



## Public Information Procedure

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**1. REVISION HISTORY AND APPROVAL**

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

## **2. PROCEDURE FOR THE PROVISION OF PUBLIC INFORMATION**

- 2.1. As per policy several contexts and contents for public information are provided by PCI College see Public Information Policy
- 2.2. Materials pertinent to public information are produced internally through a variety of means and are reviewed and approved by the Marketing Manger prior to posting on the target platform.
- 2.3. Information relating to validating and accrediting bodies must also be approved by those bodies prior internal review and approval.
- 2.4. Checks undertaken by the Marketing Manager as part of the quality assurance of public information includes:
  - 2.4.1. Ensuring that all Publicly published information is accurate at the time of publication, and meets the requirments of accreditation/validation bodies
  - 2.4.2. Is reviewed systematically and updated periodically.
  - 2.4.3. Content, structure, and presentation reflects the ethos of the College
  - 2.4.4. Is compliant with legal obligations e.g. data protection
  - 2.4.5. Decide in consultation with the Board of Management on the means, duration and timing of publication,
  - 2.4.6. Provide approval of funding /resources to facilitate publication.
  - 2.4.7. Compliance with accrediting and validating body requirements

## **3. LINKED POLICIES AND PROCEDURES**

Public Information Policy
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