



By e-mail: Thomas Bailey <request-292441-0ea9c948@whatdotheyknow.com>

Office of the University Secretary
4 West
University of Bath
Claverton Down
Bath
BA2 7AY

9 October 2015

Dear Mr Bailey

Request for information under the Freedom of Information Act (FOIA), 2000 – 2015/167

Your request for information was received on 16 September 2015 and handled under the provisions of the Freedom of Information Act, 2000. It is reproduced below for your reference:

"Please could you advise how much was spent externally on training and development courses throughout 2013, 2014 and so far in 2015.

By external training and development courses, I am referring to any externally commissioned training courses focused on improving the capability of your students including CV workshops, communication skills, presentation skills, confidence and any other personal development courses which were provided by an external supplier.

These costs could include hiring an external agency to provide in-house training or the amount spent on external courses, conferences and seminars."

Section 1(1) usually entitles you to be told whether the requested information is held and have that information provided to you unless it is judged to be exempt from disclosure. The University is able to provide you with following information.

The University's Careers Service runs training and development courses for students in-house and has therefore incurred no external spend for the period in question. Individual academic departments may have incurred external expenditure. However the University has reasonably estimated that to ascertain whether such information was held would exceed the limit prescribed under section 12 of the FOIA and defined as 18 hours by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. This information is not centrally recorded so would require manual location, identification and extraction (if held) of individual invoices for said departments. It should also be noted that the Students' Union (SU) may have incurred relevant expenditure during the period of question. However the SU is not an organisation subject to the provisions of the FOIA so if there is any relevant information it is not held by or on behalf of the University of Bath under section 3(2) of the Act.

If you are dissatisfied with any aspect of how your request was handled you may ask the University to conduct an internal review. A request for an internal review must be submitted within 40 working days of receipt by you of this response. Requests received outside this period will only be considered at the University's discretion and where there is a valid reason to do so. Applications for internal review should be addressed in writing to:

University Secretary,
University of Bath,
Claverton Down,
Bath, BA2 7AY or e-mail M.G.W.Humphriss@bath.ac.uk.

If you still feel dissatisfied following the outcome of the internal review you may appeal to the Information Commissioner's Office (ICO):

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further details of this process are available via the following link:

http://www.ico.gov.uk/complaints/freedom_of_information.aspx

Please note that the Information Commissioner will only consider appeals once the internal review process has been completed.

Yours sincerely

A handwritten signature in black ink that reads "JE Button". The signature is written in a cursive, slightly slanted style.

James Button
Freedom of Information Officer