

Public Information Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	13/11/2017

Purpose

As a higher education provider, Sydney Institute of Higher Education (SI) has the responsibility to ensure that a repository of publicly accessible information is available for students and external stakeholders. This information must be current and accurately represent SI, its higher education operations and the courses of study it delivers.

This policy identifies the information that is required for compliance purposes to be published on the SI website. It advises the legal and regulatory obligations of SI as a higher education provider and provides guidance for internal procedures to ensure publicly-available information is current, accurate and accessible.

Scope

This policy applies to all SI staff and members of the governing bodies the *Corporate Governance Board* and *Academic Board*.

Principles

The *Corporate Governance Board* is responsible for ensuring that SI maintains a public record of its higher education operations, program delivery and performance data in the interests of open and transparent communication with students and external stakeholders.

The information published on the SI website must be of a standard that enables students and external stakeholders to make informed judgements about SI as a higher education provider.

SI will ensure that the regulatory requirements for publicly-available information about its higher education operations are maintained on its website.

This information will be current, accurate, and accessible.

The regular review and update of SI website content must occur to meet quality assurance and information management standards.

Procedures

The Marketing and Communications Coordinator, in collaboration with the IT Coordinator, will regularly review and update the information on the SI website to ensure that it is accurate and current.

Executive Management Team must liaise with the Marketing and Communications Coordinator, when changes must be made, taking advice from their own direct reports wherever public information needs to be amended for accuracy.

All changes to publicly-accessible website content must be approved by the President before implementation.

The information to be publicly available, accurate and current on the SI website must include:

- Registered name, and trading name(s) if different to the higher education provider name
- Regulatory status
- Details of SI's authority to deliver courses of study to international students studying on an Australian student visa
- A copy of SI's constitution or articles of association
- The names of the Corporate Governance Board members
- The names of Senior Management
- Documentation that provides evidence of SI's financial standing
- Indicative total student enrolments in the current year
- A comprehensive organisational chart, including academic departments that deliver programmes
- The locations at which SI higher education programmes are offered
- All items set out in the *Higher Education Standards Framework (2015)* s. 7.3.1 and 7.3.2
- An *overview* of teaching and learning locations, facilities, learning resources and the services provided for students, including written descriptions and photographs.
- A list of all higher education programmes of study delivered by SI, including expected annual enrolments
- Details of arrangements with third party providers for programme delivery or research
- Comprehensive information on how to lodge a complaint about SI
- Contact details - telephone and email
- All SI policy documents
- The SI Strategic Plan
- The SI Teaching and Learning Plan
- The SI Student Handbook
- Statement of Tuition Assurance.

The information to be publicly available, accurate and current on the SI website in relation to all higher education programmes of study delivered by SI must include:

- The title of each higher education programme of study
- The programme structure, including units of study
- Programme learning outcomes and unit learning outcomes
- The accreditation status of each programme of study
- The qualification(s) offered

- Whether the qualification is recognised in the *Australian Qualifications Framework (AQF)*
- Confirmation of professional accreditation, if applicable
- Expected annual enrolments
- Programme duration and delivery mode
- Programme fees and charges
- Whether an SI programme of study has been authorised for delivery to international students studying on an Australian student visa.

All publicly-available website content must comply with best-practice accessibility guidelines, be easy to navigate and user-friendly.

Policy Implementation and Monitoring

The *Corporate Governance Board* delegates responsibility for the day-to-day implementation of this policy to the Marketing and Communications Coordinator.

The *Corporate Governance Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, the *Corporate Governance Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct, in accordance with the *Compliance Calendar*.

The *Corporate Governance Board* must ensure that findings from these monitoring activities are taken into account in planning, quality assurance and improvement processes.

Definitions

Academic Board: the governing body responsible for academic matters, including learning and teaching, programme approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

Australian Qualifications Framework (AQF): National guidelines that regulate Australian post-compulsory education and training qualifications. The framework identifies learning outcomes for each AQF level and qualification, policy requirements, educational and economic objectives, governing and monitoring arrangements.

Corporate Governance Board: the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* guides Management and delegates responsibility for academic matters to the Academic Board.

Higher Education Standards Framework (Threshold Standards) 2015: The national standards for higher education all higher education providers must meet as established by TEQSA.

Review schedule

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	13/11/2017		13/11/2020

▲ Related Documents

- ➡ [Information For Students Policy](#)
- ➡ [Marketing to Prospective Students Policy](#)

End of document: "Public Information Policy"

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