

Higher Education Information Policy

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Author	Higher Education Manager
Responsible Manager	David Howley
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Policy Statement

The HE Information Policy sets out the Colleges requirements about procedures and practices relating to HE information published in electronic or printed form. The policy refers to HE academic programmes, services, corporate strategy and policies. It does not cover letters or verbal communication.

The policy aims to ensure that the quality of HE information available to both internal and external stakeholders is accurate, clear, unambiguous and timely including the Consumer Markets Authority guidelines, OfS Conditions of Registration and the UK Quality Code for Higher education.

Essentially, it serves as a document to guide staff practice so that the responsibilities are clear and staff know who to contact in relation to specific queries.

Information for the public:

The College will publish information about the provision for external audiences so they can develop an understanding of the offer and to support with application and enrolment decisions. As a minimum it will include the following:

- Barnet and Southgate College Higher Education Delivery Plan
- Barnet and Southgate College Mission and Values
- Academic quality framework and records
- All College policies as relevant to HE programmes and student wellbeing

The information will be reviewed and updated regularly in line with agreed processes.

Information for prospective students:

The College will publish the latest information relating to higher level programme details ~~as~~ the Admissions and Application processes. As a minimum it will include the following:

- Course title
- Entry requirements/criteria both academic and non-academic and an indication of the standard and typical offer level criteria
- Core modules for the course and an indication of likely optional modules if any, that are generally provided each year
- Information about the composition of the course and how it will be delivered, and the balance between the various elements, lectures, seminars (in person, online or a mix of blended learning) and work placements if any
- The expected workload of students included expected self-study time
- The overall methods of assessment for the course
- The award to be received on successful completion of the course
- Location of study
- Total length of the course
- Statement that Higher Education courses delivered at the College are regulated in by the OfS
- State whether the courses are accredited, by a professional, statutory or regulatory body, and by whom
- Any extenuated terms, rules and regulations outside current Higher Education standards
- Total course tuition fees for the duration of course and any possible future fee increases
- Other extra costs students that are likely to incur, set out when and how fees and any extra costs are payable and when the student will become liable for payment
- Progression opportunities onto other courses
- Discover Uni (formally UNISTATS) information
- Open days including HE finances
- Support for students including careers, wellbeing and library services
- The Student Protection Plan

Information for current students:

The following information will be provided for HE students during the Induction period on each programme:

- HE Induction: to include timetable, term dates, assessment calendar, campus tour, meet the HE team at the College, support and study areas, books, enrichment calendar, employer links, student representative role, graduation event.
- Each programme area will produce guidance on the partner University requirements for Academic Misconduct/Appeals/Extenuating Circumstances and other related University processes. This information will be delivered in the first 2 weeks of the programme and made available on the programme ILearn page via partner University links or in detail.
- HE Student Handbook: available electronically on the ILearn page per programme, staff extranet and website. The Handbook will make clear to students how their views are gathered and responded to for the enhancement of the College's HE provision.

Information for students on completion of their studies:

- The partner University will issue the student with a record of academic achievement.
- For work-based level 4-6 qualifications, the awarding organization will issue a certificate along with module details and grades (where applicable.)

Programme closure:

The Student Protection Plan covers this aspect and is available on the College website.

Amendments to published information:

- Amendments will be avoided where and whenever possible. In the event of an essential amendment, changes will only be made with the documented agreement of the Director Responsible for Curriculum Manager for HE is unavailable.
- The HE Admin team will email the amendments to applicants or enrolled students and follow this up with them to receive a response in writing
- The email should be followed up by the programme course leader with a face to face conversation or where this isn't possible via a telephone conversation.
- A temporary hold on enquiries, applications and enrolment will be arranged by the Customer Service and Marketing teams under instruction of the HE Curriculum Manager until such time as updated, agreed information is provided.