

Title:	Management of Public Information Including Social Media
Policy Number:	P028
Approval Date & Version:	March 2022, Ver. 1.6
Approved by:	Academic Board (AB)
Next Review Date:	January 2024

External Reference Points:

External Source	Reference Points
UKQC- Core Practices	N/A
UKQC- Advice and Guidance	N/A
Awarding Body Reference	N/A
Other reference Points	<ul style="list-style-type: none"> Guidance Issued by Independent Press Standards QAA QC (Part C) NCL Strategic Plan 2020-25

**MANAGEMENT OF PUBLICATION:
1. Policy:**

- 1.1. The Head of Academic Services is responsible for the management of all publications, including staff and student handbooks, programme handbooks, prospectuses, websites, and advertisements.
- 1.2. All publications have the status of public information and should be reviewed by an internal reviewer as deemed fit and must be authorised for release purposes by the Principal.
- 1.3. Information contained in publications should be clear, complete and free from misstatement.
- 1.4. The following individuals will be responsible for producing the named publications; this information is included in the **‘Public Information Register’**.

Document:	Produced by:	Reviewed by:
Staff and Student Handbooks	Head of Academic Services	Principal
Policy and Procedures Manual	Principal	Principal’s Executive Group
Websites*	Nominated Staff Members	Principal

Advertisement*	Nominated Staff Members	Principal
Facebook*	Nominated Staff Members	Principal
YouTube*	Nominated Staff Members	Principal
Twitter*	Nominated Staff Members	Principal
VLE / Moodle Noticeboard*	Nominated Staff Members	Principal

(* Asterisk) On Social Media and Websites there are multiple nominated staff members involved in the production and upload of the information and documents.

The College will internally review the information on a regular basis, only if they are directly related to any changes in the College policies or student admissions.

2. Chart related to Publication Procedures:

