HE Taught Award Regulations: Part B

Section: 11: Published Information
Version: 1.1
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REVISION HISTORY

Ver	Date	Author	Description
1.0	February 2016	Scott Smith	Initial Approval
1.1	October 2016	Scott Smith	Changes required for title and role changes

APPROVAL

Ver	Committee	Date Approved	Comments
1.0	HEAB	March 2016	
1.1	ASDC	26 Oct 2016	

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B11. PUBLISHED INFORMATION

B11.1 INTRODUCTION

This procedure and its associated Part A Section have been devised to meet the expectations of both the Quality Assurance Agency's (QAA) Quality Code and the Key Information Set (HEFCE). Due consideration is also given to advice issued by the Competition and Markets Authority (CMA) for higher education providers relating to obligations under consumer protection law.

B11.1.1 QUALITY ASSURANCE AGENCY

Part C of the QAA's Quality Code sets out the following expectation in relation to information about higher education provision.

"Higher education providers produce information for their intended audiences about the learning opportunities they offer that is fit for purpose, accessible and trustworthy"

These regulations ensure compliance in meeting the above expectation, also based on QAAs guidance[1] relating to programme specifications, the data items identified in Appendix C are required to be published for all programmes of study delivered by Blackpool and The Fylde College.

B11.1.2 COMPETITION AND MARKET AUTHORITY

The CMA has published has produced compliance advice to improve the regulatory framework for the undergraduate higher education sector in England. These regulations take account of the requirements as set out in their document, UK higher education providers – advice on consumer protection law[2].

B11.1.3 THE KEY INFORMATION SET

The College's allocation of roles and responsibilities in meeting the requirements of the Key Information Set (KIS) are set out in this section of the regulations

The KIS comprises various items of information to assist students in making decisions about which programme to study. Items from the data set that fall under the requirements of this section of the regulations are the:

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[1] Guidelines for preparing programme specifications, QAA 2006

[2] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428549/HE_providers_-_advice_on_consumer_protection_law.pdf (12 March 2015 CMA33)

- Proportion of time spent in various learning and teaching activities - by year/stage of study, with a link to further detail.
- Proportion of summative assessment by method - by year/stage of study.
- Professional, statutory and regulatory bodies that recognise this course, details of the type of recognition with a link to further detail.

B11.2 PROGRAMME INFORMATION

B11.2.1 OVERVIEW

Programme information can be considered to consist of two elements:

- Validation information
- Contextual information

Validation information relates primarily to the core structure and definition of a programme and its constituent modules which are designed and articulated at the point of validation or approval.

Contextual information is then added to supplement validation information in order to provide students with a greater understanding of the nature of the programme and the opportunities it may afford.

Any changes to validation information must be considered through the relevant curriculum amendment process (minor amendment, major amendment or re-validation) and in the majority of cases will result in changes to contextual information.

Changes to contextual information are less formally controlled and can be made as and when required, providing that there is no conflict or contradiction to validation information.

B11.2.2 UPDATE TRIGGERS

Any changes to published validation information are triggered by curriculum approval, amendment and closure processes. The following sections outline the considerations and procedures to be followed in order to ensure that published programme information maintains an accurate representation of the approved programme.

B11.2.3 UPDATE TRIGGER: PROGRAMME APPROVAL AND AMENDMENT

Programme approval (relating to initial validation and revalidation) typically involves a degree of incremental change as the programme progresses through internal review stages. Programme information is therefore often published as 'subject to validation/revalidation'.

The point at which a proposed programme is advertised will vary from one development to the next, depending upon the factors influencing programme design. Decisions associated

with published information for programmes traversing approval processes should therefore be taken by the head of higher education, in consultation with Admissions, Marketing and the relevant head of curriculum with the ambition of providing the most accurate representation of the proposed programme whilst minimising the number of changes/updates required through the development process.

Whenever validation information is updated as part of an approval or amendment process, steps must be taken by the Admissions team, in conjunction with the head of curriculum and Programme Leader, to inform all active applicants of the change(s) made. Oversight of this communication will be maintained centrally.

Where an amendment will affect students currently registered on programme, due consultation is performed by the Programme Leader in order to secure student support prior to the amendment being submitted for formal consideration.

