



Young People's Learning Agency Publication Scheme V2-0 July 2010

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Young People's Learning Agency Publication Scheme

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Section 1: Our Publication Scheme and How to Use It

Introduction

1 The Young People's Learning Agency for England is committed to being an open, honest and listening organisation which acts with transparency and integrity in its dealings both with members of the public and organisations with an interest in our work. This Publication Scheme forms part of that promise of openness. Its purpose is to make it easier for people to obtain from us the information we routinely make available.

2 This Publication Scheme describes:

- the classes of information that we publish or intend to publish as a matter of course
- how we publish this information
- lists examples of some of the documents available

3 In common with other public sector bodies, the YPLA has produced a Publication Scheme as required by the Freedom of Information Act 2000 (FOI Act) in a format that complies with guidance from the Information Commissioner's Office.

4 General information about the FOI Act and publication schemes is available from the website of the Information Commissioner - <http://www.informationcommissioner.gov.uk/>

Obtaining Information from the Young People's Learning Agency

5 Many of our documents are available in portable document format (PDF) on our website and can be downloaded free of charge. To download PDF documents you need Adobe Acrobat Reader, which is free and available on the Internet at <http://www.adobe.com>.

6 Where no online version is available or an electronic copy cannot be provided, paper copies of national publications can be obtained by contacting the YPLA enquiries service by emailing enquiries@ypla.gov.uk or telephoning 02476 823655.

7 We will provide electronic copies of our publications by email or, where this is not possible, a single paper copy free of charge. We may need to charge for multiple paper copies. In the case of large documents or documents that are often updated, we may offer you the opportunity to read the documents at one of our offices instead of sending you a copy.

8 The YPLA is determined to ensure that everyone has fair and equal access to the information we make available. If you need an YPLA publication or document in an alternative format, for example in Braille, on audio-tape or in a community language translation, please contact in the first instance:

Communications Team
Young People's Learning Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT
Telephone: 02476 823655
Email: enquiries@ypla.gov.uk

We will do our best to meet your request as far as we reasonably can.

9 If the information you are looking for has not been made available via our website, under the Publication Scheme, you will need to submit a request for information. If you need further advice on how to submit an information request, please visit our Freedom of Information page at <http://www.ypla.gov.uk/foi.htm> or contact;

Records and Rights Manager,
Young People's Learning Agency,
St Lawrence House
29-31 Broad Street
Bristol
BS1 2HF
Email: freedomofinfo@ypla.gov.uk

Charges

10 The YPLA continues to adopt a policy under Freedom of Information, whereby it provides information free of charge. The YPLA reserves its statutory right not to provide information under the Freedom of Information Act 2000, where the cost exceeds the 'appropriate limit' as defined in the Act. The YPLA also continues to review its charging policy regularly and at least annually.

Exemptions

11 Under the Freedom of Information Act there are certain exemptions from the obligation to disclose information and in some cases also from the obligation to confirm or deny whether we hold information. These exemptions protect individuals or the legitimate confidentiality of information. Examples of exemptions include personal information protected under the Data Protection Act 1988, or information given to the YPLA in confidence.

Complaints

12 If you are dissatisfied with the outcome of your request (for example, if we invoke an exemption or if you are unhappy with the way we give access or with our fees), and you cannot resolve the problem with the officer who is dealing with your request, you may submit our decision to an internal review or, if that fails to satisfy you, an independent review.

Internal review

13 If you have a complaint about the provision of information under this Publication Scheme, please write to:

The YPLA Solicitor
Young People's Learning Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT
Fax: 024 7682 3689
Email complaints@ypla.gov.uk.

Independent review

14 Independent reviews are conducted by the Information Commissioner. Usually you must have an internal review before an independent review can take place. Requests for an independent review should be made in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545700
Fax: 01625 524510

Responsibility for the Young People's Learning Agency Publication Scheme

15 The YPLA's Director of Finance, Funding and Corporate Services has overall responsibility for the Publication Scheme. We will update our scheme as required and will review it annually or as directed by the Information Commissioner.

