

**Approval Date & Version:** July 2019, Ver. 0.2  
**Approved by:** Academic Board (AB)  
**Next Review Date:** January 2020

**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	N/A

**1. Message from the College Principal**

Recent media interest in the private higher-education sector has prompted me to seek advice from my Executive Group on the procedures that NCL should have in place when dealing with media approaches. I have accordingly determined as follows:

- 1.1. Any employee of NCL who is approached by any branch of the media (radio, television or the press) on any matter related to the College should decline to make any statement, even if “off-the-record.” Instead, any such approach should be reported at the earliest possible opportunity either to me ([g.alderman@nelsoncollege.ac.uk](mailto:g.alderman@nelsoncollege.ac.uk)) or to the Head of Quality Assurance, Nazim Uddin ([n.uddin@nelsoncollege.ac.uk](mailto:n.uddin@nelsoncollege.ac.uk)) or to Aaron Porter, the Chair of the Board of Governance ([a.porter@nelsoncollege.ac.uk](mailto:a.porter@nelsoncollege.ac.uk)).
  
- 1.2. Unless there is an urgent need for an immediate response the College's response to media inquiries will always be agreed between at least two of the Principal, Head of Quality Assurance, and the Chair of the Board of Governance.
  
- 1.3. Without the explicit permission of me as College Principal, no NCL employee should write to the media giving the College address or indicating that the writer is an employee of the College.

**Professor Geoffrey Alderman**  
**Principal, Nelson College London**