



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

UCEM Code of Practice chapter

Information about higher and
further education provision

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1 Introduction

- 1.1. This chapter outlines the framework UCEM operates to meet the QAA Expectations of the UK Quality Code Part C: Information about Higher Education Provision <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-c>. The expectation of the Quality Code is:
- 1.2. 'Higher education providers produce information for their intended audiences about the learning opportunities they offer that is fit for purpose, accessible and trustworthy.'
- 1.3. For the purpose of this document 'Public Information' is defined as information that is appropriate and made available to the intended audiences, including information available on the website, information available to students, and information available to others on request.
- 1.4. The information within this chapter applies to a range of stakeholders, including those interested in the public information published by Higher Education and Further Education Institutions (e.g. Further Education and Higher Education agencies), prospective students, students, employers and professional bodies. This guidance is provided to UCEM staff when providing information to customers in line with the Consumer Markets Authority guidance for higher education institutions in the provision of information on customer protection law as it relates to applicants and students.
- 1.5. Oversight of public information is the responsibility of the Deputy Principal and University College Secretary. However, responsibility for the accuracy of the public information is the responsibility of staff across the Institution, including the Academic Quality Unit and the Marketing Team. Public information processes, including a review of published information is part of an annual review cycle, and this Chapter is reviewed as part of the Code of Practice chapters development schedule.

2 Principles of Information provision

- 2.1. UCEM is responsible for the accuracy and transparency of information it provides about itself, and for others, including ensuring it is fit for purpose and trustworthy.
- 2.2. UCEM is responsible for the information it provides on the learning opportunities, including timeliness, transparency and accuracy of the information.
- 2.3. All information that is provided will be accessible, and can be provided in alternative formats if required, recognising the diversity of the audience.
- 2.4. UCEM recognises the importance of providing appropriate information to enable applicants and students to make informed choices.

3 Information for the public about UCEM

- 3.1. UCEM publishes information about its heritage and core purpose on the website, the prospectus and in the UCEM Annual Report and Accounts.

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- 3.2. Documents on the Institutional strategic direction of UCEM, including a summary of the UCEM Strategic Plan is published on the UCEM website. This document is only published following approval by the Principal.
- 3.3. UCEM publishes information about its governance structure, institutional policies and procedures and information about its student population.

4 Information for prospective students

- 4.1. Provision of information to prospective students includes all those who are considering studying with UCEM from initial interest, up to the point they register and become a current UCEM student. This includes information to their parents, advisors, employers, sponsors or supporters.
- 4.2. Published information to prospective students meets the requirements of the Consumer Markets Authority and the UK Quality Assurance Agency for Higher Education, and includes information on the award, admission requirements, content of the programme, assessment, fees applicable to the academic year of entry, and the type of learning that will be undertaken by the student. This is to enable prospective students to make informed choices on the most suitable programme for their career/learner aspirations.
- 4.3. Detailed information on the programme is provided on the website and in the prospectus, which can be downloaded or made available in hard copy format.
- 4.4. Information is also provided at Open Days, recruitment webinars, Student Fairs, via social media platforms, external website profiles and to potential employer sponsors.
- 4.5. Information that is provided includes details of the following:
 - Professional accreditation of the programme, and where appropriate course designation for the purpose of Student Loan funding.
 - The academic staff involved on each programme is published in the 'About Us' section on the website. Details of the Programme Leader are published on each programme page.
 - The support provided to students including the provision of services such as the VLE, Library, and Disability and Wellbeing service is provided on the website.
- 4.6. Full details of the programme are also provided in the Programme Specification and module / unit information sheets. These documents can be accessed through the Programme pages of the website, as well as through the main menu. The Programme Specification provides the detailed information on the structure of the programme, learning aims and outcomes. All Programme Specifications are subject to annual review by UCEM's deliberative committees.
- 4.7. Prospective students have access through the website to the Academic and General Regulations for Students, Assessment, Progression and Award Regulations and the UCEM Code of Practice chapters. These documents outline the rules that will apply to students whilst they are studying with UCEM. The Academic and General Regulations for Students are reviewed annually, with final approval by Academic Board. The Code of Practice chapters are also reviewed on a rolling programme, which is approved by Quality Standards and Enhancement Committee, Apprenticeship Standards and Enhancement Committee or Academic Board.
- 4.8. Prospective apprenticeship students are also provided with information on apprenticeship content, delivery model, on-programme and end-point assessment requirements.