The flowchart below outlines the general process to be followed:
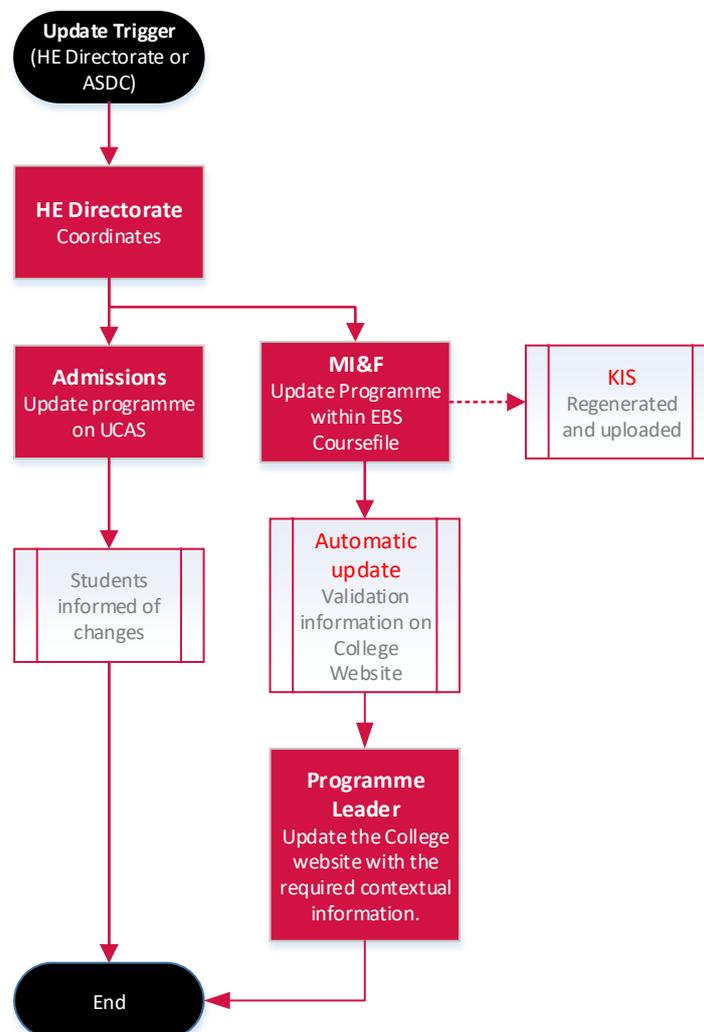
B11.2.4 UPDATE TRIGGER: SUSPENSION OF ENROLMENT

The Director of Higher Education is responsible for any decisions relating to the suspension of enrolment to a HE programme. Any such decisions should always be formalised at the earliest possible opportunity in order to safeguard the interests of applicants to the greatest extent possible.

Once formalised, any published programme information on the college website, KIS and UCAS should be removed immediately for the appropriate admissions cycle. Suspension decisions will typically relate to a specific admissions cycle and it is therefore expected that future occurrences of the programme may be advertised as appropriate.

The Head of Higher Education will work directly with Admissions in order to consider any active applicants affected by a decision to suspend enrolment. Wherever possible, applicants will be offered a place on an appropriate alternative programme at Blackpool and The Fylde College. Where this is not possible, an appropriate place at an alternative provider will be sought on behalf of and in consultation with the applicant.

B11.2.5 UPDATE TRIGGER: PROGRAMME CLOSURE

The Academic Standards and Development Committee (ASDC) is responsible for the consideration and approval of HE programme closures. Where a decision to formally close a HE programme is approved, any published programme information on the college website, KIS and UCAS should be removed immediately for the current and any future admissions cycles.

Where a closure decision affects active applicants to a HE programme, the Head of Higher Education will work with the admissions team as specified in section B11.2.4 in order to consider the most appropriate course of action for each applicant.

B11.3 GENERAL COMMUNICATION

The staff of Blackpool and The Fylde College will endeavour to provide students, current or prospective, with information that is accurate, complete, appropriate and timely whether the communication is of a written, verbal, formal or informal nature. Information should also refer students to relevant external sources where applicable.

Responsible for update: (1) Programme leader, Marketing and EBS (2) Management Information and Funding (3) Programme Leader (4) Admissions	Awarding body	Teaching institution	Subject benchmarks	UCAS code	Programme title	Award received	Language of study	Module titles	Module levels and credits	Assessment types	Assessment weightings	Assessment sequence	Optional modules	Programme aims and learning outcomes	Scheduled Hours	Independent Hours	Placement Hours	Entry requirements	Mode of study	Profession accreditation	Tuition fees (for each year of study and for each type of)	Additional Costs	Enrolment terms and conditions	Location of study	General level of experience or status of the staff	Length of Programme	Regulated by i.e. (HEFCE)	College Policies and procedures	Academic Regulations
	INFORMATION INCLUDED IN VALIDATION DOCUMENTS																				*ALTERNATE SOURCES*								
CMA requirement	✓	✓			✓	✓		✓		✓			✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
QAA requirement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓										
College Website (1)	✓	✓		✓	✓	✓		✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
KIS (2)	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓							✓					
EBS (2)	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓		✓						✓					
Programme Specification (3)	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓			✓	✓	✓									✓	✓
Programme Handbook (3)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓		✓					✓					
UCAS (4)	✓	✓		✓	✓	✓	✓		✓		✓		✓			✓	✓	✓	✓		✓	✓		✓					

APPENDIX B COMPETITION AND MARKETS AUTHORITY COMPLIANCE DATA

Whilst the CMA requirements include all the areas currently required by the QAA there are addition items of data that are required to conform to their requirements, the full list is set out below.

