HE Public Information Policy

Reference Code: PUBL-INFO-HE
Version: 4.0
Date of Implementation: 1st September 2020
Originator: Head of Higher Education
Policy developed in consultation with:

- **Other College departments: Marketing, CIS**
- **Other HEIs: Collaborative partner universities and OfS**

Approval by: HE Strategy Group
Date for Review: 31st August 2021

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1. Introduction

This policy is written in line with the Expectations and Core practices of the UK Quality Code for Higher Education (Quality Code), which are mandatory for higher education providers in all parts of the UK.

This Policy aims to support UK higher education providers in meeting their responsibilities for the academic standards and quality of learning opportunities of the courses they offer and the credit and qualifications they award, within the context of their own mission, values and strategic objectives. Responsibility for setting and maintaining standards and quality lies with the degree-awarding body. This Policy is relevant to any delivery organisation(s) with which a provider may work. In addition to the responsibility for the quality of learning opportunities of the courses they offer, providers can use course design and development to facilitate a culture of innovation, creativity and continuous improvement through the creation of unique and market-attractive portfolios. It can be informed by feedback from a range of stakeholders/sources and developments. It can reflect multidisciplinary research, contemporary industry practice, pedagogical and technological advancements, and current affairs.

2. Context

This policy outlines all categories of data relating to the College's HE provision that will be published for all relevant audiences:

- **Information for the public about the higher education provider**
- **Information for the public about the higher education provision**
- **Information for prospective students**
- **Information for current students**
- **Information for students on completion of their studies**
- **Information for those with responsibility for academic standards and quality**

3. Related policies and procedures and related documents

a) The College will publish a HE strategy document that describes our mission, values and overall strategy.
b) The College will make available information about its higher education provision and awarding bodies.
c) The College will describe the process for applications and it will be made available to all HE students as well as published on the VLE.
d) The HE programme page on the VLE and HE Student Handbook page cover all programme info and what students can expect of the higher education provider.
e) The HE Student Charter document is made available to all HE students at the start of the academic year and is published on the VLE HE Student Handbook page.
f) When students leave their programme of study, the College issues them with a detailed record of their studies, which gives evidence to others and admission to the programme of study within the admissions policy and procedure.
g) HE induction presentation provides and an overview of the course and modules as well as guidance on available support and resources for all HE students, to include policies and procedures that HE students should be aware of.
h) The College makes available to prospective students information to help them select their programme with an understanding of the academic environment in which they will be studying and the support that will be made available to them. This information is available on the College website, HE course information pages, HE prospectus, UCAS, and UCAS Teacher Training.
i) Information on the programme of study is made available to current students at the start of their programme and throughout their studies, to include programme and module specifications, programme and module handbooks and assessment of the students' achievement in their academic programme.
j) A record of achievement is made available to all graduating students.
k) The College sets out a framework for maintaining academic standards, quality assurance and enhancement on behalf of its awarding bodies and describes the data and information used to support this. It maintains records (by type and category) of all collaborative activity that is subject to a formal agreement. Academic standards regulations and quality assurance and enhancement policies and procedures are available to all staff and students and stakeholders and are reviewed regularly. All HE College policies and procedures are available on the VLE within HE Staff /Student Handbook Page.

The process for ensuring appropriate content of the website and other electronic information starts with an agreed template for the document (approved by awarding body for their awards or designed by the Head of HE for Higher National qualifications). Standard HE programme document templates are:

- New programme proposal
- Programme information sheet
- Programme specification
- Module specification
- Programme handbook
- Module handbook
- Assessment and moderation plan template
- Assessment brief template

Programme Leaders work with the curriculum team to produce all programme and module documents, provide programme and module content using the set templates, based on the awarding body programme standards, and submit documents for approval by the curriculum Head of School (programme delivery and programme content) and to the Head of HE for programme structure and completeness, and then to the Director of Marketing for final approval including all other cross College information.

The process for ensuring that appropriate HE programme information is up to date accurate and transparent, to include content of the website and other electronic information is presented consistently and accurately with identified responsibilities:

HE Document/ Information	Responsibility -writer	Responsibility – final approval
Setting up and ensuring completeness of the VLE course page* ^	Programme Leader (PL)	Curriculum Head of School (CHoS) / Head of HE (HoHE)
New programme proposal	Programme Leader	HE Strategy Group/ Awarding Body
Programme information sheet* ^ – used to generate published info on the College Website , UCAS site and HE Prospectus	Programme Leader	• HE Programme Academic Information: Programme Leader (PL) • Guidelines for use of Social media as a means of providing information, accuracy, appropriateness of information, consent for using images: Director of Marketing – (DoM)
HE information on resources and support for students - used to generate published information on the College Website, UCAS site and HE Prospectus	Relevant College manager	DoM
Programme specification*^	Programme Leader	CHoS/HoHE
Module specification*^ – used to generate KIS data	Module leader	PL
Programme handbook*^	Programme Leader	CHoS
Module/Unit handbook*^	Module leader	PL
Programme Assessment and moderation plan* ^	Programme Leader	Programme Internal Verifier
Module/Unit Assessment briefs and online submission*^	Module Leader	Programme Internal Verifier
Module Teaching and learning materials and Schemes of work* ^	Programme Leader	Programme Internal Verifier
HE student Induction information*^	Head of HE	HE Strategy Group/ DoM
HE Policies, Procedures and Documents – information for staff and students*^	Head of HE	HE Strategy Group/DoM

*Subject to annual review and updating

^ Subject to regular audits (at least twice a year: August and January)

The following table describes HE course information updating processes in relation to the information published in: HE Prospectus, College Website, UCAS site and Unistats and VLE.

Note: HE planning in the current academic year relates to the HE provision offered in the year following the next academic year (e.g. during academic year 2020-21 planning is done for 2021-2022 provision).

l) Timeline within Annual Cycle for Data and information generation and update - HE provision:

Timeline	**Activity**	**Responsibility**	**Outcome**
January-March	Proposals for applications for accreditation\validation of the **new HE programmes** submitted to HE Strategy Group	HE strategy Group for approval	On approval the application for validation/ accreditation is submitted by appointed programme leader to relevant AB.
January-June	**NEW HE provision** for the year after NEXT approved and fees agreed	VP curriculum and APs with final approval by HE strategy group following validation/ accreditation	College Web updated UCAS HE offer for the year after NEXT updated KIS data for the year after NEXT updated VLE course set and populated (course, module and assessment info)
March-May	**HE Course table** with fees confirmed for the year after NEXT	VP curriculum and Aps/ CHoSes.	Course table with fees
May-September	HE offer information and fees confirmed	HoHE/Finance	SFE (Student Finance England) HE offer information and fees updated
February-March	**HE destination graduates** and employment data collected; Graduate Outcomes Data	HoHE / CIS; HESA	HE destination and employment data– Unistats and UCAS info updated.
January- Feb	**HE data:** enrolments, retention and success, completion; WP data in comparison with the mainstream achievement data;	CIS	HE data (WP and AMR)
January-March	**NSS** data generated	HoHE/CIS	NSS contacts sent to Ipsos mori
March – July	**KIS:** HE module proformas updated and KIS info calculated and submitted	HE administrator/ HoHE /CIS	KIS data generated and Collaborative partners validate KIS
June	**HE provision plan for year after next** confirmed for the HE Prospectus	HoHE /DoM	College HE Prospectus agreed, approved by collaborative awarding Universities, prepared for publishing on 01 September
June-September	UCAS and UCAS TT HE course information	HoHE/DoM	UCAS and UCAS TT HE course information updated