16 We welcome any comments or suggestions you have about improving the scheme. If you have any comments, contact:

Records and Rights Manager
Young People's Learning Agency
St Lawrence House

29-31 Broad Street
Bristol BS1 2HF
Telephone: 0117 3726406
Email: freedomofinfo@ypla.gov.uk

Section 2: About the Young People's Learning Agency

Background

17 The YPLA was established in April 2010 as a non-departmental public body by the Apprenticeships, Skills, Children and Learning Act 2009. It has responsibility for championing education and training for young people in England. It does this by providing financial support to young learners, by funding Academies for all their provision and by supporting local authorities to commission suitable education and training opportunities for all 16-19 year olds.

The YPLA's responsibilities

18 The YPLA's key responsibilities are;

- ensuring budgetary control of the £7 billion being transferred to local authorities to enable them to carry out their new 16-19 functions;
- promoting consistency and simplicity in planning by providing a national statement of priorities and supporting Regional Planning Groups to create a set of Regional Statements of Priorities;
- developing and managing the national funding formula in a way that enables the delivery of 14-19 Reforms;
- providing a national commissioning framework and technical guidance and support to enable local authorities to commission provision consistently;
- providing data on participation, attainment and the mix and balance of provision, to support local authorities to deliver the learner entitlement, continuous improvement and the reform agenda;
- providing strategic analysis of supply and demand including 16-19 demographics and travel to learn patterns to support the planning and commissioning process;
- working with the Regional Development Agencies and other regional partners to provide information on skill needs in an area as well as access to appropriate economic and labour market intelligence;
- working with local authorities to support and facilitate the production of local commissioning plans and to ensure their coherence at local, sub-regional and regional levels and their fit within the national budget;
- working with local authorities to support the inclusion agenda and prepare for the raising of the participation age with particular attention to securing appropriate Learners with Learning Difficulties and/or Disabilities provision and provision for other vulnerable groups;

- funding, performance managing, monitoring finance and providing advice to open Academies on behalf of the Secretary of State;
- providing support for individual learners, in particular through the Education Maintenance Allowance and other support funds to meet the needs of 16-19 year olds.

19 The YPLA will help bring together a range of organisations and stakeholders to work together toward common ends. Our partners include local authorities, Government Offices, Regional Development Agencies, The Skills Funding Agency, The National Apprenticeship Service, Employment and Skills Boards and at a national level, the provider network.

How the Young People’s Learning Agency Operates

20 The YPLA is a national organisation. It has a non-executive Board Council of 16 members, which includes our Chief Executive and our Chairman. The membership includes representatives of the YPLA’s key stakeholder groups such as: local authorities, FE colleges, sixth form colleges, independent learning providers, Academies, Third Sector organisations and employer representative organisations.

21 The YPLA employs around 450 people and operates out of four national offices and nine regional offices across the country. Our National Offices are based in Coventry, London, Darlington and Sheffield. Learner Support, which includes the provision of Education Maintenance Allowances, Adult Learning Grants and Professional and Career Development Loans, is coordinated through our national office in Sheffield. Our Open Academies Finance Unit operates out of the national office in Darlington.

22 Our regional offices are listed below. Click on each one to access more information on the YPLA website.

- [East Midlands](#)
- [East of England](#)
- [London](#)
- [North East](#)
- [North West](#)
- [South East](#)
- [South West](#)
- [West Midlands](#)
- [Yorkshire and the Humber](#)

Section 3: Structure of our Publication Scheme

23 Our Publication Scheme is structured into seven broad topic areas, which are subdivided into the classes of information that we publish or intend to publish as a matter of course.

24 Unless indicated otherwise most of the information will be published on the YPLA website or can be requested. As well as searching the Publications area, you may want to browse the website 'About Us' for corporate information that relates to the YPLA as a whole.

