



ICHAS

Section 10 - Public Information & Communication

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| Subject: | Policy on Public Information. | | |
| Applicable Standard | QQI | Core | Public Information And Communication |
| <i>Date Approved by Board of Directors:</i> | | | July 2019 |
| Policy Version | 1/2019 | Date due for Revision | February 2024 |

CONTEXT

The College employs a number of different media for communicating information related to College and its programmes, including the following

- College website
- Social media including Facebook, and other platforms
- College Prospectus and other printed marketing materials e.g. flyers
- Newspaper and radio advertising
- College Open Days
- Participation in Conferences and Recruitment Fairs
- Career Guidance Counsellor events and
- CAO Conferences

POLICY STATEMENT

The College is committed to the publication of objective and impartial information including but not limited to such issues as Governance and organizational structures, programmes, qualifications, assessment and quality assurance policies and procedures. The information that is made publicly available will as far as possible, be presented in plain English and an easily understandable and accessible manner for the benefit of learners (current and prospective), key stakeholders – both internal and external as well as the general public.

SCOPE

| Applies To | Staff | Students | Both | |
|--------------------------------|------------------------------------|----------|------|--|
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| Responsible for Implementation | Vice President (Corporate Affairs) | | | |
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| Responsible for Monitoring & Review | Vice President (Corporate Affairs) | Vice President (Academic Affairs) | Registrar | Quality Assurance & Enhancement Officer |
| | | | | ✓ |

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Qualifications and Quality Act (Education and Training), 2012;
- European Standards and Guidelines for QA in the European Higher Education Area,
- QQI Core Statutory QA Guidelines

Linked Policies and Procedures

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| Linked Policies | |
| Linked Procedures | Procedures associated with Public Information. |