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- 4.9. UCEM provides information on the website and prospectus of the minimum English language requirements that all applicants are expected to meet.
- 4.10. Details of the admissions procedure, including accreditation of prior learning are published in the UCEM Code of Practice chapter on Admissions and Recognition of Prior Learning: <https://www.ucem.ac.uk/about-ucem/code-of-practice/>.
- 4.11. All information to prospective students is subject to annual review. No changes can be made to the published information on the programme pages of the website without approval from the Head of Quality and Enhancement. . For other pages any changes need to be approved by the website page owner and the designated member of staff with overall responsibility for that page.
- 4.12. The prospectus is updated annually, each section is reviewed by relevant teams and external stakeholders, with final sign-off made by the Senior Leadership Team in conjunction with the Head of Marketing.
- 4.13. At the point where a student is invited to register, they are provided with information about the awarding body, programme start and end dates, maximum duration of the programme, any conditions of offer, fee information, and are provided with a link to the programme specification, Academic and General Regulations for Students and PDF copies of the UCEM Terms and Conditions of Contract, UCEM Student Complaints Procedure, fee schedule and a model cancellation form.
- 4.14. UCEM also ensures that attention is drawn to any important or surprising terms at point of registration such as UCEM's right to end the contract and in what circumstances UCEM can make changes to the programme of study.
- 4.15. UCEM has a Student Protection Plan (SPP) which sets out the measures UCEM has in place to protect student interests and assure continuity of study in the event of programme closure or UCEM is no longer able to operate. The SPP is reviewed annually and staff are aware of the plan. In line with this plan if material changes are made to a programme, UCEM staff will notify all students that are in the applicant process at the earliest opportunity to ensure that they are fully aware of the changes so that they can make an informed decision as to whether they want to continue to register for the programme.

5 Information published to prospective employers of apprenticeship students

- 5.1. Information about UCEM apprenticeship programmes is provided to prospective employers of apprentices via the 'find apprenticeship training' portal and the UCEM website.
- 5.2. Information published via the UCEM website includes an Information for Employers brochure and programme specific information including entry requirements, start date and application deadlines, apprenticeship content, academic programme structure, delivery model overview, costs and funding and what is involved in employing an apprentice.

6 Information published to students

- 6.1. UCEM provides a large amount of information to students to enable them to be clear of the key deadlines and expectations of them as learners with UCEM.
- 6.2. All students are provided with a Student Handbook, which provides information and guidance to enable the student to be clear of the services provided to them, as well as the key processes, such as how to submit coursework. The Student Handbook, which is reviewed annually, will also signpost students to other sources of information.
- 6.3. Module/unit descriptors are made available on all modules/units so that students can understand the learning outcomes and assessment for the module, as well as the mode of delivery.
- 6.4. All students are provided with access to an Induction module which provides information on how to study with UCEM and where to get support.
- 6.5. Key dates for assessments are provided to students on application, and these dates are also published on the programme pages of the Virtual Learning Environment (VLE).
- 6.6. For each module students are provided with a week by week guide, to enable students to plan their workload and know the study that is required.
- 6.7. Programme Assessment Regulations and Academic and General Regulations for Students are published on the VLE, so students are aware of the rules and regulations that apply to their programme.
- 6.8. The Student Charter outlines the expectations with regard to students studying with UCEM, and details what students can expect from UCEM. The Charter is published on the website and VLE, and students are signposted to the Charter as part of induction.
- 6.9. UCEM provides a range of services to its students including academic and support services.
- 6.10. Information is provided to students throughout their study by staff at UCEM, including Programme Leaders, and the Student Services Team. The information will take a variety of formats, including provision through the VLE, email and phone calls. This includes signposting where appropriate to published information on mitigating circumstances procedure, and the Complaints and Appeals Policy.
- 6.11. Apprenticeship students are also provided with a relevant Apprenticeship Handbook. The apprenticeship handbook provides additional information and guidance to enable the apprentice to be clear on the apprenticeship content / delivery model, the on-programme and end-point assessment requirements, the role of the Apprenticeship Management Team, safeguarding arrangements, apprenticeship student conduct expectations and the Apprenticeship Student Disciplinary Policy and Procedure. Apprenticeship handbooks, which are reviewed prior to each apprenticeship intake, also signpost apprenticeship students to other sources of information.
- 6.12. If changes are proposed to a programme, in line with UCEM's SPP all students that are affected by the change are informed and consulted over the change at the earliest opportunity.

