



PUBLIC INFORMATION POLICY

EFFECTIVE DATE : **10 NOVEMBER 2014**
REVIEWED BY : **QUALITY MANAGER**
NEXT REVIEW : **NOVEMBER 2020**
POLICY NUMBER : **QA-16**

Public Information, Policy and Procedures

1 Policy Statement

This policy supports UK Versity Online Public Information control and review over all public domain information about the College which is produced and distributed by the College. This policy aims to ensure that the provision of public information about UK Versity College is accurate, fair, reasonable and timely, and is intended

- a) To enable external audiences to form an accurate impression of UK Versity College;
- b) To allow students and other stakeholders to make appropriately informed decisions;
- c) To enable clear and effective communication about and within the organisation

2 Scope

This policy applies to all UK Versity Online operations and covers information in printed material, website, electronic material, information for students, policies of UK Versity College and communication with media.

3 Printed Materials

Prospectus and relevant brochures for public distribution are produced under the editorial control of the Principal, who has ultimate responsibility to ensure that contents of published materials meet the required standards of accuracy and clarity, and comply with all legal requirements. The accuracy of academic content is verified as required on an on-going basis, and is done yearly, by the Course Leader. The accuracy of corporate and administrative content is verified as required on an on-going basis, and done once yearly, by the Principal and College Committees

4 UK Versity Online Website

UK Versity Online maintains a dedicated website <http://ukversity.co.uk/> which provides external audiences with information regarding courses, College facilities, news and special events. It is the responsibility of the Principal to ensure that the website is accurate, informative and reflects current operations. The Course Leader verifies the accuracy of academic content as

required on an on-going basis, and at least twice yearly. The Principal verifies the accuracy of corporate and administrative content as required on an on-going basis, and once yearly.

5 Electronic Materials

The College maintains a Student Portal for the provision of on-going information intended to assist the work of students, and a Staff Portal - Intranet for the on-going provision of information to assist the work of the training provider's staff. Both the Student Portal and the Staff Portal are maintained on an on-going basis by the Web Master, although ultimate responsibility rests with the Principal.

6 Information for Students

The training provider and its officers shall make every effort to ensure that the processes of application and admission are accurately described and presented for all prospective applicants, and that prospective students are provided with all necessary or requested information to ensure they make an informed choice in the selection of their programmes of study.

7 Communications with the Press and Media

All official communications with the press and media are handled by the Marketing and Sales Team approved by the Principal. Press releases may only be issued on the authority of the Principal. Individual staff however may respond to legitimate external information requests relating to their areas of academic or professional expertise, but they are strongly advised to seek guidance from senior College staff before doing so.