



**New College Durham**

**Policy on**

## **Higher Education Information Group Policy**

**Approved on**

**October 2019**

**Approved by**

**Academic Policy Review Group**

This Policy will be subject to review in **5 years** of the approval date or earlier if required under Section 4/4 of the Academic Policy Review and Development Framework

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

This Policy applies to all activity undertaken by the College in pursuing its purpose as an educational institution whilst serving its students, community and wider stakeholder interests.

If you require this document in an alternative format and/or language, please contact the relevant Administrative Coordinator.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments which are carried out to determine whether the policy has, or is likely to have, a different impact on those with protected characteristics.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility of fairness of this and all College policies.

To make suggestions or to see further information please contact:

## **Policy Author**

Head of Higher Education

### **Julie Coverley**

Curriculum and Quality Directorate

Tel: 0191 3754574

Email: [Julie.Coverley@newdur.ac.uk](mailto:Julie.Coverley@newdur.ac.uk)

Dedicated Text Number: 07425634227

Fax: 0191 375 4222

## **Equality Impact Assessment**

A statement confirming that the policy has been subjected to a rigorous assessment for any potential impact on the full range of stakeholders with those impacts being assessed and considered and, where appropriate, suitable adjustments to the policy have been included prior to the adoption of the policy.

## **Footnote**

In an effort to keep costs to a minimum, a conscious decision has been made not to print out this document and it would be appreciated that you refer to the copy and relevant Appendices available on the Intranet.



## **1. Rationale**

The reason for the development of this policy is derived from the need to ensure the College discharges its obligation to stakeholders in the provision of Higher Education information, and to ensure public information is accurate and transparent.

## **2. Aim**

The aim of this policy is to ensure accurate, fit for purpose and trustworthy information about the College and the Higher Education it provides, is available to identified stakeholders. Stakeholders include prospective and current Higher Education students, external organisations, partner organisations and government agencies.

In order to fulfil the stated aim of the policy, the College has established the following objectives which are to:

- a. ensure College Higher Education information is accurate, fit for purpose and trustworthy for all College stakeholders;
- b. ensure College processes and procedures are maintained to ensure College Higher Education information is accurate, fit for purpose and trustworthy for all College stakeholders;
- c. ensure College Higher Education information is systematically reviewed and enhanced to meet College stakeholder needs.

## **3. Student Entitlements**

Under the terms of this policy, students are entitled to:

- a. all information provided on Higher Education by the College to prospective students to be, accurate, accessible, fit for purpose and trustworthy;
- b. all internal information provided on Higher Education by the College, to current students, to be accurate, accessible, fit for purpose and trustworthy;
- c. be involved in the enhancement of Higher Education information provided by the College through College deliberative structures;
- d. information on College Higher Education provision being made available in a wide variety of formats to meet individual stakeholder needs.

#### **4. Student Responsibilities**

This policy requires students to fully acknowledge and actively engage in fulfilling their responsibilities by:

- a. prospective Higher Education students engaging fully with the information provided by the College in making an institution and course choice;
- b. current Higher Education students fully engaging with the information provided to enhance the quality of the student learning opportunities they are able to experience at the College;
- c. taking the opportunity to be involved in the enhancement of Higher Education information provided by the College through the College deliberative structures.

#### **5. Teaching Staff Responsibilities**

The policy requires teaching and support staff to ensure that:

- a. all information they provide to current and prospective students about their Higher Education course is accurate, accessible fit for purpose and trustworthy;
- b. procedures relating to the management and health checking of Higher Education information within the College are fully adhered to;
- c. opportunities for the enhancement of the provision of College Higher Education information to prospective and current students are captured and actioned through the College deliberative process.

#### **6. College Management Responsibilities**

College Management should ensure that:

- a. all Higher Education information managed within their domain is accurate, accessible, fit for purpose and trustworthy;
- b. procedures relating to the management and health checking of Higher Education information within the College are adhered to;
- c. opportunities within their domain for enhancement of the provision of College Higher Education information to prospective and current students are captured and actioned through the College deliberative process.

## **7. Standards by which the Success of this Policy can be Evaluated**

The following standards/measures will be considered when evaluating the success of this policy:

- a. the number of reported concerns and complaints by College stakeholders relating to College Higher Education information not being accurate, accessible, fit for purpose and trustworthy.
- b. reports by external partner organisations and external review agencies on the accuracy, accessibility, currency and trustworthiness of College Higher Education information;
- c. the annual analysis of curriculum Higher Education information health check reports made by the Head of Marketing and Student Recruitment and reported to the College Higher Education Information Group;
- d. the annual analysis of Higher Education information set health check reports made by the Head of Marketing and Student Recruitment and reported to the College Higher Education Information Group.

## **8. Responsibility for Implementing this Policy**

Responsibility for the implementation of this policy resides at all levels of the College specifically:

- a. the Vice Principals have overall responsibility for the implementation of the policy. The implementation of the policy will be monitored by the College Higher Education Academic Standards and Quality Board. Further responsibility for the implementation of the policy will be obligation of:
  - i. the Higher Education Information Group;
  - ii. Heads of School;
  - iii. College Marketing Manager;
  - iv. Curriculum Managers;
  - v. Course Leaders.

