

## CCEA Publication Scheme – Guide to Information

CCEA does not normally charge for the provision of information to requestors. If a charge is attached to a particular service, this is indicated below.

All requests should be submitted to [dataprotectionofficer@ccea.org.uk](mailto:dataprotectionofficer@ccea.org.uk).

<b>Who we are and what we do</b>			
Organisational structure	Available electronically	<a href="#">Organisational Structure   CCEA</a>	No charges apply
Locations of CCEA buildings	Available electronically	<a href="#">Find us</a>	No charges apply
Key contacts	Available electronically	<a href="#">Key Contacts   CCEA</a>	No charges apply
CCEA role and legislative basis	Available electronically	<a href="#">About Us   CCEA</a>	No charges apply
Roles and responsibilities	Available electronically	<a href="#">Management Statement and Financial Memorandum (MS/FM)   CCEA</a> <a href="#">Organisational Structure   CCEA</a> <a href="#">What we do - our remit</a>	No charges apply
Legislation relevant to CCEA's functions	Available electronically	<a href="#">What we do - our remit</a>	No charges apply
Lists of and information relating to organisations with which CCEA works in partnership	Available electronically or as hard copy	Available on request*	No charges apply
Meetings of Chief Executive or Council members with Ministers and external organisations		<a href="#">Committee Terms of Reference   CCEA</a>	No charges apply
CCEA's Executive Team and Council members	Available electronically	<a href="#">Key Contacts   CCEA</a> <a href="#">Membership of CCEA Council   CCEA</a>	No charges apply

<b>What we spend and how we spend it</b>			
Financial statements	Available electronically or as hard copy	Available on request*	No charges apply
Budgets	Available electronically or as hard copy	Available on request*	No charges apply
Variance reports	Available electronically or as hard copy	Available on request*	No charges apply
Capital programme	Available electronically or as hard copy	Available on request*	No charges apply
Spending reviews	Available electronically or as hard copy	Available on request*	No charges apply
Financial audit reports	Available electronically or as hard copy	Available on request*	No charges apply
Senior staff and board member's allowances and expenses	Available electronically or as hard copy	Available on request*	No charges apply
Procurement and tendering procedures	Available electronically or as hard copy	Available on request*	No charges apply
Staff Expenses Policy	Available electronically	Available on request*	No charges apply

List of contracts awarded and their value	Available electronically or as hard copy	Available on request*	No charges apply
Financial statements for projects and events	Available electronically or as hard copy	Available on request*	No charges apply
Internal financial regulations	Available electronically or as hard copy	<a href="#">Plans &amp; Reports   CCEA</a> <a href="#">Council and Audit &amp; Risk Committee Minutes   CCEA</a>	No charges apply
Pay and grading structures	Available electronically or as hard copy	Available on request*	No charges apply
Recruitment opportunities	Available electronically or as hard copy	<a href="#">Jobs   CCEA</a>	No charges apply

<b>What are our priorities and how are we doing</b>			
Annual report	Available electronically	<a href="#">Annual Reports   CCEA</a>	No charges apply
Corporate plan	Available electronically	<a href="#">Corporate Plan   CCEA</a>	No charges apply
Business plan	Available electronically	<a href="#">Business Plan   CCEA</a>	No charges apply
Risk management report	Available electronically	<a href="#">Corporate Performance   CCEA</a>	No charges apply
Qualifications reports and statistics	Available electronically	<a href="#">Research   CCEA</a>	No charges apply
Quality performance	Available electronically	<a href="#">Quality Performance   CCEA</a> <a href="#">Awards &amp; Recognition   CCEA</a>	No charges apply

Regulatory compliance	Available electronically	<a href="#">Compliance with regulatory requirement   CCEA</a>	No charges apply
Complaints performance	Available electronically	<a href="http://ccea.org.uk/contact/complaints">ccea.org.uk/contact/complaints</a>	No charges apply

<b>How we make decisions</b>			
Public consultations	Available electronically or as hard copy	Available on request*	No charges apply
Council Terms of Reference	Available electronically	<a href="#">Committee Terms of Reference   CCEA</a>	No charges apply
Council and Audit & Risk Assurance Committee (ARAC) minutes	Available electronically	<a href="#">Council and Audit &amp; Risk Committee Minutes   CCEA</a>	No charges apply

