



## QAA Information Publication Scheme

### About the Freedom of Information Act

QAA is not covered by the Freedom of Information Act 2000 (FOIA), but we are committed to meeting its standards of openness and accountability. All requests for information will be dealt with in the spirit of the FOIA.

### Publication scheme

The FOIA requires all those covered to have a 'publication scheme' detailing the classes of information available to the public. In keeping with the spirit of the Act, this document is QAA's Information Publication Scheme.

### Feedback procedure

Although QAA is not covered by the Information Commissioner's complaints and appeals procedure in respect of Freedom of Information, we would like to hear if you have any problems, comments or suggestions concerning our Information Publication Scheme. Please contact us at [governance@QAA.ac.uk](mailto:governance@QAA.ac.uk)

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### Charging

All information available on our website is free; there may be a charge for hardcopy publications. Where information is stated as available on request, contact [comms@qaa.ac.uk](mailto:comms@qaa.ac.uk) or call 01452 557000 to obtain a copy. There may be a charge for copying and postage, and we will inform you of this before we send the information.

### Exemptions

The majority of information in our publication scheme is available without exemptions, but in some cases elements of individual documents may be redacted in accordance with the provisions of the FOIA or the Data Protection Act 2018.

### Enquiries

All enquiries relating to our publication scheme should be sent to [governance@qaa.ac.uk](mailto:governance@qaa.ac.uk). If you require a hardcopy of our publication scheme, please call 01452 557000 and one will be sent to you.

## QAA Information Publication Scheme

Class	Description	Availability/fees
Who we are, what we do and how we make decisions	<p><u><a href="#">Constitutional and legal governance:</a></u></p> <ul style="list-style-type: none"> <li>• Memorandum and Articles of Association</li> <li>• Minutes of Open Board meetings and Annual General Meetings</li> <li>• Board member composition and members including declarations of interest</li> <li>• Code of best practice for QAA Board members</li> <li>• Board committee's terms of reference and membership</li> <li>• Senior Management Team</li> </ul>	<p>Available from our website without charge</p> <p>To request historic records, please contact <a href="mailto:comms@qaa.ac.uk">comms@qaa.ac.uk</a></p> <p>Records will be provided wherever possible</p>
What we spend and how we spend it	<p>Financial information related to actual income and expenditure:</p> <ul style="list-style-type: none"> <li>• <u><a href="#">Annual report and financial statements</a></u></li> </ul>	<p>Available to download from our website without charge</p> <p>Reports for previous years are available from the <u><a href="#">Companies House website</a></u></p>
What our priorities are and how we are doing	<p>Strategy and priorities:</p> <ul style="list-style-type: none"> <li>• <u><a href="#">Strategy 2017-2020 (pdf 1.05MB)</a></u></li> <li>• <u><a href="#">Annual report and financial statements</a></u></li> </ul>	<p>Available to download from our website without charge</p>
Our policies and procedures	<p><u><a href="#">Policies and procedures include:</a></u></p> <ul style="list-style-type: none"> <li>• Copyright</li> <li>• Complaints about standards and quality in higher education</li> <li>• Complaints about QAA</li> <li>• Data Protection</li> <li>• Declaration of Interests</li> <li>• Enquiries Team - Standards of Service</li> <li>• Equality and Diversity</li> <li>• Gender Pay Gap Report</li> <li>• Privacy Notice</li> <li>• Subject Access Request Procedure</li> <li>• Welsh Language Scheme</li> <li>• Whistle Blowing</li> </ul>	<p>Available to download from our website without charge</p>

Lists and registers	<ul style="list-style-type: none"> <li>• <a href="#">QAA review findings directory</a></li> <li>• <a href="#">Partner bodies and institutions</a></li> </ul>	Available to download from our website without charge
	<ul style="list-style-type: none"> <li>• Register of company directors and their connections/interests</li> <li>• Register of past officers</li> <li>• Register of persons with significant control</li> </ul>	Available from <a href="#">Companies House website</a>
The service we offer	<p>QAA safeguards standards and improves the quality of UK higher education wherever it is delivered around the world, checking that students get the higher education they are entitled to expect. We also manage the Access to HE scheme and provide advice on applications for degree awarding powers and university title.</p> <p>Information available includes:</p> <ul style="list-style-type: none"> <li>• <a href="#">Reviews of higher education providers in the UK</a></li> <li>• <a href="#">Reviews of UK higher education provision overseas (TNE)</a></li> <li>• <a href="#">Working with the sector reports, training and conferences</a></li> </ul>	Available from our website without charge
	<ul style="list-style-type: none"> <li>• Access Validating Agency profiles and information about Access to HE</li> </ul>	<a href="#">Access to HE website</a>
	<ul style="list-style-type: none"> <li>• Reports on applications for degree awarding powers</li> </ul>	Search institution name on QAA website (records only available after the Privy Council has made its decision)
Communications	<p><a href="#">Communication with the sector and with the general public includes:</a></p> <ul style="list-style-type: none"> <li>• circular letters</li> <li>• events</li> <li>• items for consultation</li> <li>• media - press releases</li> <li>• news archive.</li> </ul>	Available from our website without charge