



## Procedure 7.1 Review and Sign off of Public Information

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**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](mailto: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 Head of Quality 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 and Academic Head. 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

- 1.7 Data Protection
- 1.8 Document Preparation and Version Control
- 1.9 Review and Revision of Policies and Procedures
- 2.13 Access and Participation Statement
- 4.11 Student Protection Plan
- 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)
- 7.2 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/>
- **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/>
- **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>
- **Data Protection Act 2018** at <https://www.legislation.gov.uk/ukpga/2018/12/contents>