



HIGHER EDUCATION PUBLIC INFORMATION POLICY 2024-2027

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1. Introduction

- 1.1 The purpose of this Policy is to ensure that all public information relating to the Chichester College Group Higher Education (HE) programmes is accurate, accessible and fair and that it complies with the Competition and Markets Authority requirements, General Data Protection Regulations and the UK Quality Code for Higher Education. This ensures that prospective and current students can make informed decisions about studying at HE level, and the support that is available to them

2. Aims

- 2.1 Chichester College Group is committed to ensuring that all information published in electronic or printed format, in relation to Higher Education including study programmes, services and support, strategy and policies is:

- Fair
- Accessible
- Timely
- Accurate
- Transparent

By doing this CCG ensures that all stakeholders are able to access the information that creates an accurate impression of CCG and to be able to make informed choices. It ensures that all prospective and current students have equal access to relevant information.

3. Communicating Information

- 3.1 Information about HE provision at CCG may be communicated through the following channels:

- Social media e.g. Facebook, Twitter
- Promotional materials
- The Higher Education Prospectus
- The Group and college websites
- External websites e.g. UCAS

- 3.2 In communicating with individuals we will obtain and record personal information to enable us to support and guide them through study choices. We comply with General Data Protection Regulation (GDPR) through our Data Protection Team to protect the information we hold, and



its usage (with appropriate consent) and provide transparency of this through our Privacy Notice.

4. The Student Journey

4.1 Prospective Students

4.1.1 Prospective students are able to access ‘material information’ before making a decision about whether to apply. This includes the following:

- The courses offered
- The content of the courses
- Fees/costs for the duration of the course.

4.1.2 The information is available on the CCG website, the Higher Education Prospectus and verbally at open events. All promotional materials (print and electronic) for Chichester College Group Higher Education courses will be reviewed and revised annually to ensure accuracy, continued relevance and representation of all groups served by the college.

4.2 Interview and Offer

4.2.1 Students who have met the entry requirements will be interviewed and provided with further information about the course, the academic demands and the fees/costs of the programme. The information will be sufficient to ensure that applicants can make an informed decision about accepting an offer to study a Higher Education course at CCG.

4.2.2 All information about contractual terms will be communicated to students in an accessible and transparent way. Any changes made to a programme will be confirmed to all applicants, in line with Competition and Markets Authority (CMA) guidelines.

4.2.3 Successful candidates will be given joining instructions either during the selection process or during the July-August period before the course starts, taking account of any embargo period. Successful candidates will receive a joining pack (a combination of print and electronic communication) providing information on course start dates, Fresher’s Day, additional support services, careers information and accommodation services. New students will be invited to join induction.

4.2.4 Successful candidates will be given clear information on any obligations required by the course during the selection process such as the need to organise placements, the need



for a police check (on some courses); the requirement to achieve specific qualifications as a condition of entry (as appropriate) and any additional equipment that the student will require.

4.2.5 Unsuccessful applicants will be offered the opportunity to receive feedback on their application/interview to ensure that the process and reasons behind any decisions are open and transparent

4.3 Current Students

4.3.1 At enrolment and induction, students are provided with information on policies and procedures and where they can be accessed. They will be provided with details of their programme of study including modules and assessment. These will be accessible on the VLE for their course. Information is accessible to all students in relation to support available including finance, wellbeing and careers/progression pathways.

5. Related Policies

- Recruitment & Admissions
- Equality & Diversity
- Complaints

Policy review area	Higher Education
Lead Manager/Owner	Vice Principal - HE
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