



ICHAS

Section 10 - Public Information & Communication

Subject:	Procedures associated with Public Information		
<i>Date Approved by Academic Council:</i>			August 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Public Information.		

INTRODUCTION

The primary means of providing Public Information is through digital media. In that regard, the College commits to making the following information (at a minimum) available through its website.

- Information on the College’s Evolution, Mission, Values and Vision as well as current Strategy
- Organizational Structure
- Terms of Reference for Decision Making Structures in the College
- Terms of Reference for Advisory Structures in the College
- Policies and Procedures relating to Academic Programmes
- Policies & Procedures relating Staff Recruitment, Development & Management
- Programme Information including;
 - Award title,
 - Level on the NFQ (if leading to a Framework Award)
 - Awarding Body, Accrediting Bodies (if relevant)
 - Arrangements for Access, Transfer & Progression,
 - Intended learning outcomes of programmes,
 - Teaching, learning & Assessment Strategies,
 - ECTS associated with Programmes
 - Mode of Delivery (including full time, part time, online, onsite or blended learning)
 - Student Supports and Engagement Requirements
- Policy & Procedure for Protection of Enrolled Learners.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Vice President (Corporate Affairs)	Responsibility for ensuring the accuracy and availability of all public information

Vice President (Academic Affairs)	Responsibility for ensuring the accuracy and availability of all programme information
QAE Officer	To Monitor and ensure compliance with policies and procedures associated with public information.
Communications and Public Engagement Manager	Manages all the data for public information

PROCEDURES

All materials relating to public information are sent (in hard or electronic copy) to the relevant Vice President from the Communications & Public Engagement Manager for approval prior to publication.

All Programme Related Material that is to be made publicly available will be considered and approved by the Vice President (Academic Affairs) prior to publication

It is the responsibility of the Vice President (Corporate Affairs)

- To ensure that all Publicly published information is accurate at the time of publication and
- Is reviewed systematically and updated periodically.
- Content, structure, and presentation reflects the ethos of the College
- Is compliant with legal obligations e.g. data protection,
- Decide in consultation with the Board of Management on the means, duration and timing of publication, and
- Provide approval of funding /resources to facilitate publication.

Linked Policies and Procedures

Linked Policies	Policy on Access, Applications and Admissions Policy on Public Information
Linked Procedures	Procedures associated Access, Applications and Admissions