## **9. Associated Documentation**

This policy should be read in conjunction with the following supporting/related documentation:

**Appendix A** – Equality Impact Assessment;

**Appendix B** – Policy Development Request.

# Appendices





New College Durham

## Equality Impact Assessment Record

New College Durham actively promotes the basic British values of democracy, the rules of law, individual liberty and mutual respect and tolerance for those of different faiths and beliefs.

<b>1. Department/School:</b>	Higher Education Development Quality Unit (HEDQU)
<b>2. People carrying out the assessment:</b>	Lesley Collinson
<b>3. Policy/procedure being assessed:</b>	Higher Education Information Group (HEIG) Policy
<b>4. Main aims of the policy/procedure:</b>	The aim of the policy is to ensure accurate, accessible, fit for purpose and trustworthy information about the College and the higher education it provides, is available to stakeholders and the public.
<b>5. What examples of current good practice are there relating to the protected characteristics?</b>	Information the College provides to its stakeholders and to the public is reviewed and/or checked to ensure accuracy, accessibility fairness and transparency, thereby adhering to the Equality Act.

## Appendix A

### 6. For which of the protected characteristics could there be a negative impact?

Please Tick

✓

Age

Disability

Gender Re-assignment

Marriage and Civil Partnership

Pregnancy and Maternity

Race

Religion or Belief

Sex

Sexual Orientation

### 7. Describe that impact

There would be no impact to the applicant. The policy ensures transparency, accessibility, fairness and reliability.

### 8. What action needs to be taken to remove the impact?

N/A

### 9. Who will implement the action plan?

N/A

### 10. By when?

N/A

### 11. Monitoring Process

This will be reviewed when the policy is reviewed.

## Appendix A

<b>Completed by:</b> Lesley Collinson	<b>Endorsed by:</b> Emma Crosskey
<b>Signature:</b> <i>Lesley Collinson</i>	<b>Signature:</b> <i>ECrosskey</i>
<b>Printed Name:</b> Lesley Collinson	<b>Printed Name:</b> Emma Crosskey
<b>Role:</b> HE Quality Manager	<b>Role:</b> Deputy ASC Manager
<b>Date:</b> 19 June 2019	<b>Date:</b> 2 October 2019
<b>Date for Review:</b> 2 October 2024	

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## Equality Impact Assessment Action Plan

Please complete the following Action Plan, based on the actions you have identified above, particularly in Section 8.


<b>Department/School:</b>	
<b>Policy Assessed:</b>	

<b>Issues identified</b>	<b>Changes Required</b> Mark with an asterisk (*) any changes that may be generic to other functions	<b>Resource Implications</b>	<b>Responsibility for Implementation</b>	<b>Timescale</b>	<b>Progress Update</b>


Once completed, this should be e-mailed to Christine Padgett ([christine.padgett@newdur.ac.uk](mailto:christine.padgett@newdur.ac.uk)) and a copy retained by the author.

Please note the policy author is responsible for completion of this action plan.

## Appendix B

<b>Policy Review/Development Request</b>		<b>Date of Request:</b>	<b>19/6/19</b>
<b>Proposed or current title of Policy: HE Information Group Policy</b>			
<b>Is this a proposed new policy or a review of an existing policy:</b> <i>(please tick whichever is appropriate)</i>		<b>Proposed new Policy:</b>	<b>Review of an existing Policy:</b>
			✓
		<b>Due date for Submission:</b>	<b>Due date for Review:</b>
			June 2019
<b>Rationale:</b> <i>Please identify the drivers of the review/development of the stated policy</i> <b>Review date is due, update required.</b>			
<b>Consultation (Where appropriate)</b>			
<b>Forum/Meeting/Group:</b> <ul style="list-style-type: none"> <li>• N/A</li> <li>•</li> <li>•</li> </ul>		<b>Date of Meeting(s):</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<b>Key points emerging from the consultation exercise:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Review/Development undertaken by:</b>	<b>Name: L Collinson</b>	<b>Signed:</b> 	<b>Date submitted to APRG</b> <b>24/6/19</b>

## Appendix B

Approval Body Use only, <i>(once completed in full please return to the APRG Chair)</i>				
<b>Approval Body Title:</b> Academic Policy Review Group				
<b>Policy Approved –</b> <i>(Please delete appropriately)</i>	<b>If no please specify the nature of the issue(s):</b>		<b>Chair:</b> Dawn Fairlamb	<b>Date:</b> 7 October 2019
Yes			<b>Signature:</b> 	
APRG Chair's Actions:				
<b>Date notifying Policy/Procedure Author of approval:</b>	<b>Date sent to IT Services for upload to Intranet:</b>	<b>Date Intranet checked to ensure correct and timely upload:</b>	<b>Final sign off by Chair of APRG</b> <i>(is fully satisfied that the policy, any accompanying procedure and EIA are fully completed)</i>	
7 October 2019	7 October 2019	8 October 2019	<b>Date:</b> 7 October 2019	<b>Signature:</b> 