



Public Information Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. PURPOSE AND RESPONSIBILITY

- 2.1. This policy sets out the principles for publishing College related information objectively and impartially and to regulate information put into the public domain for the purpose of supporting learner recruitment e.g. programmes, awards and validation.
- 2.2. Published information will include; Governance and organisational structures, programmes, qualifications, assessment and quality assurance policies and procedures.
- 2.3. The Marketing Manager, in consultation with the Head of Counselling & Psychotherapy and the College Director is responsible for implementing this policy.
- 2.4. All information made publically available will be presented in plain English, branded, aligned to accrediting/validating body requirements, accurate, complete and up-to-date.
- 2.5. Information will be made available in such a way as to be easily accessible to prospective learners, interested stakeholders and the general public.

3. PUBLIC INFORMATION CONTEXTS AND CONTENTS

- 3.1. The College will employ several communication media including;
 - 3.1.1. College website
 - 3.1.2. Social media platforms including Facebook, Twitter etc.
 - 3.1.3. College Prospectus and other printed marketing materials e.g. flyers
 - 3.1.4. Newspaper and radio advertising
 - 3.1.5. College Open Days
- 3.2. Information that the College makes publicly available includes, at a minimum:
 - 3.2.1. Details of the College's legal and accreditation status with all professional, regulatory and statutory bodies
 - 3.2.2. The complete College Quality Management System
 - 3.2.3. Outcomes of external quality assurance and accreditation engagements
 - 3.2.4. Key publications
 - 3.2.5. Information about the College's research activity
 - 3.2.6. Information about the use of personal data and a person's right to privacy
 - 3.2.7. Quality Assurance Evaluation Reports
 - 3.2.8. Any information as required by the relevant validating and accrediting bodies
- 3.3. Contact details for the College
- 3.4. Where a programme leads to an award, we specify:
 - 3.4.1. The award title
 - 3.4.2. The awarding body/bodies
 - 3.4.3. Whether it is an NFQ or FHEQ award and at what level, and award class
 - 3.4.4. Any professional recognition or approval
 - 3.4.5. It's recognition within the Country(s) of the programme's target learners
 - 3.4.6. Any collaborative partners involved in the provision of the programme
 - 3.4.7. Details of the arrangements for the protection of enrolled learners, where relevant
- 3.5. Where a programme does not lead to an award, we specify that it does not lead to an award.
- 3.6. Information and communication about our programmes are accurate and complete with respect to:
 - 3.6.1. Accreditation Status
 - 3.6.2. Validation Status
 - 3.6.3. Qualification/award title(s)
 - 3.6.4. National Framework of Qualifications (NFQ) (if any)
 - 3.6.5. Frameworks for Higher Education Qualifications (FHEQ) (if any)
 - 3.6.6. European Credit Transfer System Credits (if any)
 - 3.6.7. Entry requirements
 - 3.6.8. Learning outcomes

- 3.6.9. Modules
- 3.6.10. Progression requirements
- 3.6.11. Clinical requirements
- 3.6.12. The Programme Leader
- 3.6.13. Modes of provision and assessment
- 3.6.14. Available exit awards
- 3.6.15. Arrangements for the protection of enrolled learners (where relevant)
- 3.7. The following programme information will be made available:
 - 3.7.1. A Summary of access, transfer and progression arrangements.
 - 3.7.2. A Summary of Assessment Procedures;
 - 3.7.3. A Summary of Programme Content;
 - 3.7.4. Accrediting/Validation Bodies;
 - 3.7.5. Application Process including admission arrangements and selection criteria;
 - 3.7.6. Details of learning support available for specific learner groups such as learners with disabilities;
 - 3.7.7. Entry Requirements;
 - 3.7.8. Fees and payment methods;
 - 3.7.9. Outline of arrangements available for recognition of prior learning.
 - 3.7.10. Post-qualification progression routes;
 - 3.7.11. Programme Award Title and Level of the Award on the NFQ;
 - 3.7.12. Programme learning outcomes;
 - 3.7.13. Programme structure, assessment methods, module summaries, tuition locations, academic term dates and examination periods;

4. LINKED POLICIES AND PROCEDURES

Public Information Procedure