25 Information from the Publication Scheme is available free of charge, although we may have to charge for multiple paper copies. Paper copies are available from enquiries: enquiries@ypla.gov.uk or by telephoning 02476 823655.

26 Some documents may not be available or may be restricted due to the requirement to comply with legislation, for example the Data Protection Act in respect of personal data or the Freedom of Information Act if an exemption under that Act would apply. However it is our intention to be as open and transparent as possible about our work and the information we hold.

Summary

27 A summary of the topic areas and classes of information is set out below. For the full Publication Scheme, please go to Section 4.

1. Who we are and what we do

- 1.1 Roles and responsibilities
- 1.2 Organisational structure
- 1.3 Information relating to the legislation relevant to the YPLA's functions
- 1.4 The main organisations with which the YPLA works in partnership
- 1.5 Senior staff and Board Members
- 1.6 Locations of our offices and how to contact us

2. What we spend and how we spend it

- 2.1 Financial statements, including those for major projects and events
- 2.2 Budgets and variance reports
- 2.3 Capital programme
- 2.4 Financial audit reports
- 2.5 Staff and board member's allowances and expenses
- 2.6 Pay and grading structures
- 2.7 Procurement and tendering procedures
- 2.8 Contracts awarded and their value
- 2.9 Internal financial regulations

3. What our priorities are and how we are doing

- 3.1 Strategy and planning
- 3.2 Performance
- 3.3 Reports and reviews
- 3.4 Public Service Agreements

4. How we make decisions

- 4.1 Major policy proposals and decisions
- 4.2 Background information relating to major policy proposals and decisions
- 4.3 Public consultations
- 4.4 Minutes of senior level meetings
- 4.5 Reports and papers provided for consideration at senior level meetings (excluding elements properly considered to be private)
- 4.6 Internal communications guidance and criteria used for decision making (process systems and key personnel) but excluding information that might damage the operations of the YPLA.

5. Policies and procedures

- 5.1 Protocols, policies and guidance including Codes of Practice, memoranda of understanding
- 5.2 Customer service
- 5.3 Records management and personal data policies
- 5.4 Charging policies

6. Lists and registers (current information only)

- 6.1 Public registers
- 6.2 Asset registers and information Asset Registers
- 6.3 Disclosure logs
- 6.4 Register of gifts and hospitality in respect of Board Members and senior managers
- 6.5 Register of interests of Board Members
- 6.6 Register of interests of staff

7. The Services we offer

- 7.1 Regulatory responsibilities
- 7.2 Services for other organisations
- 7.3 Services for members of the public
- 7.4 Services for which the YPLA is entitled to recover a fee
- 7.5 Leaflets, booklets and newsletters
- 7.6 Media releases

Section 4: The Young People’s Learning Agency Publication Scheme

1. Who we are and what we do – organisational information, structures, locations and contacts

Class	Examples (where appropriate) of the type of information included in this class
<p>1.1 Roles and responsibilities Key roles and responsibilities at a high level within the YPLA</p>	<ul style="list-style-type: none"> • Our mission vision and values • Our remit • Grant Letters
<p>1.2 Organisational structure General information about who we are, what we do and how our organisation is structured</p>	<ul style="list-style-type: none"> • The structure of our organisation • Names of the YPLA Board Members • Names of the Management Board • Links to our Regional Offices
<p>1.3 Information relating to the legislation relevant to the YPLA’s functions</p>	<p>The role of the YPLA (see Section 2 of this Publication Scheme) was derived from the Apprenticeships, Skills, Children and Learning Act 2009.</p>

