

Procedure 7.1 Review and Sign off of Public Information

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Review No	5	Next Review Date	August 2022	Approved on	27.08.2021

Procedure issued : April 2014

Procedure owner : Principal / CEO

- ❖ This procedure is shared with our students and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on the desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk in the case of remote learning.
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual Policy and Procedures Review.

1 Stages for Implementation of the Procedure

The Academy has a three stage procedure for assuring and enhancing the accuracy and completeness of its public information. The stages are:

1.1 Stage 1

Key staff involved for this stage will be Quality Coordinator and it applies to the drafting of published information (or amendment of existing published information) and covers:

- descriptions of academic programmes and modules,
- assessment materials and assignment cover sheets,
- accurate use of terminology including (but not limited to) award titles,

- information about learning and career outcomes that can be supported by evidence,
- use of external endorsements,
- use of quality ratings, awarding body references and information about professional accreditation,
- Academy contact details,
- descriptions of facilities and processes,
- information about Academy services provided, prices, availability,
- administrative procedures,
- information for international students,
- references to fees, scholarship, loans and training,
- confirmation of the approval status of award titles for approved programmes,
- entry requirements, application codes and admissions procedures,
- amendments to Academy internal documents.

(See also DAL Procedure **1.8** Document Preparation and Version Control)

1.2 Stage 2

Key staff involved will be the Principal, Academic Head and Head of Academic Administration. Stage 2 is concerned with reviewing the overall appropriateness, accuracy and quality of the document, publication, website entry, etc. Attention will be paid to the expectations stated in UK Quality Code.

1.3 Stage 3

Key staff involved will be members of the Board of Governance and members of the Academic and Advisory Board: Final overview approval will be based on confirmation of previous stages.

Approval and formal application of the three-stage approval procedure is formally recorded so that a record is held of the approval of all Academy published information.

2. Related Documents

2.1 Policies

- **2** Academic Management
- **4** Admissions
- **5** Student Support, Engagement and Learning Resources
- **7** Information
- **8** Marketing and Promotion

2.2 Procedures

- 1.5 Equal Opportunities
- 1.7 Data Protection
- 1.8 Document Preparation and Version Control
- 1.9 Review and Revision of Policies and Procedures
- 2.4 Appeals
- 2.5 Complaints
- 2.6 Self-Assessment and Programme and Annual monitoring
- 2.7 Programme Design and Approval
- 2.11 Pearson Registration
- 2.13 Access and Participation Statement
- 3.6 Internal Verification
- 4.3 Recognition of Prior Learning (RPL)
- 4.4 Attendance Monitoring
- 4.6 Student Induction
- 4.10 Refund of Tuition Fees and Compensation
- 4.11 Student Protection Plan
- 4.12 Consent from Parents or Guardians
- 4.13 Transfers, Suspensions, Withdrawals, Closure and Change of HE Provision
- 5.1 Student Code of Conduct
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 6.15 Safeguarding
- 6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)
- 7.1 Review and Sign off PI
- 7.2 External review of the website and printed information
- 7.3 Social Media Protocols
- 7.4 HE Public Information
- 8.2 Recruitment Partner Selection & Monitoring
- 8.3 Links with Other Educational Institutions and Businesses

2.3 Terms and Conditions

2.4 External Reference Points

- Office for Students (OfS) Requirements and Guidance at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- UK Quality Code Advice & Guidance – Partnerships at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>
- Higher Education Code of Governance (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>



- OIA The Good Practice Framework for Complaints and Appeals at <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/>
- OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals at <https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf>
- Pearson Recognition of Prior Learning Policy at https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf
- Competition and Markets Authority Guidance for HE Providers at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- UK Visa & Immigration (UKVI) regulations at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> & <https://www.gov.uk/study-visit-visa>
- Student Loans Company Regulations at <https://www.gov.uk/government/organisations/student-loans-company>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- Rehabilitation of Offenders Act 1974 at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf
- Data Protection Act 2018 at <https://www.legislation.gov.uk/ukpga/2018/12/contents>
- Keeping Children Safe in Education Jan 2021 Guidance at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Sex Offences Act 2003 at <https://www.legislation.gov.uk/ukpga/2003/42/contents>
- Terrorism Act 2006 at <https://www.legislation.gov.uk/ukpga/2006/11/contents>