



Public Academic Information Policy¹

- 1.1 AECC University College produces and provides information in a range of formats, for many different purposes and intended audiences, such as:
- information for the wider public about the nature of the University College, the way we are organised and the education we provide
 - information for prospective students to help them make informed choices about their future courses of study and whether the University College is the best place for them to be; this includes access to the applicable rules and regulations
 - information about the research conducted at and through the University College
 - information for current students to enable them to make the most of their studies, including access to all the definitive documents about their course and units, the resources available to them, and the applicable rules and regulations
 - information to confirm the achievements of students at the end of their course, and then to keep in contact with alumni
 - information for and about professional /accrediting bodies
 - information for staff, such as employment requirements, policies to support learning, teaching and research
 - information to enable the institution to set and maintain academic standards and enhance the quality of the educational experience we provide
 - information to meet legal and professional requirements and national expectations, for example Consumer Protection Law and the Consumer Markets Authority Guidance 'UK higher education providers – advice on consumer protection law' (12 March 2015).
- 1.2 In providing this information we seek to apply the following general principles as set out in QAA Quality Code Part C Information about higher education provision (to March 2018)²:
- 'Principle 1:** Information that higher education providers produce about themselves and the learning opportunities they offer should be clear, timely, current, transparent, and focused on the needs of the intended audiences.
- Principle 2:** Higher education providers are responsible and accountable for the information they produce about the higher education learning opportunities they offer. At the same time, providers have autonomy regarding the mechanisms and media they choose to communicate this information.
- Principle 3:** Information should be available and retrievable where intended audiences and information users can reasonably expect to find it. The format and delivery of information should take account of the access requirements of a diverse audience.
- Principle 4:** Information produced by higher education providers should offer a fair and accurate reflection of the higher education learning opportunities they offer.'
- 1.3 To this end we will ensure that:
- all web-based and marketing information is reviewed and published in accordance with the

¹ This statement covers information published in electronic or printed form which refers to academic courses, services, policies and regulations, including those intended for University College staff. It does not cover letters, verbal communication, presentations, , staff recruitment advertisements, the outputs of research and scholarly activity or the content of creative work

² Although the Quality /Code has now been revised, and Part C is no longer we feel these principles continue to remain fundamental to effective and appropriate information provision

separate policy 'Information for the Public Domain'

- webpages have a designated owner with responsibility for oversight and updating, although the actual updating may be carried out by others. All web page owners and editors receive appropriate training and make changes only in accordance with agreed protocols as outlined in the document 'Information for the Public Domain'.
 - all policies and procedures are set out in accordance with the Policy writing policy and guidance and the University College Branding Guidelines.
 - all public information in the form of policies, procedures, regulations, handbooks and course documentation has a designated Owner who is responsible for ensuring that the document retains currency, is reviewed in line with the agreed review schedule and, where applicable, is presented to the relevant committee for consideration and approval before publication.
 - we comply with Consumer Protection Law, and follow the Consumer Markets Authority Guidance 'UK higher education providers – advice on consumer protection law' (12 March 2015)
 - we make policy documents available in alternative formats, when requested, as required to make reasonable adjustments in line with the Equality Act 2010.
 - we maintain a record of all policies procedures and regulations, with a review schedule. Policies, procedures and regulations will normally be reviewed on a three-year cycle but review may take place more frequently, for example if required for legal compliance or by a professional body.
 - the Staff Information Portal is used as the repository for the final approved versions of all policies and procedures, in accordance with the document 'The Staff Information Portal - guide'.
 - Definitive course and unit documentation, regulations, policies and procedures are made available to all students via the VLE. (Where applicable, students remaining on Bournemouth University awards are signposted to the regulations of that institution).
 - Learning and teaching materials made available for students via the Virtual Learning Environment (VLE) is provided and monitored in accordance with the AECC University College Virtual Learning Environment (VLE) Management Policy.
- 1.4 Senior Management Group has overall responsibility for oversight and monitoring of the accuracy and appropriateness of the University College's public information and its dissemination, and our compliance with Consumer Protection Law, and will review this annually.

List of associated documents

- Information for the public domain
- Policy writing policy and guidance
- Staff Information Portal – guide
- Social Media Guidelines

Version:	2.3
Approved by:	Senior Management Group
Author	Head of Marketing/Quality Assurance and Enhancement Manager
Owner	Head of Marketing
Reference source	Internally devised QAA Quality Code Part C Information about higher education provision (until March 2018) HEFCE Guide to providing information to prospective undergraduate students Consumer Markets Authority Guidance 'UK higher education providers – advice on consumer protection law' (12 March 2015)
Date approved	2 nd February 2019
Effective from	2 nd February 2019
Review date	February 2022

Target	All staff and students/of wider public interest
Policy location	SIP, VLE, public website
Equality Analysis	No direct impact – the policy provides for information to be provided in alternative formats as required, to make reasonable adjustments in line with the Equality Act 2010