<p>1.4 Information about the main organisations with which the YPLA works in partnership</p> <p>1.5 Senior staff and Board Members</p> <p>1.6 Locations of our offices and how to contact us</p>	<ul style="list-style-type: none"> • Protocols for working with other organisations. • Memoranda of Understanding with other organisations that provide a service jointly with the YPLA. • The names of the members of the YPLA Board • The names and position titles of our Management Board <p>Addresses and telephone numbers of each of our offices. This information is also available at the end of this document.</p>
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2. What we spend and how we spend it – financial information relating income, expenditure, procurement, contracts and audit

Class	Examples (where appropriate) of the type of information included in this class
2.1 Financial statements, including those for major projects and events	YPLA Financial Statements (available within our annual reports)
2.2 Budgets and variance reports	When they become available
2.3 Capital programme	Details of planned major capital investment and expenditure if and when it occurs
2.4 Financial audit reports	<ul style="list-style-type: none"> • Financial Audit reports as and when they become available • YPLA Policy Statement on Financial Irregularity
2.5 Staff and board member's allowances and expenses	<ul style="list-style-type: none"> • Allowances and expenses (by category) claimed
2.6 Pay and grading structures	This will be information on levels of pay rather than individual salaries

4. How we make decisions – Decision making processes and records of decisions

Class	Examples of the type of information included in this class
<p>4.1 Major policy proposals and decisions</p> <p>4.2 Background information relating to major policy proposals and decisions</p> <p>4.3 Public consultations</p> <p>4.4 Minutes of senior level meetings</p> <p>4.5 Reports and papers provided for consideration at senior level meetings (excluding elements properly considered to be private)</p>	<p>YPLA Conduct of business and procedures</p> <p>Facts and analysis relevant to the framing of major policy proposals and decisions e.g. Evaluation of the Funding Models for Diplomas</p> <p>Reports and results (when they become available)</p> <p>Minutes of YPLA Board meetings and their committees</p> <p>Reports and papers provided for YPLA Board meetings</p>

4.6 Internal communications guidance and criteria used for decision making (process systems and key personnel) but excluding information that might damage the operations of the YPLA.

Internal instructions, manuals and guidelines where this would assist the public understanding of the way decisions are made. Examples are -

- Learner eligibility Guidance 2010/11
- Diploma funding – guidance to Local Authorities
- Placement Technical Guidance for Independent Specialist Providers for 2010/11
- The Right Support - providing information on support for a range of young people in vulnerable or disadvantaged groups
- Placement Information: Learners with Learning Difficulties and/or Disabilities at Independent Specialist Providers 2010/11

5. Policies and procedures – current protocols, policies and procedures for delivering services and responsibilities

Class	Examples of the type of information included in this class
<p>5.1 Protocols, policies and guidance Including Codes of Practice, memoranda of understanding and procedures</p>	<ul style="list-style-type: none"> • 16-19 Statement of priorities and Investment Strategy 2010-11 • Regional Statements of Priorities • National Commissioning Framework (including technical annexes) • From Here to Entitlement – a self-assessment toolkit for 14-19 partnerships • The 14-19 Prospectus: 10 case studies of emerging practice <p>Not yet on the website but available:</p> <ul style="list-style-type: none"> • Staff welfare policies • Staff learning and development policies and procedures. • Staff performance review procedures. • Health and safety policies • Staff conduct and discipline policies • Equality and Diversity policy

<p>5.2 Customer service Standards for the provision of services to YPLA customers</p> <p>5.3 Records management and personal data policies</p> <p>5.4 Charging policies</p>	<p>YPLA Recruitment and Selection Policy (Current vacancies are displayed on the recruitment area of the YPLA website.)</p> <ul style="list-style-type: none">• Personal Information policy (due to be published 2010)• Data protection policy (due to be published 2010)• Records management policy (due to be published 2010)• Information security policy• Archiving arrangements• YPLA Complaints procedure <p>See Page 4</p>
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6. Lists and registers (current information only)

