



BIMM
INSTITUTE



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CONTEMPORARY
THEATRE



PERFORMERS
COLLEGE

Public Information Policy



Last approved: June 2016

Approved by: Executive Management Group

Next review due: September 2020 (Chair's Action extension)

Scope of the policy

This policy statement summarises BIMM Institute's approach to ensuring that the full range of public information published by BIMM Group is complete and accurate.

Policy Objectives:

- This policy ensures compliance with part C of the Quality Assurance Agency's (QAA) Quality Code for Higher Education and the Consumer Rights Act 2015. The Quality Code sets out an Expectation that higher education providers make available valid, reliable useful and accessible information about their provision.
- Key principles include:
 - Ensuring that applicants can make informed decisions, and are fully aware of what is expected of them;
 - Ensuring that students can make the most of the learning opportunities provided by BIMM;
 - Providing accurate information on student achievement and related key performance indicators;
 - That information is accessible, clear, and timely.
- BIMM Colleges and Central Services are responsible for the implementation of this policy under the leadership of the BIMM Directors with the assistance of the Academic Development & Quality Assurance (ADQA) Team.
- The strategic approach to ensuring the completeness and accuracy of public information is decided at the BIMM Academic Board (AB).
- BIMM is also required to meet its awarding institution requirements regarding the provision and approval of public information on the courses it offers leading to awards from our university partners.

Types of public information (this list is indicative, not exhaustive)

BIMM Group provides a range of information to a diverse range of audiences including:

- College Prospectuses;
- The BIMM Group Website (including course information, information on academic quality assurance, policy and regulation and complaints and appeals);
- BIMM Groups' social media channels;
- Applicant information including contractual information, welcome packs and joining/enrolment packs;
- Financial information;
- On board student information including course and student handbooks, guides to processes and policy and assessment briefs;
- The BIMM Virtual Learning Environment (VLE);
- Public data reporting to HESA, Awarding Institutions etc;
- Quality assurance data reporting for audit.

Responsibility for the management and approval of public information

The ultimate responsibility for the accuracy of information lies with the department that authors or produces the information and is overseen by the relevant executive director as follows:

- College Prospectuses: Marketing Director
- BIMM Group Website (course information): Marketing Director
- Academic quality assurance, policy and regulation, complaints and appeals information: Director of ADQA
- BIMM Group Social Media: Marketing Director
- Applicant information: Executive Principals
- Financial Information: Finance Director
- On board student information: Executive Principals
- The BIMM VLE: Director of ADQA
- Public data reporting: Finance Director
- Quality assurance data reporting for audit: Director of ADQA

Approval, monitoring and periodic review of information

BIMM has its own formal mechanism for the approval of public information and changes to existing information. Each department originating public information will follow a three-stage process for approval before publication as laid out below:

- Draft information circulated to key stakeholders for consideration and comment;
- Agreed information approved by relevant committee/and Director;
- Approved version sent to university partner, or regulatory body for approval (if required).

Definitive information

Each department is responsible for the maintenance of a record of current public information and archiving of previous information where this is required.

Periodic review

Much of the public information published by BIMM is reviewed and re-approved on an annual cycle with information such as academic policies and regulations being reviewed periodically, normally on a four to five-year cycle.