- Awarding body
- Teaching institution
- Programme title
- Award received
- Module titles
- Assessment types
- Optional modules
- Scheduled hours
- Independent hours
- Placement hours
- Entry requirements

- Profession accreditation
- Tuition fees (for each year of study and for each type of student)
- Additional costs
- Location of study
- Details about the general level of experience or status of the staff
- Length of programme
- Regulated and by whom, e.g. where an institution is regulated by the Higher Education Funding Council for England

- Awarding body/institution
- Teaching institution (if different)
- Details of accreditation by a professional body
- Name of the final award
- Programme title
- UCAS code
- Aims of the programme
- Relevant subject benchmark statements and other external and internal reference points used to inform programme outcomes
- Programme outcomes: knowledge and understanding; skills and other attributes
- Teaching, learning and assessment strategies to enable outcomes to be achieved and demonstrated
- Programme structures and requirements, levels, modules, credits and awards*
- Language of study
- Date at which the programme specification was written or revised.

* Specific items relating to programme information included in the KIS return are:

- Programme title	- Module assessment sequence
- Module title	- Module inclusion (optional modules)
- Module credits	- Scheduled Hours
- Module assessment types	- Independent Hours
- Module assessment weightings	- Placement Hours

The above data set is generally augmented with additional information that although valuable for students is not part of the authoritative requirements. This additional data however must always meet CMA requirements in that it is, given up front, clear, timely, accurate and comprehensive whilst also meeting the requirements of the QAA Quality Code.

APPENDIX D HE PUBLIC INFORMATION

Information Item	Description	Responsibility	Trigger for Update
Internally Published Only	Externally Published		
Wider information set of College's website, general maintenance	Coordination of landing page (not linked content) related to the Wider Information Set is signposted from this page on the College's website. Reviewed in line with any changes to related information, policies, strategies etc.	Head of Higher Education	Reviewed in line with any changes to related information, policies, strategies etc.
HE Strategy	Full consultation with all stakeholders. Approval by HE Strategy/SMT/Board. Published via	Head of Higher Education/ Director of Customer Engagement and Marketing	Reviewed at the end of the life of previous strategy
College Management Structure	The College's strategic and executive management team and academic management team organisational structure is managed and updated by the PA to the Principal. Published via	PA to Principal	When post holders change
Governance	Information on the College governance sits on the website and includes Board Membership, structure, minutes and the Clerks Annual Report.	Clerk to the Corporation Board	Published periodically in line with board meetings and reporting deadlines
Data Protection including Freedom of Information	The College's *Data Protection* and *Freedom of Information* Codes of Practice set out how the organisation deals with records management and how long different types of information are retained for. They also explain how information can be requested or accessed by students and other parties. The latter includes a *Publication Scheme* which details information that is made public. These documents should be used in conjunction with the College's Information Security Policy and other policies.	Head of MIF (Data Protection Officer)	Reviewed as required

Professional Accreditations and Collaborative Partners Registers	Programmes carrying professional accreditation are identified within the Key Information Set, the College Website and UCAS. Information is also often provided within the accrediting body website. A list of collaborative partners and awarding bodies the College engages with is maintained on the College website.	Head of Higher Education	Reviewed as required following validation, re-validation and new arrangements with awarding bodies or collaborative partners
Admissions Policy	The Admissions Policy reviewed as required to ensure that it remains in alignment with community best practices. The admissions and marketing teams work together to review and update this policy.	Director of Customer Engagement and Marketing /Head of Higher Education	Reviewed as required or as changes are implemented to the service. Linked to AoC and SPA community of practice.
HE Prospectus	The HE Prospectus is Published July/August of the academic year prior to the year of entry. Marketing design, copy write and coordinate the publication. Programme information is generated in liaison with academic teams with sign off by head of curriculum. General information, advice and guidance is generated in liaison with corporate departments with sign off by the relevant Corporate Director/Corporate Head. Available hard-copy and via	Head of curriculum / Director of Customer Engagement and Marketing	Annually
Programme information online	HE programme information is supplied by the academic teams and edited/uploaded to the website and UCAS by the Marketing team. The Admissions team coordinate entry requirements. This is presented on the web Programme search alongside programme information from Management Information and Funding. Heads of curriculum have final approval/sign off on information.	Head of curriculum/ Director of Customer Engagement and Marketing	Annually with amendments to programme information if minor changes are made

