

Procedures for Preparation and Approval of Publicly Available Information for Higher Education Provision at Craven College

The framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ) requires the College to ensure policies and procedures are in place to ensure consumer protection obligations are met (Competition and Markets Authority guidance). A key part of this process is ensuring publicly available information is quality assured and accurate to ensure students and prospective students are provided with accurate and up to date information.

The table below identifies the range of publicly available information produced by the College. It also shows where the responsibility lies for ensure that the information is accurate and up to date prior to publication.

Where a separate procedure and regulation exists this is referenced. Alternatively, where the procedure is straightforward the procedure is outlined in the final column.

Type of Public Information	Responsibility: Individual or Group	Procedure for preparation and approval (who, how and when)
<i>Information for the public about Craven College</i>		
News stories, home page content, corporate publications	Marketing Manager	Press releases and website content must be approved by the Dean of HE.
Governance and constitutional information	Director of Governance	Prepared by Director of Governance and approved by relevant Committee or Board before publication.
Key Information Set (KIS/Unistats)	Principal and MIS Manager	Prepared by MIS Manager, recommended by Dean of HE and approved by principal. See Management Information Services Procedures Manual.

Type of Public Information	Responsibility: Individual or Group	Procedure for preparation and approval (who, how and when)
Corporate Marketing	Principal	Corporate publications must be recommended by the Dean of HE and approved by the Principal.
<i>Information for prospective students</i>		
Prospectus (hard copy and online version)	Marketing Manager; Dean of HE; Approved by University partners	Corporate publications, press releases and website content must be approved by the Dean of HE.
Admissions Policy	VP – Curriculum & Quality	Prepared by the Head of Student Services and presented at Scheme Management board for approval.
Programme entry requirements	VP – Curriculum & Quality	Agreed at the validation event and approved by the partner university.
Fees, bursaries, scholarships and financial support	VP – Curriculum & Quality VP – Finance & Resources	Proposed through the OFFA agreement and agreed with OFFA
Virtual Learning Environment	Dean of HE	Completed to College guidelines and approved by Dean of HE.
Policies, Regulations and Procedures for Students	Scheme Management Board in liaison with University partners	Policies reviewed annually and presented to Scheme Management Board for approval.
Publication of Programme Specifications	Dean of HE	Agreed at the validation and approved by the partner university.
Programme and/or Unit handbooks	Dean of HE	Programme and or unit specifications validated by the partner university.
Information about careers and employability	Student Services Manager	Information prepared by the Head of Student Services and communicated to the Marketing Manager for uploading to the College website.
Financial support for students	Student Services Manager	Proposed through the OFFA Monitoring Group and reported to the HE Scheme Management Board. Bursary documentation approved by the Dean of HE.

Type of Public Information	Responsibility: Individual or Group	Procedure for preparation and approval (who, how and when)
Library information	Learner Resource Centre Manager	Leaflets updated by LRC Manager sent to Scheme Management Board for approval.
Assessment Schedule HE	HE Course Tutors	Assessment type approved by university partner. Assessment schedule devised by Course Tutors and uploaded on to Moodle.
Assessment Regulations	Partner University or Awarding Bodies	Approved by partner university or awarding body.
Academic Misconduct	Dean of HE	See Academic Misconduct Policy – updated annually and approved by SMT
Academic Appeals	Dean of HE; approved by Scheme Management Board	See Academic Appeals Policy – updated annually and approved by SMT
Student Complaints	Head of Quality	See Complaints Policy – updated annually and approved by SMT
Student Code of Conduct	Principal	<ol style="list-style-type: none"> 1. The Student Code of Conduct is updated in July each year by the VP Curriculum and Quality. 2. The revised student code of Conduct is approved by the Senior Management Team and communicated to the Marketing Manager for uploading to the College website.
HE Terms and Conditions	VP – Curriculum & Quality; VP – Finance & Resource	Recommended by Scheme Management Board and approved by SMT
External Examiner reports	Dean of HE	Reponses approved by partner university.
HE Operational meeting minutes Scheme Management Board minutes	Dean of HE	See Terms of Reference (ToR) of the HE Operational Meeting and Scheme Management Board. Reviewed annually by the respective Committees.
<i>Information for students on completion of their studies</i>		

Type of Public Information	Responsibility: Individual or Group	Procedure for preparation and approval (who, how and when)
Certificates and Transcripts	Principal and Partner Universities	Certificates provided by awarding body after Board of Examiners. Diploma Supplements (where applicable) prepared by HE Office at Craven College.