Public Information Policy

Version 1.2

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Policy Approver	QAC	Effective Date	09/09/2018		

1   Introduction

1.1   The purpose of this policy is to provide clarity over specific measures taken by the Institute for Education (IfE) in satisfying itself that control measures are in place for the information that is published in relation to its further and higher education provision and associated services. The policy covers information published in electronic or printed format, which refers to academic programmes, services, and policies. The IfE is committed to publishing information that is accurate and fair and we aim to enable both internal and external audiences to gain an accurate impression of the organisation in order to make informed decisions and embrace the equality of opportunity for all.

2   Aims

2.1   To ensure that published information enables prospective course participants and external stakeholders to make informed judgements and that the information gives an accurate impression of the IfE and is:

- Accurate
- Fit for purpose
- Trustworthy
- Transparent and open
- Timely and up to date
- Accessible

2.1   To ensure that the published information enables the public to make informed judgements and the information gives an accurate impression of the IfE.

2.2   To ensure that it allows clear and effective communication about the IfE and meets the legal requirements for Maltese Copyright Laws.

3   Accessibility and Equality

3.1   All information will be provided in accessible formats on request in order to meet the needs of individuals.

3.2   Requests for alternative formats can be made to the IfE, who will endeavour to ensure requests are met, provided these are reasonable and economically possible.

4   Policies, Procedures and Strategies

4.1   Reviews of the IfE's policies and procedures are completed regularly and are enhanced in consultation with relevant stakeholders and/or users of any related procedures.

4.2   Responsibility for the authoring and review of policies and procedures of the IfE are allocated to appropriate departments. The respective Board or Committee will be responsible for the approval of the specific policy and/or procedures.

4.3   Staff development is conducted regularly and follows any significant changes to a policy or strategy.

5   Communicating Information

5.1   The IfE's Information takes the form of the following:

- The IfE's website.
- Letter Circulars which are distributed to all State and Non-State Directorates, Colleges, School and Sections;
- Internal and external advertising i.e. posters, flyers, banners, newspaper adverts, press releases;
- Social Media.

5.1   Information is only authorised by the Senior Management within the IfE to ensure that it is fit for purpose, accessible and trustworthy.

5.2   The IfE's logo can only be used with adherence to the IfE's standards and brand guidelines.

6   Communication with the press/media

6.1   No individual member of staff has the authority to speak to or contact the media or respond to requests.

6.2   All requests are to go through the Senior Management.

6.3   Press releases can only be authorised by the Senior Management of the IfE.

7 Wider Information Set (WIS)

7.1 At the IfE we are committed to making it easy for prospective and current course participants and the wider public to access information that we publish about ourselves, as well as the programmes and services we offer.

7.1.2 Information on Institutional Context

Information	Where this information is available
Mission Statement	Institute for Education Mission Statement
Legal Notice	Legal Notice
Prospective Participants	Prospective Course Participants
EU Projects	Erasmus + Projects IfE and EUPA
Policies and Procedures	Policies and Procedures

7.1.3 Information about Quality and Standards of Programmes offered by the IfE

Information	Where this information is available
Statement of Quality Assurance and Processes	Policy for Quality Assurance and Enhancement
Teaching, Learning and Assessment	Teaching, Learning and Assessment Policy and Procedures
How to develop a learning programme	Programme Design and Development Policy and Procedures

7.1.4 Information about accredited programmes and awards

Information	Where this information is available
The selection criteria for programmes	Bachelor of Education (Hons) This is the overall page for all the Bachelor programmes. Each stream is listed and hyperlinked on this page. Bachelor of Arts (Hons) Early Years, Learning and Care (Top-Up) - This is the overall page for the programme. Postgraduate Certificate in Assessment for Learning Teaching Strategies (PG Cert.) - This is the overall page for the programme. Postgraduate Certificate in Education (Conversion) This is the overall page for the programme. Post Graduate Certificate in Digital Competences for Education. This is the overall page for the programme. Master of Education (Top-up) - This is the overall page for the programme. Master in Applied Educational Leadership (Top-up) - This is the overall page for the programme. Master of Education This is the overall page for all the Master's programmes. Each stream is listed and hyperlinked on this page. Master in Applied Educational Leadership This is the overall page for the programme. Master of Science in STEM Education and Engagement - This is the overall page for the programme. Master of Education Teaching Students with Disabilities - This is the overall page for the programme. Awards This is the overall page for all the short programme. Each programme is listed and hyperlinked on this page.

Intended learning outcomes	Learning Outcomes are provided in each module of each qualification or award.
The qualifications awarded, including information on the EQF/MQF level and ECTS/ECVET learning credits	Available in the pages within the above links.
The teaching, learning and assessment procedures used	Available in the pages within the above links.
The pass rates	A dedicated section on Grading System is available online for each programme.
The further learning opportunities available to students. Information on possible career pathways available as a result of following a programme.	Available in the pages within the above links. A statement regarding the regulated Teaching profession is also provided.

7.1.5 Information about non-accredited programmes

Information	Where this information is available
Non-accredited Programmes	Phase courses Parental Sessions Educator sessions
Letter Circulars	Letter Circulars

8 Imagery

8.1 Any images, video or music is copyright of the IfE or if this is not the case is used with permission and acknowledged.

8.2 Images of course participants are compliant with the Data Protection Act (2001).

8.3 The social networking sites are badged as belonging to the IfE and are managed appropriately.

9 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	09/09/2018	Initial Release

QA Dept.	1.1	30/03/2023	Numbered all articles within the policy Updated articles 4.1, 5.2, 7.1.4, 8.3. Included new article: 7.1.5.
QA Dept.	1.2	30/04/2024	Updated links