

Higher Education Award Regulations: Part B

Section: 11: Published Information

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REVISION HISTORY

Ver	Date	Author	Description
1.0	February 2016	Scott Smith	Initial Approval
1.1	October 2016	Scott Smith	Changes required for title and role changes
1.1.2	March 2019	Scott Smith	Change of reference from KIS to Unistats & updates to publication the roles and responsibilities in appendix D
2.0	July 2023	Scott Smith	Annual update – revised to support OfS conditions of registration

APPROVAL

Ver	Committee	Date Approved	Comments
1.0	HEAB	March 2016	
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B11. PUBLISHED INFORMATION

B11.1 INTRODUCTION

This procedure has been devised to meet the requirements of the Office for Student's Conditions of Registration Due consideration is also given to advice issued by the QAA and the Competition and Markets Authority (CMA) guidance for higher education providers relating to obligations under consumer protection law.

B11.1.1 COMPETITION AND MARKET AUTHORITY (CMA)

The CMA has produced compliance advice to improve the regulatory framework for the undergraduate higher education sector in England. These regulations take account of the requirements as set out in their document, UK higher education providers – advice on consumer protection law¹ and are aligned to OfS Condition C1)

B11.1.2 OFFICE FOR STUDENT'S CONDITIONS OF REGISTRATION

There are currently 24 conditions of ongoing registration published by the Office for Students. The conditions pertinent to B11 Published Information are listed below.

OfS Condition	Responsibility	Evidence of Compliance
<p>A1 Access and Participation Plan</p> <p>An Approved (fee cap) provider intending to charge fees above the basic amount to qualifying persons on qualifying courses must:</p> <p>i. Have in force an access and participation plan approved by the OfS in accordance with HERA.</p> <p>ii. Take all reasonable steps to comply with the provisions of the plan</p>	<p>HE Directorate</p> <p>B&FC Access and Participation Steering Group</p>	<ul style="list-style-type: none">• Access and Participation Plan

¹ https://assets.publishing.service.gov.uk/media/6475b2f95f7bb7000c7fa14a/Consumer_law_advice_for_higher_education_providers_.pdf (31 May 2023 CMA182)

<p>C1 Consumer Protection Law</p> <p>The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions it has given due regard to relevant guidance about how to comply with consumer protection law</p>	HE Academic Board	<ul style="list-style-type: none"> • Terms of Reference • Schedule of Business • Meeting Minutes
	Programme teams	<ul style="list-style-type: none"> • Programme handbooks • Programme website • Student Handbook
	Registry	<ul style="list-style-type: none"> • Contractual information published online
	Quality & Standards	<ul style="list-style-type: none"> • Complaints procedure
<p>C2 Student complaints scheme</p> <p>The provider must:</p> <p>i. Cooperate with the requirements of the student complaints scheme run by the Office of the Independent Adjudicator for Higher Education, including the subscription requirements.</p> <p>ii. Make students aware of their ability to use the scheme.</p>	Quality & Standards	<ul style="list-style-type: none"> • Related Policy & Procedure
<p>C3 Student Protection Plan</p> <p>The provider must:</p> <p>i. Have in force and publish a student protection plan which has been approved by the OfS as appropriate for its assessment of the regulatory risk presented by the provider and for the risk to continuation of study of all its students.</p> <p>ii. Take all reasonable steps to implement the provisions of the plan if the events set out in the plan take place.</p> <p>iii. Inform the OfS of events, except for the closure of an individual course, that require the implementation of the provisions of the plan.</p>	Directorate for Students	<ul style="list-style-type: none"> • Student Protection Plan

<p>F1 Transparency Information</p> <p>The provider must provide to the OfS, and publish, in the manner and form specified by the OfS, the transparency information set out in section 9 of HERA.</p>	Registry	<ul style="list-style-type: none"> • Transparency Information
<p>F2 Student Transfer arrangements</p> <p>The provider must provide to the OfS, and publish, information about its arrangements for a student to transfer.</p>	Directorate for Students	<ul style="list-style-type: none"> • Student Transfer Plan

B11.1.3 / THE DISCOVER UNI DATASET (FORMERLY UNISTATS)

The Unistats record is collected to help prospective higher education students decide what and where to study. The record covers undergraduate courses that are open to entrants in the next academic year.

B&FCs Registry are responsible for the Unistats data collection, undertaking systems validation checks including sign off and submitting data to HESA through its data collection system in a timely manner.

B11.2 PROGRAMME INFORMATION

B11.2.1 OVERVIEW

Programme information can be considered to consist of two elements:

- Validation information
- Contextual information

Validation information relates primarily to the core structure and definition of a programme and its constituent modules which are designed and articulated at the point of validation or approval.

Contextual information is then added to supplement validation information to provide students or apprentices with a greater understanding of the nature of the programme and the opportunities it may afford.

Any changes to validation information must be considered through the relevant curriculum amendment process (minor amendment, major amendment or re-validation) and in most cases will result in changes to contextual information.

Changes to contextual information are less formally controlled and can be made as and when required, providing that there is no conflict or contradiction to validation information.

Once amendments have been approved, the HE Directorate coordinates with the Registry to apply any such change.

B11.3 GENERAL COMMUNICATION

The staff of Blackpool and The Fylde College will endeavour to provide students and apprentices, current or prospective, with information that is accurate, complete, appropriate and timely whether the communication is of a written, verbal, formal or informal nature. Information should also refer students and apprentices to relevant external sources where applicable.

APPENDIX A COMPETITION AND MARKETS AUTHORITY COMPLIANCE DATA

The Competitions and Markets Authority defines, in its publication UK higher education providers – advice on consumer protection law: Helping you comply with your obligations ² ‘material information’ to include information such as:

- Awarding body
- Teaching institution
- Programme title
- Award received
- Module titles
- Assessment types
- Optional modules
- Scheduled hours
- Independent hours
- Placement hours
- Entry requirements
- Profession accreditation
- Tuition fees (for each year of study and for each type of student or apprentice)
- Additional costs
- Location of study
- Details about the general level of experience or status of the staff
- Length of programme
- Regulated and by whom, e.g., where an institution is regulated by the Office for Students

² https://assets.publishing.service.gov.uk/media/6475b2f95f7bb7000c7fa14a/Consumer_law_advice_for_higher_education_providers_.pdf