Prospective Students pages	Information for prospective students is presented under a University section of the website as well as in generic sections such as About us. The content is supplied and/or edited online by corporate and curriculum teams and edited/published by Marketing.	Director of Customer Engagement and Marketing	Reviewed and updated as changes in the College occur otherwise annually triggered by the web content workflows
Programme Specifications	Prepared by curriculum teams as part of the validation/revalidation process. Final versions are uploaded to the website and linked through the KIS once programmes are validated (after approval at stage 3 of the validation process). The same process applies, where applicable, to amendments to programmes.	Head of curriculum/Head of Higher Education	As required.
Key Information Sets	Requirements gathered from HESA Specification and KIS briefing seminar. KIS System and EBS developed together with the KIS data collection. This is sent to heads of curriculum for sign off; validated; signed off by the Principal and submitted.	Head of MIF/Head of curriculum	Annual update as required (process still subject to amendment)
Information Technology Contact and Support Services	IT services and contact information. Edited and updated by the IT services team.	Chief Information Officer	Reviewed and updated as changes in the service are made otherwise annually triggered by the web content workflows
Library and Learning Resources Information	Web pages include information regarding the learning services with detailed subject specific support, study skills including an overview of all learning resources and facilities across campuses	Director of Quality and Standards	Reviewed as required or as changes are implemented

Programme Handbooks	Programme handbooks comprise generic sections and those that are programme specific. The documents are collated by the te head of higher education from standard College information, regulations relevant to the programme, programme specifications and any additions required by the programme team	Head of curriculum/ Head of Higher Education	Updated annually
Student Charter	Consultation with all key stakeholders. Recommendations drawn up leading to a draft document that then goes to Marketing and Communications for appropriate artwork. Draft to SMT, AMT, Student Union and Student Forum for approval. Modified as necessary with finished product going back to SMT for final approval	Head of Higher Education/	Updated annually, as appropriate.
External Examiner Reports	External examiner reports sent by examiner to validating university. Sent by University to the head of higher education who monitors receipt and publishes on Moodle in an area visible to all current students.	Head of Higher Education	Published annually as received from external examiners.
Student Support Information	Students are given information on student support and advice at induction and enrolment with leaflets outlining the services available. Information is also available on Moodle. Flyers are made available at key times of the year that promote the services available.	Head of Student Support and Wellbeing	New guidance from QAA; changes to legislation; updates to provision or service. Reviewed and updated annually
Complaints and associated student guidance	The complaints policy is managed and monitored through Quality and Standards. The policy details the process for handling complaints both internally and also in liaison with external entities such as awarding bodies. The Director of Quality and Standards and their team are responsible for ensuring that the policy is correctly implemented and maintained in alignment with external reference points, such as the QAA Quality Code (B9) and OIA.	Director of Quality and Standards	New guidance from QAA; changes to legislation; updates to provision or service (e.g. new partnership arrangement or awarding body accreditation); Reviewed and updated as necessary.

Academic Appeals and associated student guidance	Academic appeals are monitored by Quality and Standards and are part of the College's HE Taught Award Regulations published on the of the College website. The head of higher education is responsible for maintaining the regulations and associated guidance on the website and are responsible for ensuring that the procedure is correctly implemented and maintained in alignment with external reference points, such as the QAA Quality Code (B9) and OIA.	Director of Quality and Standards/ Head of Higher Education	New guidance from QAA; changes to legislation; updates to provision or service (e.g. new partnership arrangement or awarding body accreditation); Reviewed and updated as necessary.
HE Taught Award Regulations	The HE Taught Award Regulations outline the structures, policies and procedures that contribute to academic quality assurance and enhancement at the Blackpool and The Fylde College and are available on the College website for students as well as internal and external stakeholders to access.	Head of Higher Education	Approval of new sections and amendments to previously published versions through either HEAB or ASDC
Appropriateness to Study	This policy ensures that students and potential students are appropriate to study on programme and, where this may not be the case, their needs are assessed in a timely way and effective support is planned and provided.	Head of Student Support and Wellbeing	As appropriate and aligned to the document review date
Environmental and Sustainability Policy	The Environmental and Sustainability Policy is applicable to all College staff and students. All College contractors will also be required to adhere to the Policy in all operations that they carry out on behalf of the College.	Director of Estates	As appropriate and aligned to the document review date
eSafeguarding Policy	This eSafeguarding Policy covers the responsibilities of all staff and students when accessing technologies sourced from Blackpool and The Fylde College. All staff and students are expected to employ safeguards effectively and manage risks independently.	Director of FE	As appropriate and aligned to the document review date
Fines and Charges Policy	This policy is applicable to all College staff and students. Following normal practice, the Learning Resources service fines, as a consequence of the late return of items borrowed, in order to encourage users to return items promptly so that stock can circulate as quickly as possible for the benefit of all.	Director of Quality and Standards	As appropriate and aligned to the document review date

