

Kirklees College

Higher Education Public Information Policy and Procedures 2018-2019

Document: Higher Education Public Information Policy and Procedures	
Version: 1.0 NEW	Author: Kim Harrison
Approved: May 2018	Approved by: Higher Education Committee
Date effective: May 2018	Date of next review:
Superseded version: NA	Distribution: All teaching staff via SharePoint HE Committee

Higher Education Public Information Policy and Procedures 2018-2019

1. INTRODUCTION

- 1.1 The purpose of this policy is to provide clarity over specific measures taken by Kirklees College in satisfying itself that appropriate control measures are in place for the information that is published in relation to its Higher Education (HE) provision. The policy covers information published in electronic or printed format, which refers to HE academic programmes, services, corporate strategy and policies.
- 1.2 This policy does not cover letters, verbal communication, teaching and learning materials, presentations, scholarly activity, creative work or staff recruitment advertisements.

2. AIMS

- 2.1 To ensure that published information enables students and external stakeholders to make informed judgements and that the information gives an accurate impression of Kirklees College and is:
- Accurate
 - Fit for purpose
 - Transparent
 - Current
 - Accessible
- 2.2 To ensure that the published information enables the public to make informed judgements and the information gives an accurate impression of Kirklees College.
- 2.3 That it allows clear and effective communication about Kirklees College and meets the requirements under [consumer law obligations](#).

3. ACCESSIBILITY AND EQUALITY

- 3.1 All information will be provided in accessible formats on request in order to meet the needs of individuals. Requests for alternative formats can be made to the Assistant Principal Adults and Higher Education, who will endeavour to ensure requests are met, provided these are reasonable and economically possible.

4. POLICIES, PROCEDURES AND STRATEGIES

- 4.1 Review of Kirklees College Higher Education policies and procedures are completed annually and agreed by the Higher Education Committee.
- 4.2 Responsibility for the authoring and review of Higher Education policies and procedures are allocated to appropriate managers. The Vice Principal (Curriculum, Performance and Innovation) will be responsible for the final approval of all Higher Education policies and procedures at Kirklees College.
- 4.3 Policies and procedures which directly affect students and relate to recruitment, admissions, compliments, complaints and academic appeals will be available on the [Kirklees College website](#).

5. COMMUNICATING INFORMATION

5.1 Kirklees College information takes the form of the following:

Marketing

- Kirklees College website
- Kirklees College Higher Education Prospectus
- Internal and external advertising (posters, flyers, banners, newspaper adverts, press releases, postcards, leaflets)
- Social Media

Student Communication

- Keep Warm postcards and letters
- Kirklees College Student Sharepoint (VLE)
- Higher Education Student Course and Module Handbooks

5.2 Information is only authorised by nominated line managers within Kirklees College to ensure that it is fit for purpose, accessible and complies with the UK Quality Code.

5.3 Kirklees College follows the marketing procedures of the partner Higher Education Institutions (HEI) to maintain compliance with the UK Quality Code.

5.4 In practice, staff have authority to communicate autonomously in a range of media, however if information displays the HEI branded logo and course titles then procedures are adhered to as stated above.

5.5 All student course and module handbooks are updated annually by Award / Programme Leaders in accordance with the HEIs guidance.

5.6 All student course and module handbooks are audited annually by the Programme Quality Leader (HE) in order to maintain quality standards and adherence to the HEI partnership quality assurance guidelines as well as compliance with the [UK Quality Code](#).

5.7 All Award / Programme Leaders are responsible for the monitoring of their course area VLE (Moodle) content to ensure compliance with the [UK Quality Code](#).

6. MARKETING COMMUNICATION

6.1 This includes both printed and electronic publications and advertisements that are designed to promote courses and events to potential students.

6.2 Definition of terms:

'Prospectus' – a printed and electronic document that illustrates the HE provision both full and part time, undergraduate and post graduate (in the form of Teacher Training)

'Publication' – document and other items published by the College including leaflets, display stands, webpages, advertising, text/images that appear as internal or external publications.

6.3 Kirklees College seeks to make all reasonable efforts to ensure the accuracy of all information that is provided by defined individuals within the College.

6.4 Procedures are in place for the checking and accuracy of the information published within the HE prospectus at the College to ensure accuracy at the time of going to print. A disclaimer is displayed within the prospectus in order to clarify any changes that occur after publication along with a signpost to the Kirklees College website for further updated information.

6.5 The HE prospectus is compiled by the Marketing directorate who works in conjunction with the

Programme Quality Leader (HE). In turn, other lead personnel are involved in verifying the accuracy of items such as student support and student finance. Course information is approved by the HEIs at the time of course approval or Periodic Review / re-validation.

6.6 Information within the current prospectus is consistent with that on the Kirklees website and other internal and external literature.

6.7 Information provided to external organisations is signed off by the Assistant Principal Quality, Adults and Higher Education, however the Kirklees College does not accept responsibility for the accuracy of the information reproduced by other agencies once it has left the College.

7. COMMUNICATION WITH THE MEDIA

7.1 No individual member of staff has the authority to speak to or contact the media or respond to requests. All requests are to go through the Director of External Relations.