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- 6.13. Student Representatives are appointed in each programme and are a source of information and contact for other students. Student Representatives work in partnership with UCEM, and are one of the mechanisms for student engagement and feedback. Full details are provided in the Code of Practice chapter on Student Engagement: <https://www.ucem.ac.uk/about-ucem/code-of-practice/>.
- 6.14. UCEM also works with the Lead Student Representative to obtain feedback and work in partnership on any proposed changes that will affect the student community.

7 Information on student achievement

- 7.1. Students are provided with an academic transcript when they complete their award. The transcript provides information on the modules studied, date and year of awards, as well as the academic level of the modules.
- 7.2. Students may also request an intermediate transcript at any point during their study.
- 7.3. UCEM retains an extensive archive of student records going back to 2000, prior to 2000 CEM will be able to provide confirmation of the award, but may not be able to provide a detailed module breakdown, depending on the length of time since award.
- 7.4. Requests for verification of academic achievement may also be received from other academic institutions, employers and educational verification agencies, as well as alumni and students. All information is provided in accordance with data protection legislation.

8 Information on the framework for managing academic standards, quality assurance and enhancement

- 8.1. UCEM has a robust framework for the governance of academic quality and standards. The UCEM Academic Board is responsible for the governance and oversight of academic standards.
- 8.2. The Academic Review Committee reviews the work of the Academic Board on an annual basis, and reports to the Board of Trustees.
- 8.3. The UCEM Code of Practice chapters are published on the website, and provides detailed information on UCEM's academic policies and procedures. The Code of Practice chapters reflect the good practice of the sector and its underlying principles are based on the QAA Quality Code. Code of Practice chapters are subject to review, and final approval prior to publication is granted either by the Quality Standards and Enhancement Committee, the Apprenticeship Standards and Enhancement Committee or Academic Board.
- 8.4. All programmes are subject to annual review and monitoring as part of the quality assurance processes within UCEM. This includes a review of admission standards, assessment results, External Examiner feedback and student feedback each academic year. An Annual Programme report is written. .
- 8.5. All programmes are subject to a quality review through the re-validation process which occurs normally every 5 years.
- 8.6. Details of the External Examiners for each programme, and the External Examiner reports are published to students on the VLE.

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- 8.7. The quality assurance arrangements for Collaborative Provision are outlined in the Code of Practice chapter on Collaborative Provision which is published on the UCEM website: <https://www.ucem.ac.uk/about-ucem/code-of-practice/>. The quality assurance arrangements include a checklist that must be considered prior to entering a new arrangement. UCEM currently does not validate any programmes with other non-degree awarding bodies.

9 Information to alumni

- 9.1. Information to alumni is provided on the UCEM website which includes the provision of careers information and advice up to three years after completion of study, as well as networking opportunities.
- 9.2. UCEM maintains contact with alumni through CPD events, and alumni are encouraged to stay in contact with UCEM.

10 Social media

- 10.1. UCEM utilises social media to communicate with prospective students and students, and to reach a range of audiences. This includes the use of LinkedIn, Facebook and Twitter and Youtube. Information on social media provided by UCEM is published by the Marketing Team.

11 Audit of public information

- 11.1. UCEM undertake an annual audit of its website in order to ensure the currency and accuracy of the public information provided. As part of the audit all website page owners are asked to review their webpages and to complete a proforma to confirm that they have checked the information including any weblinks and to detail whether any changes are required.
- 11.2. The audit form is signed by the senior member of staff with responsibility for the website area prior to being reviewed by the Academic Quality Unit and the Website and Alliance Marketing Manager. All requested changes are logged and where approved updates are made by the Website and Alliance Marketing Manager.
- 11.3. On completion of the audit, the Academic Quality Unit compiles a report for the Quality Standards and Enhancement Committee detailing the outcome of the audit.

12 Related policies and forms

- Code of Practice Chapter on Programme Development and Validation.
- Code of Practice Chapter on Admissions and Recognition of Prior Learning.

13 Benchmarked documents

- UK Quality Code Part C – Information about Higher Education Provision.
- [CMA Guidance 'UK Higher Education providers – advice on consumer protection law – helping you comply with your obligations'](#).
- [ESFA Apprenticeship Funding and Performance Management Rules 2017 to 2018.](#)

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Signed by: Jane E. Fawkes

Jane Fawkes

Chair of the Quality Standards and Enhancement Committee

Date: 26/6/18