



**Leeds City College**

**Higher Education**

**Published Information Policy**

**Owner: HEDO**

**Policy Introduced: June 2015**

**Next Review: September 2021**

**Endorsed by: PM Meeting and HE Academic Board**

## **Scope and Purpose of Policy**

This policy applies to information relating to Leeds City College Higher Education awards that is made available to the public.

Its purpose is to ensure that the HE Published information policy and procedures are implemented consistently across the College and that the requirements of awarding bodies are met. In addition, the HE Published information policy and procedures are fully informed by the requirements of awarding bodies and the revised QAA Quality Code for Higher Education, in particular the Advice and Guidance relating to Admissions, Recruitment and Widening Access.

The College provides a range of information for prospective and existing students, employers and other stakeholders which is utilised in a range of ways for a range of purposes.

Published information within the context of this policy relates to:

- HE quality assurance materials including policies and procedures, regulations and guidelines;
- Marketing and publicity materials;
- Programme delivery material including (but not limited to) validation/approval documents, programme and module handbooks, any material published on the virtual learning environment (VLE);
- Student records of academic achievement whether leaving on completion or non-completion of their programme of study including (but not restricted to) notification of results and results transcripts.

## **Policy Statement**

For HE provision the College will operate a system for assuring the completeness and accuracy of its published information in line with the Quality Assurance Agency (QAA) and HE institutional collaborative agreements.

The College has a firm commitment to:

- Ensuring that full care and attention is paid to writing and proof reading HE documentation;
- Enhancing transparency and clarity of information relating to HE;
- Confidently assuring itself, where reasonably possible, about the reliability, accuracy and completeness of its published HE information;
- Publishing full, accurate and verifiable information relating to its HE quality assurance processes;
- Not intentionally acting in a misleading manner in relation to published HE information made available to internal and external stakeholders.

Policy	Higher Education Published information Policy	Quality Code Ref
<b>Principles</b>	<ul style="list-style-type: none"> <li>❑ The College recommends that prospective students and applicants should contact the HE department to check the current position on programmes and services;</li> <li>❑ The College reserves the right to make changes to, or remove items with regard to its web site, programmes, marketing materials, regulations, codes of practice, policies or guidelines, or remove or alter any content at any time without notice;</li> <li>❑ Changing circumstances may cause the College to have to adjust its provision at any time and in some instances despite its best efforts, the College's published information relating to higher education may sometimes fall short of what is needed;</li> <li>❑ The College excludes any warranty, express or implied, as to the accuracy, currency, completeness or fitness for any particular purpose of its website or any of its contents;</li> <li>❑ The College makes no representations that information is accurate and up to date or complete and accepts no liability for any loss or damage caused by inaccurate information;</li> <li>❑ The College will not be responsible for any claims for damages arising from the use or non-use of its web sites or any of its contents;</li> <li>❑ The Higher Education Development Office (HEDO) must ensure the accessibility, accuracy, completeness and reliability of information produced by faculties, prior to and following publishing of material for external or internal purposes;</li> <li>❑ The guardianship of published information must be underpinned by purposive sampling and regular reviews and carried out annually by HEDO;</li> <li>❑ Feedback via HEDO is welcomed so that where appropriate, inaccessible, inaccurate or missing information can be corrected or made accessible;</li> <li>❑ In all instances, curriculum departments must allow the HEDO a period of no less than 2 working days and no more than five working days in which to confirm the approval status of material. Wherever possible, prior notification</li> </ul>	<p>Expectations for Quality</p> <p>Core Practices: 1</p> <p>Guiding Principles:</p> <p>3, 4</p>

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	should be given to HEDO in readiness for receipt of material for approval;	
<b>Publicity Information</b>	<ul style="list-style-type: none"> <li>❑ HEDO is responsible for the production of generic published information relating to the provision and for confirming the accuracy of this;</li> <li>❑ Programme teams are responsible for the production of generic information, written in accessible language, relating to individual programmes, and for confirming the accuracy of this;</li> <li>❑ All publicity information will be reviewed and updated on an annual basis;</li> <li>❑ Periodic audits will also be carried out to confirm accessibility, accuracy and completeness;</li> <li>❑ Programme teams are responsible for updating programme handbooks and programme specifications on an annual basis and the accuracy and completeness of these is confirmed by HEDO prior to publication</li> </ul>	<p>Expectations for Quality Core Practices: 1</p> <p>Guiding Principles: 3, 4</p>
<b>Programme Information and Materials</b>	<ul style="list-style-type: none"> <li>❑ Programme teams are responsible for the annual updating of all programme materials provided via the VLE. The accuracy of this will be confirmed by the Programme Leaders;</li> <li>❑ Module information will be updated on an annual basis and the accessibility and accuracy of this confirmed by the Programme Leaders;</li> </ul>	<p>Expectations for Quality Core Practices: 1</p> <p>Guiding Principles: 3, 4</p>
<b>Confirmation of Results</b>	<ul style="list-style-type: none"> <li>❑ The accuracy of all results are confirmed by programme teams prior to ratification by the Exam Committee/Board structures;</li> <li>❑ Results are communicated to students within 10 working days, with official transcripts made available subsequently.</li> </ul>	
<b>Staff Development and Training</b>	All staff associated with the production of published information will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Quality Code.	Guiding Principles: 5
<b>Equality and Diversity Statement</b>	This policy will be implemented in accordance with the College's Policy on Valuing Diversity and with consideration of published information guidelines set out by awarding bodies and where appropriate, the QAA Quality Code.	Guiding Principles: 6

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<b>Monitoring and Review</b>	The College will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.	Guiding Principles: 6
<b>Associated Documentation</b>	<ul style="list-style-type: none"> <li>Published Information Responsibilities Overview</li> </ul>	