7.2 Press releases can only be issued by the marketing team and authorised by the Director of External Relations.

8. KIRKLEES COLLEGE WEBSITE

8.1 The College is committed to making it easy for prospective and current students and the wider general public to access information that we publish about ourselves, as well as the courses and services we offer.

8.2 The Higher Education Funding Council for England (HEFCE) has specified the information they expect higher education providers to make available online or by request. This information forms part of what HEFCE define as the Wider Information Set (WIS).

8.3 This is set out on the Kirklees College website in the following way:

- Mission Statement
- Kirklees College Higher Education Strategy
- HE Admissions Policy and Procedures
- Learning and Teaching Strategy
- College Calendar 2018-19
- Kirklees College Prospectus
- Information about our courses and awards including Programme Specifications can be found on each course information page on the Colleges website
- Student Complaints
- Academic Appeals

8.4 An annual audit is carried out on the College website to ensure consistency and accuracy of all course information.

9. DOCUMENTS ASSOCIATED WITH THIS POLICY

Kirklees College Higher Education Admissions Policy and Procedure
Kirklees College Complaints Policy and Procedures
Kirklees College Higher Education Academic Appeals Policy

10. EXTERNAL REFERENCES

- [UK Quality Code for Higher Education - Part C](#)
- [Higher education: consumer law advice for providers](#)
- [Guide to providing information to prospective undergraduate students](#)

11. RESPONSIBILITY

The table below identifies the range of publically available information produced by the College. It also shows where the responsibility lies for ensuring that the information is accurate and current prior to publication.

Type of Public Information	Responsibility (Individual or Group)	Procedure for preparation
Information for the public about Kirklees College		
Press releases News stories Home page content Corporate publications	Director of External Relations	Website content approved by Assistant Principal Adults and Higher Education
Governance and constitutional information	Clerk to the Corporation	Approved by relevant Committee or Board prior to publication.
Key Information Set	Assistant Principal Adults and Higher Education (note: KIS not applicable to HNC provision)	Curriculum Team Leader MIS and Programme Quality Leader (HE)
Corporate Marketing	Vice Principal (Curriculum, Performance and Innovation)	Corporate publications are approved by the Director of External Relations, Assistant Principal prior to approval by the Vice Principal.
Information for prospective students		
Prospectus (hard copy and online)	Director of External Relations	Corporate publications are approved by the Director of External Relations, Assistant Principal; all website information is approved by the Director of External Relations
Admissions Policy	Vice Principal (Curriculum, Performance and Innovation)	Policy reviewed annually by Head of Student Recruitment, applications and careers; approved by HE Committee.
Programme Entry Requirements	Assistant Principal (Quality, HE and Student Experience)	Agreed at validation (TU programmes); Edexcel programmes agreed at internal validation.
Fees, bursaries, scholarships and financial support	Director of Finance	Fees and support proposed by Assistant Principal Adults and Higher Education and agreed at Fees Group. Access Agreement approved by OFFA.
Virtual Learning Environment	Assistant Principal Adults and Higher Education	Completed by programme teams using college guidelines. HE core information maintained by the Programme Quality Leader (HE).
Policies, Regulations and	Programme Quality Leader	Policies reviewed periodically

Procedures for Students	(HE).	and approved by HE Committee
Publication of Programme Specifications	Programme Quality Leader (HE).	Programme specifications approved at validation by partner university (TU) or during internal validation (Pearson Edexcel).
Programme and / or Module Handbooks	Programme Quality Leader (HE).	Programme / Module handbooks approved at validation by partner university (TU) or during internal validation (Pearson Edexcel).
Financial support for students	Assistant Principal Adults and Higher Education	Fees and support proposed by Assistant Principal Adults and Higher Education and agreed at Fees Group. Access Agreement approved by OFFA.
LRC information	Curriculum Area Manager (Teacher education, Teacher Development and Learning Centrer)	Relevant leaflets updated and presented at HE Committee for approval.
Assessment schedule	HE Award / Programme Leaders	Assessment type approved by university partner (TU) or at internal validation (Pearson Edexcel) Schedule devised by curriculum teams and uploaded to VLE.
Assessment Regulations	Partner University (TU) or Awarding Bodies (Pearson Edexcel, TQUK) Programme Quality Leader (HE). (College policy)	Approved by partner university or awarding body. Assessment policy – reviewed annually and approved by HE Committee.
Academic Misconduct	Partner University (TU) Programme Quality Leader (HE). (College policy)	Approved by partner university. Academic misconduct policy – reviewed annually and approved by HE Committee (Pearson Edexcel).
Academic Appeals	Partner University (TU) Programme Quality Leader (HE). (College policy)	Approved by partner university. Academic misconduct policy – reviewed annually and approved by HE Committee (Pearson Edexcel).
Student Complaints	Assistant Principal Quality and Apprentices Provision	Complaints polices and procedures reviewed annually and approved by HE Committee
HE Terms and Conditions	Vice Principal (Curriculum, Performance and Innovation)	Reviewed annually by Programme Quality Leader (HE) - approved by HE Committee.
External Examiner reports	Programme Quality Leader (HE).	Responses approved by partner university (TU programmes).