Class	Examples of the type of information included in this class
<p>6.1 Public registers and registers held as public records</p> <p>6.2 Asset registers and information Asset Register</p> <p>6.3 Disclosure logs</p> <p>6.4 Register of gifts and hospitality received by Board Members and senior managers</p> <p>6.5 Register of interests of Board Members</p> <p>6.6 Register of interests of staff</p> <p>.</p>	<p>None currently held</p> <p>Asset register inherited from the Learning and Skills Council and managed by the Skills Funding Agency shared service.</p> <p>Information Asset Register yet to be compiled</p> <ul style="list-style-type: none"> • Freedom of Information log • Data Sharing log <p>Register and Guidance document</p> <p>Register and Guidance document</p> <p>Register and Guidance document</p>

7. The Services we offer

Class	Examples of the type of information included in this class
<p>7.1 Regulatory responsibilities</p> <p>7.2 Services for other organisations</p>	<p>Remit Letter</p> <p>Support for Academies - Funding, monitoring and guidance for Academies providing Link to the DCSF website and publications on ;</p> <ul style="list-style-type: none"> • Sponsor Guides • Funding Agreements • Equalities Impact Assessment • Academies Prospectus • Evaluation reports <p>Supporting Local Authorities</p> <ul style="list-style-type: none"> • National Commissioning Framework • Annual Statement of Priorities • Allocations data 2009/10 – provider factors • Allocations spreadsheet by Local Authority • Joint (YPLA, Skills Funding Agency and Association of Colleges) guidance for providers and auditors on the preparation of providers' annual financial statements and financial plans. • Finance Guidance and practice notes aimed primarily at local authorities on assurance and

Contact Details

Paper copies of documents available from enquiries

Tel: 02476 823655

Email: enquiries@YPLA.gov.uk

Requests for information under the Freedom of Information Act 2000

Request can be made in writing to:

Records and Rights Manager
Young People's Learning Agency
St Lawrence House
29-31 Broad Street
Bristol
BS1 2HF
Email freedomofinfo@YPLA.gov.uk

YPLA Offices

The YPLA operates out of four national offices and nine regional offices across the country.

Our National Offices are based in Coventry, London, Darlington and Sheffield.

Learner Support, which includes the provision of Education Maintenance Allowances, Adult Learning Grants and Professional and Career Development Loans, is coordinated through our national office in Sheffield.

Our Open Academies Finance Unit operates out of the national office in Darlington.

National Office

The Young People's Learning Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT

Our Regions

<p>East Midlands Young People's Learning Agency 17a Meridian East Meridian Business Park Leicester LE19 1UU</p> <p>Tel: 0845 337 2000</p>	<p>East of England Young People's Learning Agency Felaw Maltings 3rd Floor 42 Felaw Street Ipswich IP2 8SJ</p> <p>Tel: 0845 337 2000</p>
<p>London Young Peoples Learning Agency 4th Floor Sanctuary Buildings Great Smith Street London SW1P 3BT Tel 0845 377 5000</p>	<p>North East Young People's Learning Agency Moongate House 5th Avenue Business Park Team Valley Gateshead NE11 0HF Tel 0845 337 2000</p>

<p>North West Young People's Learning Agency Arndale House Arndale Centre Manchester M4 3AQ</p> <p>Tel: 0845 337 2000</p>	<p>South East Young People's Learning Agency Bridge House 1 Walnut Tree Close Guildford GU1 4GA</p> <p>Tel: 01483 885105</p>
<p>South West Young People's Learning Agency Floors 4 – 7 St Lawrence House 29-31 Broad Street Bristol BS1 2HF</p> <p>Tel: 0845 337 2000</p>	<p>West Midlands Young People's Learning Agency Nti Building 15 Bartholomew Row Birmingham West Midlands B5 5JU</p> <p>Tel: 0845 337 2000</p>
<p>Yorks and Humber Young People's Learning Agency Mercury House 4 Manchester Road Bradford BD5 0QL</p> <p>Tel: 0845 337 2000</p>	