Policy	Description	Owner	Review
HE Examination Policy	The HE Examination Policy applies to all staff involved in the planning, organisation and management of Higher Education examinations to ensure they are conducted efficiently, in a timely manner and in the best interest of students whilst maintaining security of all examination resources and compliance with awarding body regulations.	Head of Student Administration and Achievements	As appropriate and aligned to the document review date
Health and Safety Policy	The College Health and Safety policy is based on the 'Leading Health and Safety at Work' good practice guidance documents produced by the Health and Safety Executive, the Institute of Directors, the Universities and Colleges Employer's Association and the Universities Safety and Health Association.	Director of Estates	As appropriate and aligned to the document review date
International Fees Policy	The College's International Fees policy ensures compliance under the Money Laundering Section of the Proceeds of Crime Act 2002 (POCA).	Head of Student Administration and Achievements	As appropriate and aligned to the document review date
IT Security Policy	The Information Security Policy and associated Codes of Practice apply to all staff and partners/clients of the College as well as any third party authorised by the College to access its information systems or data.	Chief Information Officer	As appropriate and aligned to the document review date
Medical Administration Policy	This policy covers medical administration where the duty of care for that student lies with the College. This includes short and full time provision that takes place on College premises as well as College planned, sporting and educational visits.	Director of FE	As appropriate and aligned to the document review date
Publicity Policy	The purpose of this policy is to ensure the College communicates in an open, clear and accessible manner through all publicity channels at all times. Allowing the College to meet its statutory requirements and foster the greatest possible participation from its community.	Director of Customer Engagement and Marketing	As appropriate and aligned to the document review date
Refund Policy	This policy relates to refunding home status students who have paid tuition, exam and trip fees to the College for their course.	Head of Student Administration and Achievements	As appropriate and aligned to the document review date
Safeguarding Students Policy	The College has a statutory duty under the Children Act 1989 and Section 175 of the Education Act 2002 to safeguard and promote the welfare of all of its students.. Following the "Counter Terrorism and Security Act 2015" the College is also required to fulfil the Prevent Duty as laid out in the guidance (September 2015) issued under section 29 of the Act.	Director of FE	As appropriate and aligned to the document review date

Smoke Free Policy	This policy has been developed to protect all employees, students, service users, customers and visitors from exposure to second-hand smoke and to ensure compliance with the Health Act 2006.	Director of Human Resources	As appropriate and aligned to the document review date
Student Attendance Policy	This policy applies to all College students including apprentices. Attendance refers to the scheduled time spent on college programmes, and this can be categorised as lectures, workshops, work placement or tutorials as specified in the student's handbook/learning agreement or individual learning plan. This includes requirements for online activity.	Director of FE	As appropriate and aligned to the document review date
Student Behaviour Policy	The purpose of this policy is to ensure that staff and student/apprentices take every opportunity to promote culture and behaviours that are rooted in the most successful of professional environments. This will further ensure the safety of student/apprentices and staff, offer strong professional development and enable our student/apprentices to progress more readily into sustainable employment.	Director of FE	As appropriate and aligned to the document review date
Student Misconduct Procedure	The Student Misconduct Procedure is primarily an operational document for use by College stakeholders in matters concerning student misconduct. This procedure should also be used in conjunction with the College Student Disciplinary Policy and the Student Code of Conduct.	Head of Higher Education/ Director of FE	As appropriate and aligned to the document review date
Sustainable and Ethical Procurement Policy	This policy is applicable to all College staff and Student Union members making procurement decisions. College suppliers will be required to demonstrate the adoption of sustainable and ethical procurement practices when providing goods or services on behalf of the College.	Director of Estates	As appropriate and aligned to the document review date
Tuition Fee Payment Policy and Procedure	This policy and procedure relate to methods of payment other than Student Loans, for home status students that are required to pay tuition fees.	Head of Student Administration and Achievements	As appropriate and aligned to the document review date