<b>Our policies and procedures</b>			
Code of Ethics	Available electronically	<a href="#">CCEA Code of Ethics   CCEA</a>	No charges apply
Equality Scheme	Available electronically	<a href="#">Equality   CCEA</a>	No charges apply
Corporate Social Responsibility Policy	Available electronically	<a href="#">Corporate and Social Responsibility (CSR) Policy   CCEA</a>	No charges apply
Integrated Quality, Environmental and Occupational Health and Safety Policy	Available electronically	<a href="#">Quality, Environmental and Occupational Health and Safety Policy   CCEA</a>	No charges apply
Anti-Fraud Policy	Available electronically	<a href="#">Fraud Policies   CCEA</a>	No charges apply
Whistleblowing Policy	Available electronically	<a href="#">Fraud Policies   CCEA</a>	No charges apply
Privacy Policy	Available electronically	<a href="#">Privacy Policy   CCEA</a>	No charges apply
Data Protection Policy	Available electronically	<a href="#">General Data Protection Regulation 2018   CCEA</a>	No charges apply
Freedom of Information	Available electronically	<a href="#">Freedom of Information   CCEA</a>	No charges apply
Records Management Policy	Available electronically	<a href="#">Records Management Policy   CCEA</a>	No charges apply
Endorsement Policy	Available electronically	<a href="#">Endorsement Policies   CCEA</a>	No charges apply
Child Protection Policy	Available electronically	<a href="#">Child Protection Policies   CCEA</a>	No charges apply
Disposal of Documents Schedule	Available electronically	Available on request*	No charges apply

Complaints procedure	Available electronically	<a href="#">Complaints   CCEA</a>	No charges apply
Customer Charter	Available electronically	<a href="#">Customer Charter   CCEA</a>	No charges apply
Invoicing Policy	Available electronically	<a href="#">Financial Policies   CCEA</a>	No charges apply
Examinations fees and charges	Available electronically	<a href="#">Fees/Charges &amp; Notes   CCEA</a>	No charges apply
Recruitment Policy	Available electronically	Available on request*	No charges apply
Risk Management Policy	Available electronically	<a href="http://ccea.org.uk/about/policies/risk-management-policy">ccea.org.uk/about/policies/risk-management-policy</a>	No charges apply

<b>Lists and Registers</b>			
Gifts and Hospitality register	Available electronically	<a href="#">Gifts and Hospitality Policy   CCEA</a>	No charges apply
Asset registers	Available electronically or as hard copy	Available on request*	No charges apply

<b>The services we offer</b>			
Media releases	Available electronically	<a href="#">Latest CCEA news   CCEA</a>	No charges apply
Pre-school information – curriculum information	Available electronically	<a href="#">Pre-School   CCEA</a>	No charges apply
Foundation stage information – primaries 1 and 2	Available electronically	<a href="#">Foundation Stage   CCEA</a>	No charges apply
Key stage 1 and 2 – primaries 3-7 curriculum information	Available electronically	<a href="#">Key Stages 1 &amp; 2   CCEA</a>	No charges apply
Key stage 3 – post-primaries 8-10 curriculum information	Available electronically	<a href="#">Key Stage 3   CCEA</a>	No charges apply
Key stage 4 – post primaries 11-12 curriculum information, subject microsites (specifications, past papers, timetables, results information etc)	Available electronically	<a href="#">Key Stage 4   CCEA</a>	No charges apply
Key stage 5 – post-primaries 13-14 curriculum information, subject microsites (specifications, past papers, timetables, results information etc)	Available electronically	<a href="#">Post-16   CCEA</a>	No charges apply
Special Educational Needs – learning resources	Available electronically	<a href="#">Special Educational Needs (SEN)   CCEA</a>	No charges apply
Irish-medium	Available electronically	<a href="#">Gaeiloideachas   CCEA</a>	No charges apply
Assessment information, timetables, entries information, key dates, fees/charges notices, examinations support, results	Available electronically	<a href="#">Examiner/Centre Support   CCEA</a>	No charges apply

information and post results support			
Assessment information, timetables, key dates, frequently asked questions, examinations support, results information and post results support, student guides, replacement certificates	Available electronically	<a href="#">Students/Parents   CCEA</a>	No charges apply
Working with employers to support the curriculum and qualifications	Available electronically	<a href="#">Employers   CCEA</a>	No charges apply



## Revision History

Version	Originator	Summary of Changes	Date
1	McGovern	Review, update and formatting	11 Jun 21
2	McGovern	Further update and review	04 Oct 21
3	McGovern	Final draft - approved	04 Feb 22
4	McGovern	New link to Gifts and Hospitality added	02 Feb 24
5			
6			
7			
8			
9			