

University Campus Oldham HE Policy

Public Information

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Originator:	Marie Taylor, Head of Quality and Registry (HE)
Approved by:	HE Executive Board
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1. Purpose

University Campus Oldham (UCO) publishes information about itself and its activities for a range of audiences. In an increasing number of cases the publication of this information is mandatory to meet statutory, regulatory or professional requirements. The aim of this Policy is to assist UCO staff with complying with its obligations to ensure that the quality of the information that is published is timely, accurate, accessible and trustworthy.

2. Scope

2.1 UCO is a higher education in further education provider and has an obligation to deliver information to a range of audiences as required by the Higher Education Funding Council for England (HEFCE) and the Quality Assurance Agency (QAA).

2.2 This policy reflects the requirements of the HEFCE Wider Information Set (WIS) and the expectations detailed in Part C of the UK Quality Code for Higher Education.

2.3 This policy covers information published in printed and electronic format which refers to the following areas:

- Corporate strategies
- UCO HE Policies and Procedures
- Collaborative Partnerships
- Academic programmes

2.4 Public Information in these forms include, but are not limited to:

- UCO website
- HE Prospectus and newsletters
- Official social media channels managed by UCO
- Ad-hoc marketing materials
- Advertisements
- Information published via University and Colleges Admissions Service (UCAS), Unistats (KIS) and Higher Education Statistical Agency (HESA).

2.5 This policy does not cover the following:

- Letters
- Verbal communication
- Presentations
- Teaching and learning materials
- Research or scholarly activity.

3. Principles

3.1 Responsibility for the management and publication of Public Information resides with the Head of HE Quality and Registry, supported by the UCO Senior Management Team, the Head of Marketing and the UCO Public Information Group. This team will ensure that UCO has procedures in place to enable the organisation to manage its responsibilities in relation to public information and meet the requirements of our internal and external stakeholders.

3.2 UCO works with other third parties, including but not limited to, UCAS, Unistats, HESA:

- 3.2.1 UCAS is the medium used to publish information about our courses and UCO works with UCAS to ensure that all published information is accurate.
- 3.2.2 Unistats – Key Information Set (KIS) – provides data sets on courses delivered at UCO and comparable organisations. UCO updates data each year in accordance with national expectations. Data sets are reviewed by academic and professional staff prior to publication and UCO will regularly review and submit changes to the KIS site during the academic year it pertains to.
- 3.2.3 HESA – UCO works with HESA to submit mandatory records pertaining to learning and teaching and national surveys undertaken on behalf of HEFCE, for example, National Student Survey and Destination of Leavers from Higher Education.

3.3 To enable Prospective Students to make an informed choice, UCO will ensure that:

- 3.3.1 It publishes information on its website that demonstrates its admissions process is fair, transparent and consistent, and complies with relevant legislation and awarding body regulations.
- 3.3.2 That course specific information on the UCO website and HE prospectus contains accurate details of the course content, structure, entry requirements, fees, learning and teaching methods, and career and employment opportunities.
- 3.3.3 Information about the UCO Student Learning Environment is accurately reflected in publications and the UCO website. This will include details of the Student Support functions, Careers and Employability Service and Library and Resource Centre.

3.4 To support current students on their course, during the induction period UCO will provide an overview of the academic and pastoral support available to them. Information will include details of Student Support functions, Careers and Employability Service and Library and Resource Centre.

3.5 Students will be provided with Course Handbooks, via the UCO Student VLE, detailing course academic and administrative contacts, course structure, learning and teaching methods and assessments. The course handbook will also provide information on awarding body regulations, the academic standards, Student Voice and the Student Charter.

3.6 UCO has developed a Quality Handbook which is used to manage academic standards and quality assurance. Policies, procedures and guidelines within the handbook are reviewed and updated in line with good practice and regulatory requirements. The handbook is published in full on the UCO SharePoint and student facing policies and procedures are made available via the UCO Student VLE (Moodle) or the UCO website (WIS).

3.7 To ensure the quality of information, the document authors should:

- 3.7.1 Give due regard to its timeliness, accuracy, quality and fairness.
- 3.7.2 Secure approval for publication from the appropriate committee or individual (for example, Teaching, Assessment and Learning Committee, Head of HE Quality and Registry).
- 3.7.3 Maintain an audit trail to demonstrate the required approval for publication has been gained.
- 3.7.4 Check the accuracy and appropriateness of the information at routine intervals, recommending changes to the authorising committee or individual as required.
- 3.7.5 All staff should familiarise themselves with the public information published by UCO. If they identify any errors or omissions they should then inform the relevant author/owner of the document.
- 3.7.6 The Head of HE Quality and Registry will carry out a biannual monitoring exercise and provide the HE Executive Board with a report on compliance.