Procedure 7.2 External review of the website and printed information

Introduction

The Academy seeks to ensure that all information published, whether on the website, through handbooks or course related information, in hard copy or electronically, is accurate, transparent and accessible. Information is regularly monitored and updated, and all documentation should be reviewed and updated as appropriate at least annually.

Aims

- All information produced by the Academy should be clear, informative and accurate at the time of publication to serve the interests of the target audience and stakeholders

- Publications will be regularly reviewed and updated

- The regulations and requirements of partner organisations will be met, including notified updates and amendments

- Information formats comply with the preferred document style and font, as defined in Procedure 1.8

Process

The Principal has overall responsibility for the management of all publications, including the student handbook, programme handbooks, prospectus, website, and advertisements. This procedure provides a means of initiating a regular external review of the website and any printed publications. Although these media are carefully checked within the Academy before sign off, (see Procedure 7.1) an external view is of particular benefit in ensuring that content remains accurate, appropriate and relevant.

The Principal will decide each year which external reviewer to use and whether to ask more than one individual to undertake review work. The frequency of external reviews of the Academy`s public information will be decided by the Principal, but the normal frequency will be once every 6 months. The external reviewer(s) will be expected to comment upon the following:

- overall appearance of the website/printed materials
- appropriateness of the content and images (particularly in relation to a potential overseas student audience)
- currency of the content and images
- accuracy of the body text (this will include spelling, grammatical construction and textual conventions)

A formal report, using the format attached in 7.2.1, will be required for each external review. The report(s) will be considered by the Principal.

UK Quality Code references relevant to this procedure are principally Chapter B2 Indicator 3 and Part C Indicators 1-7.

Docklands Academy published information external review process (7.2.1)

Date of review:

Date of next scheduled review:

Website

Overall comments:

[Reviewer to insert comments about the overall impact and appearance of the website]

Items to be amended:

[Reviewer to specify items that must be changed or amended, indicating the degree of urgency]

Printed Information

[Reviewer to provide both overall and specific comments about each separate printed item reviewed, along with recommendations about any changes]

Documents reviewed

Suggested amendments

Sign off of any changes as a result of review (sign and date when completed)

Review by:

Name: Signature

Date:

Position of course:

Signed off by:

Name: **Signature:**

Job Title:

Date:

[Principal to sign and date when all changes completed]