

Document Name and Version	9.1 IICP College Public Information Policy
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Policies that Interact with Policy 9.1	Policy 2.7 Terms of Reference of Academic Council Policy 2.9 Terms of Reference of Programme Boards Policy 9.4 IICP College Monitoring and Evaluation Policy.
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Revisions	

1. Preamble.

1.1. Higher Education Institutions have a responsibility to provide information about the programmes they are offering, including the intended learning outcomes, the qualifications they award, the teaching, learning and assessment procedures used, and the learning opportunities available to their learners. IICP College ensures that the information it provides about programmes and the College is accurate, impartial, objective and readily accessible. IICP College monitors its information provision in order to ensure that it meets these standards.

1.2. IICP College recognises that public information is the primary means through which it communicates with prospective and current learners, as well as with graduates and other stakeholders. The College publishes and disseminates information about itself through multiple media platforms and face-to-face events, including its website, its publications and public events. In doing so, the College ensures that the information provided is factual, honest, transparent, and addresses the needs of multiple stakeholders.

1.3. In particular, IICP College ensures that its information provision complies with the following:

- Qualifications and Quality Assurance (Education and Training) Act 2012 (Act 28 of 2012).
- QQI Restatement NQAI Policies, actions and procedures for Access, Transfer and Progression for Learners¹.
- QQI Core Statutory Quality Assurance Guidelines².
- QQI Sector Specific Guidelines for Voluntary Providers³.

¹ QQI *Policy Restatement: Policy and Criteria for Access, Transfer and Progression in relation to Learners for Providers of Further and Higher Education and Training* (2015). Available at: <https://www.qqi.ie/Downloads/ATP%20Policy%20Restatement%20FINAL%202018.pdf> (Accessed 20 October 2018).

² Quality and Qualifications Ireland. (2016) *Core Statutory Quality Assurance Guidelines*. Available at: <https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf> (Accessed 20 October 2018).

³ QQI *Sector Specific Independent/Private Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis* (2016). Available at: <https://www.qqi.ie/Downloads/Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf>

- Standards and Guidelines for Quality Assurance in the European Higher Education Area [ESG]⁴.

2. Purpose.

2.1. This Policy sets out the standards IICP College adheres to in the provision of public information about IICP College and its programmes, and the manner in which it quality assures that provision.

3. Scope.

3.1. IICP College has responsibility for the monitoring and evaluation of its own public information provision. This policy applies to information provision about IICP College and its programmes of training and education.

4. Policy.

4.1. It is the policy of IICP College to ensure that up to date, accurate, and impartial information is available to prospective applicants and learners to enable them to plan their learning on the basis of programme information which provides:

- A clear understanding of the level (within the National Framework of Qualifications) of awards available;
- The professional recognition associated with these awards;
- The associated entry arrangements, transfer and progression routes;
- The content and learning outcomes;
- The learning and assessment methods used.

4.2. Roles and Responsibilities for Public Information.

4.2.1. The Senior Management Team has responsibility for the overall management of Public Information in relation to Training Programmes. The Registrar has responsibility for the overall management of Public Information. They act in

⁴ European Association for Quality Assurance in Higher Education (ENQA), et. al (2015), *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*, 2nd edn, Available at https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf (Accessed 25 October 2018).

accordance with QQI requirements and College policy and procedures, in particular IICP College Data Protection Policies and Procedures.

5. Procedure.

5.1. IICP College Public Information.

5.1.1. The following public information in relation to programmes is published by IICP College on its College website in relation to all programmes:

- Programme Award Title and Level of the Award on the NFQ;
- Accrediting Bodies;
- A Summary of Programme Content;
- Application Process;
- Entry Requirements;
- A Summary of Assessment Procedures;
- A Summary of access, transfer and progression arrangements.

5.1.2 Public Information in relation to the quality of IICP College training provision is published by the College. This includes, but is not limited to:

- IICP College Quality Assurance Manual;
- Programme Review reports;
- Validation and Re-validation reports;
- IICP College Annual Reports.

5.2 Information Provision.

5.2.1 The following programme information is provided to learners before enrolment:

- The name of the awarding body (or bodies) making the award;
- The title of the programme and the award to which it leads;
- The award level and type (a major, minor, special purpose or supplemental) on the National framework of qualifications (NFQ);
- Admission requirements, including a statement of the knowledge, skill and competence needed by the learner as a basis for successful participation on the programme;

- Admission arrangements and selection criteria;
- Fees and payment methods;
- Programme structure, assessment methods, module summaries, tuition locations, academic term dates and examination periods;
- Details of learning support available for specific learner groups such as learners with disabilities, or learners whose mother tongue is not English;
- Post-qualification progression routes;
- Requirements for progression;
- A statement of arrangements available for recognition of prior learning.

5.2.2 The following information is readily available to current learners, through handbooks, Moodle pages or online websites:

- Programme Structure, including where relevant, the structure and duration of the programme, credits, and award(s);
- Professional accreditation (if applicable);
- Work placements, including programme requirements and professional body requirements;
- Hours of study required by the programme schedule, including required hours of attendance, personal study time, and attendance requirements;
- Progression, Award and Classification, in particular:
 - Information on how a learner progresses through the programme;
 - Information on unsatisfactory progress and its consequences;
 - Awards classification and how marks are combined to reach a classification.
- Information on Assessment, in particular:
 - Methods of assessment;
 - Marking criteria;
 - Learning outcomes;
 - Usual turnaround time for feedback;
 - For coursework submissions, clear information about where and how to submit work, including details of any electronic submission methods and the technical support available;

- Information about what is considered to be unsatisfactory work (late submissions, word counts etc.);
- Information about accepted referencing methods on the programme;
- Information about academic integrity in the discipline, including plagiarism, confidentiality requirements and data protection requirements;
- Information about research ethics, approvals process, and codes of ethics and conduct;
- Programme Information about Marking, Second-Marking and Moderation;
- Information about the External Examiner process;
- Extenuating Circumstances and Reasonable Adjustments.

5.2.3 Accuracy of Public Information

- 5.2.3.1 All public information must have a designated author and reviewer. Responsibility for authoring and review of College public information will be allocated by the appropriate manager.
- 5.2.3.2 Out of date course information must be removed from circulation.
- 5.2.3.3 All course and College marketing materials must meet the guidelines of the relevant awarding bodies.

5.2.4 Public Information Provision.

- 5.2.4.1 Policies which directly affect learners and relate to recruitment, admissions, complaints and appeals, examinations and learner discipline will be available in a timely fashion through the College web site and learner Moodle.
- 5.2.4.2 The current policies in force are published on IICP College website in its Quality Assurance Manual.
- 5.2.4.3 Quality Reports produced by IICP College will be published on its website. These include, but are not limited to, Programmatic Review and Re-validation Reports (Self-Evaluation Report, Peer Review Panel Report and Quality Improvement Plan).