found at

- [LTE Group Health and Safety Policy](#)

Total People health and safety policy can be found in the policies section on the website at

- [Total People policies](#)

Estate Management

Latest estate plans / development news can be found at

- [LTE Group News](#)

Complaints policies and procedures

The Manchester College complaints policy (and complaints form) can be found in the policies section of the website at

- [The Manchester College Policies](#)

UCEN Manchester complaints policy (and complaints form) can be found in the policies section of the website at

- [UCEN Manchester Policies](#)

MOL complaints policy can be found in the policies section of the website at

- [MOL Policies](#)

Total People complaints policy can be found in the policies section of the website at

- [Total People Policies](#)

Complaints regarding data protection should be addressed to dpo@ltegroup.co.uk

Complaints regarding Freedom of Information or Environment Information should be addressed to foi@ltegroup.co.uk

Records management and personal data policies

LTE Group Data Protection policy can be found at

- [LTE Group Policies](#)

Privacy Notices applicable to all areas of LTE Group can be found in the privacy section on the website at

- [LTE Group Privacy](#)

Breakdown (specific privacy notices) included below.

The Manchester College student, prospective student and parent privacy notice can be found in the legal section of the website at

- [The Manchester College Privacy Information](#) (selecting *privacy*)

The Manchester College website cookies information can also be found at the above link.

UCEN Manchester student, prospective student (applicant) and student privacy notice can be found in the legal section of the website at

- [UCEN Manchester Privacy Information](#) (selecting *privacy*)

UCEN Manchester website cookies information can also be found at the above link.

Novus learner / service user and parents of learners in youth custody privacy notice can be found in the privacy section of the website at

- [Novus Privacy Information](#) (selecting *privacy notice for Novus*)

Novus website cookies information can also be found at the above link.

Total People learners, parents / guardians, teachers, tutors partner organisations and employers privacy notice can be found in the privacy section of the website at

- [Total People Privacy Information](#)

Total people website cookies information can be found at <https://www.totalpeople.co.uk/cookies>

MOL student and enquirer privacy notice can be found in the legal section of the website at

- [MOL Privacy Information](#) (selecting *privacy notice for MOL learners*)

MOL website cookies information can also be found at the above link.

LTE Group job applicants privacy notice can be found in the privacy section of the website at

- [LTE Group Privacy Information](#) (selecting *privacy notice for job applicants*)

LTE Group suppliers of goods or services privacy notice can be found in the privacy section of the website at

- [LTE Group Privacy Information](#) (selecting *privacy notice for suppliers of goods or services*)

LTE Group Retention Schedule can be made available on request to dpo@ltegroup.co.uk

Fire Plan

Information requests relating to LTE Group fire plans can be sent to foi@ltegroup.co.uk

Charging regimes and policies

We do not usually charge a fee for information requests, however in some instances we may need to charge a reasonable fee. If applicable, we can recover communication costs, such as for photocopying, printing and postage. We do not charge for staff time in dealing with the request or obtaining the information, however under legislation there is guidance as to what the limits are for staff time in dealing with requests. If the time spent dealing with the request would exceed these cost limits we may refuse the request, however we would always advise the requester how they could refine their request / what items in their request take it over the threshold (if possible).

If we need to charge a fee, we will always send the requester a notification, explaining this (as soon as possible and within 20 working days). We will not be able to send the information until the fee has been received.

Lists and registers

Information the college is currently legally required to hold in publicly available registers

Information requests relating to lists and registers can be sent to foi@ltegroup.co.uk

Asset Registers

Information requests relating to lists and registers can be sent to foi@ltegroup.co.uk

Information Asset Registers

LTE Group information asset registers are a live document at any given time, for information on our live asset registers, please contact foi@ltegroup.co.uk

CCTV

Our current CCTV policy is scheduled for publication soon. Information requests relating to our CCTV policy can be sent to foi@ltegroup.co.uk

Disclosure logs

LTE Group keeps records of all requests and disclosures made. Requests for a summary / details can be sent to foi@ltegroup.co.uk

Register of interests kept

Information requests relating to lists and registers can be sent to foi@ltegroup.co.uk

Senior staff declaration of interests

Information requests relating to lists and registers can be sent to foi@ltegroup.co.uk

Register of gifts and hospitality provided to senior staff

Information requests relating to lists and registers can be sent to foi@ltegroup.co.uk

The services we offer

Prospectus and course content

The Manchester College courses can be found in the course finder section of the website at

- [The Manchester College courses](#)

UCEN Manchester courses can be found in the courses section of the website at

- [UCEN Manchester courses](#)

Total People apprenticeships offer can be found in the apprenticeships section of the website (and by selecting live vacancies) at

- [Total People Apprenticeships](#)

MOL courses can be found in the courses section of the website at

- [MOL courses](#)

Services for outside bodies

Information requests relating to services for outside bodies can be sent to foi@ltegroup.co.uk

Health including medical services

Information relating to The Manchester College health services can be found in the support section of the website at

- [The Manchester College support](#)

Information relating to UCEN Manchester health services can be found in the support section of the website at

- [UCEN Manchester support](#)
- [UCEN Manchester disability support](#)

Welfare and counselling services

The Manchester College career and welfare information can be found under the support section of the website at

- [The Manchester College career and welfare](#)

Funding, such as grants and bursaries, available to students from the college

The Manchester College financial support and advice can be found in the support section of the website at

- [The Manchester College financial advice](#)

Careers advice

The Manchester College career and welfare information can be found in the support section of the website at

- [The Manchester College career and welfare](#)

UCEN Manchester career advice information can be found in the support section of the website at

- [UCEN Manchester career advice](#)

Novus employment and career support information can be found in the Novus Works section of the website at

- [Novus Works](#)

Chaplaincy services and multi-faith provision

Information regarding chaplaincy at The Manchester College can be found in the support section of the website at

- [The Manchester College chaplaincy](#)

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

Information requests relating to fees can be sent to foi@ltegroup.co.uk

Sports and recreational facilities

Information regarding sports and recreation at The Manchester College can be found in the enrichment section of the website at

- [The Manchester College enrichment](#)

Information regarding recreational facilities at UCEN Manchester can be found in the facilities section of the website at

- [UCEN Manchester facilities](#)

Facilities relating to music, art and other cultural activities

Information relating to other facilities at The Manchester College can be found in the community facilities section of the website at

- [The Manchester College facilities](#)

Information relating to other facilities at UCEN Manchester can be found in the facilities section of the website at

- [UCEN Manchester facilities](#)

Conference facilities

Information requests relating to conference facilities can be sent to foi@ltegroup.co.uk

Advice and guidance

To contact LTE Group (or any of its business areas) for general advice and guidance, contact details can be found in the contact us section of the website at

- [Contact LTE Group](#)

To contact The Manchester College for general advice and guidance, contact details can be found in the how we can help section of the website at

- [The Manchester College advice and guidance](#)

Media releases

LTE Group latest news and press coverage can be viewed in the news section of the website at

- [LTE Group news](#)

Contact details for press and media enquiries can be found in the contact us section of the website at

- [LTE Group press and media enquiries](#)