

PROVIDER NAME: CCT College Dublin (CCT)
POLICY AREA: Standard 11: Public Information

Policy and Procedure Title: Public Information

Policy No: CCTP1101

Version: 2.1

Policy Statement

CCT undertakes to publish, having regard to the commercial sensitivity of some information, up-to-date, impartial and objective qualitative and quantitative information about the college. This policy details what is and what is not available publicly and outlines the procedures for the approval of public information that ensure transparency and comparability for prospective learners.

Information made openly available will include, but is not limited to,

- Quality assurance policies and procedures
- programmes offered,
- whether or not a programme leads to an award
- the name of the awarding body
- the title of the award;
- whether the award is recognised in the National Framework of Qualifications (NFQ) and if so, the award type, credits attached and NFQ level
- whether the programme is subject to procedures for access, transfer and progression and if so what these are
- details of the Protection of Enrolled Learner (PEL) arrangements in place, should PEL be a requirement

In addition to the above, CCT seeks to publish

- the intended learning outcomes of those programmes,
- teaching and learning strategies, and
- available resources.

This information is monitored and updated regularly to ensure external parties and stakeholders have a clear view of the college and its operations and to enable potential applicants make informed choices. It is not CCT practice to make available information pertaining to draft programmes which have not satisfied the validation process. In exceptional circumstances where this is deemed essential, following approval from the Dean of Academic Affairs, information on programmes awaiting final validation approval will be provided clearly outlining that it is subject to validation.

Definitions and Principles

'Moodle'

The open source Course Management System that is Moodle was launched at CCT in September 2006. Students can access course notes of full and part-time courses, past exam papers, sample assessments, and conduct online exams and assignments in relation to the course material they are studying. Students can also keep abreast

of important social and academic dates in the semester schedule with Moodle. Moodle provides another online tool to supplement class learning at the college. The College Moodle is not in the public domain, it is part of CCT's intranet.

'Public information'

Data pertaining to the College, its programmes, activities, staff and students that is made available beyond the employees of CCT College, in written, electronic, or other such format, for the purposes of promotion, recruitment, business development, research or awareness raising.

Staff Involved

Dean for Administration and Finance, Dean of Academic Affairs, Head of Marketing, Dean of School, QA Officer, Programme Leaders, School Manager

Procedure Outline / Method(s) used to carry out this procedure

Responsibility of

Evidence generated by this procedure to ensure its effectiveness

A quality ethos must be embedded in a culture of openness and transparency. Greater transparency is achieved by using internet and intranet facilities to publish College development and course information, policy documents and procedures adopted.

CCT will ensure that relevant information is made accessible to all stakeholders. Public information includes, but is not limited to, that detailed above. In the main, programme specific information is documented on the relevant landing page on the College website or in equivalent programme specific brochures. More detailed information relating to student services, supports, academic regulations, award classification calculations and related matters are documented in other parts of the website, clearly identifiable, and within the CCT College Quality Assurance Manual, which is also published on the website.

All public information is subject to internal quality and approval procedures prior to publication. This involves the requirement to secure sign off from various roles as per the following:

- The Dean of Academic Affairs to confirm accurate and appropriate fulfilment of obligations relating to public information under QQI Core Statutory QA Guidelines;
- The Dean of School for confirmation of accuracy of all academic matters
- The relevant Programme Leader or the School Manager for confirmation of information relating to programme content, structure, duration
- The Dean for Administration and Finance and or College President for confirmation of compliance with legal obligations e.g. data protection, the mode and timing of publication, and approval of funding / resources to facilitate this.

Other relevant programme information, e.g. syllabi, class notes, schedules and assessment requirements are made available in electronic and/or hard copy only to staff and enrolled learners. Learners can access the college Course Management System called Moodle to download all lecture notes.

In any educational institution promoting a quality culture, it is vital to ensure that all stakeholders know who is accountable in all areas of the college. While the systems put in place to manage quality evolve from the active involvement of all relevant stakeholders, senior management has clear responsibility for promoting and maintaining a college-wide quality culture and approach. It is also acknowledged and accepted that management must create an

Senior Management

Student Survey

Programme Board minutes

environment conducive to participation, trust, teamwork, empowerment and pride in performance.

CCT publishes relevant information on its website www.cct.ie

Website information is updated on a regular basis to ensure all information is relevant, impartial, valid, relative and informative. The Head of Marketing is responsible for the ongoing updating of the website.

Information available on the CCT website includes:

- Contact details, location and about CCT information
- Staff profiles
- Funding & Scholarship
- QA Policy & Procedures
- Alumni including graduate employment Vacancies
- Academic Conferences
- College Library
- Calendar and news
- Courses on offer
- Programme Details
- Details for Perspective Students
- Facilities
- Corporate Training
- Student Supports and Experiences

Quality Assurance documents are publicly accessible. They are reviewed annually and updated as required. QA documents are stored on a shared drive (Google drive) with editing access restricted to the Dean of Academic Affairs and QA Officer.

Programme Handbooks and QA handbooks are only available on the intranet. Communication from lecturers and administration staff can be relayed through Moodle.

The Website and Moodle are the responsibility of the Dean for Administration and Finance. Both systems are updated and monitored on a regular basis.

Individual annual monitoring reports are generated for each programme leading to QQI awards and an institution wide

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| <p>annual quality report is also compiled detailing college wide developments and outcomes of monitoring and review activity. These reports are shared with internal stakeholders and members of the Advisory Board. They are also made available to external review panels as part of further monitoring processes.</p> | | |
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| Monitoring | | |
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| Monitor (Job Title) | Frequency | Monitoring Method(s) |
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| Dean of Academic Affairs Head of Marketing Dean for Administration and Finance | QA documents: annually Website: regularly | Student feedback Review of All QA documentation Review of Website Content Outcomes of external reviews Annual monitoring reports |

POLICY CONTROL SHEET

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| Policy Title | Public Information |
| Responsible Officer(s) | Dean of Academic Affairs |
| Issuance Date | August 2018 |
| Effective Date | August 2018 |
| Last Review Date | July 2019 |
| Supersedes | Version 2.0 |
| Next Review Date | August 2024 |
| Designated Reviewer(s) | Dean of Academic Affairs |
| Scope | Internal staff (full and part time); |

Revision History

| Revision | Approval Date | Revision Description | Originator | Approved By |
|-----------------|----------------------|--|--------------------------|--------------------------------------|
| New Policy | August 2015 | New QA system | Senior Management Team | Head of Academics, College Registrar |
| Version 2.0 | April 2018 | Updated to reflect requirements for public information as per QQI Core Statutory QA guidelines and to reflect the revised structure and approval process in CCT. | Dean of Academic Affairs | Academic Council |
| Version 2.1 | September 2019 | Edits to reflect change in organisational structure and roles | SMT | Academic Council |

References upon which the Policy section is based

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| CCT Policy area | Public Information |
| Statutory & System Wide Basis | The Irish 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 |
| Related CCT Policies / Forms | |