VOGUE COLLEGE OF FASHION

PUBLIC INFORMATION POLICY

This Policy defines the Vogue College of Fashion's responsibility with regard to providing information about its provision to public audiences, prospective students, enrolled students, and graduates.

This policy applies to all public information in printed, electronic or broadcast form, which is intended to be made public and which refers to Higher Education and short course provision and all stages of the learner journey, from enquiry, application, enrolment, on course and progression. It applies to the commercial undertakings, collaborative partnerships and any contractual relationship the College may have with a third party.

This policy and procedure has been written in accord with the Quality Assurance Agency's UK Quality Code, Part C: Information about higher education provision which requires higher education providers to meet the following expectation:

Higher education providers produce information for their intended audiencesabout the learning opportunities they offer that is fit for purpose, accessible and trustworthy.

Procedure
Authors are responsible for ensuring that information is published according to College standards available through the staff intranet and Data Protection and Copyright legislation.

All information published externally by the College must be signed off by the Head of Marketing & Student Recruitment and then submitted for final approval by the appropriate head of department and/or College Director.

The Head of Marketing & Student Recruitment will maintain a log with details of the activity. There are also College Committee meetings which can address issues of public information on the web and printed material.

Style
The authors consult with the appropriate head of department regarding documents they are involved in compiling which are published in the public domain. This helps to ensure a uniformity of approach and style without cramping individual initiative and creativity.

Policies
Policies, both new and under review, will be subject to consultation with relevant stakeholders. Those policies which directly affect students and relate to recruitment, admissions, complaints and appeals, examinations and student discipline will be available in a timely fashion through the College website and student portal. Policies will be reviewed annually by the Director of Operations and presented to the Academic Standards Committee.

College prospectuses are produced annually in line with applicant needs and the timeline of production of course related information.

Prospectus and Course Details and relevant brochures for public distribution are produced under the editorial control of the Academic Director, who has ultimate responsibility to ensure that contents of published materials meet the required standards of accuracy and clarity, and comply with all legal requirements.

The accuracy of academic content is verified as required on an ongoing basis by the Academic Director and appropriate Programme Directors and reported to the Head ofMarketing & Student Recruitment.

The accuracy of corporate and administrative content is verified as required on an ongoing basis by the Head of Marketing & Student Recruitment.

Website

Vogue College of Fashion maintains a dedicated website http://www.voguecollege.com / which provides external audiences with information regarding courses, campus, facilities, news and special events. It is the responsibility of the Head of Marketing & Student Recruitment to ensure that the website is accurate, informative and reflects current operations.

The accuracy of academic content is verified as required on an ongoing basis by theProgramme Directors and reported to the Head of Marketing & Student Recruitment.

The accuracy of corporate and administrative content is verified as required on an ongoing basis by the Head of Marketing & Student Recruitment.

Social Media

Vogue College of Fashion uses various social media channels such as Facebook, Twitter, Instagram, Tik Tok to provide external audiences with direct engagement as well as information regarding the College's courses, campuses, facilities, news and special events. It is the responsibility of the Head of Marketing & Student Recruitment to ensure that the information relayed is accurate and reflects the College operations.

Electronic Materials

The College maintains a Student Portal for the provision of ongoing information intended to assist the work of students. The Student Portal is maintained on an ongoing basis by the Programme Directors, Module Leaders, Director of Operations and Technology Manager.

Communications with the Press and Media

All official communications with the press and media are handled by the College Director and CEO. Press releases may only be issued on the authority of the Company CEO.

Student recruitment agents

The requirements for approval of public information is detailed in the memorandum of agreement between Vogue College of Fashion and the third party. Any materials produced by a third party must be checked and approved by relevant personnel at CNCFD prior to publication.