



Procedure 7.1 Review and sign off of public information

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

Stage 1

Key staff involved will be Department Heads, Programme Managers and Lecturers.

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 over 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 Procedure 1.8 *Document preparation*]

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 Part C *Information about higher education*.

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.