

Approval Date & Version: July 2019, Ver. 1.3
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	<ul style="list-style-type: none"> Guidance Issued by Independent Press Standards QAA QC (Part C)

MANAGEMENT OF PUBLICATION:

1. Policy:

- 1.1. **The** Head of Quality Assurance 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 Committee
Websites	Head of Quality Assurance	Principal
Advertisement	Head of Marketing	Principal
Facebook	Head of Marketing	Principal

YouTube	Head of Marketing	Principal
Twitter	Head of Marketing	Principal
VLE / Moodle Noticeboard	Head of Marketing	Principal

2. Chart related to Publication Procedures:

