

## 18. Miscellaneous

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| <b>Policy Title</b>                     | <b>Miscellaneous</b>   |
| Date Approved                           | 17/12/2018   |
| Effective From                          | 02/01/2019   |
| Monitor                                 | Dean of Academic Affairs / QA Committee  |
| Summary                                 | Dorset College is committed to ensuring all stakeholders’ best interests are protected and to ensure such protection the College, from time to time as appropriate, create policies, statements and handbooks to ensure best practice is adhered to. All policies, statements and handbooks are subject to the Policy on Policy and Self-Evaluation Policy as per this Quality Assurance Handbook. |
| <b>Related Policies</b>                 |  |
| Revision History &                      | Version 1 – 2019   |
| Commencement Date & Date of Next Review | Commencement Date (Version 1): 02/01/2020<br>Date of Next Review: Following Independent Assessment from Re-engagement process  |
| Purpose                                 | Dorset College is committed to ensuring all stakeholders’ best interests are protected and to ensure such protection the College, from time to time as appropriate, create policies, statements and handbooks to ensure best practice is adhered to. All policies, statements and handbooks are subject to the Policy on Policy and Self-Evaluation Policy as per this Quality Assurance Handbook. |
| Scope                                   | This policy covers all engagements with outside parties with the exception of External Examiners, which is covered under the Assessment policies.  |
| Policy Statement                        | The College must ensure accuracy of its information provision that it puts in the public domain if it is to maintain its duty of care to its current and prospective learners. Therefore, this policy is intended to detail the how it will ensure the accuracy of its public information and the commitments that the College makes in its public communication.                                  |

## 18.1. Appendix: Miscellaneous Policies & Statements

Such policies, statements and handbooks include but are not limited to the following:

1. Policy on Policy.
2. Programme Development Policy.
3. External Examining Policy.
4. GDPR Policy.
5. Employee Handbook.
6. EFL Teacher Handbook and Documented Curriculum Framework (English Language Education).
1. Child Protection Policy and Child Safeguarding Statement.
2. Parent/Guardian Consent Form.
3. Learner Handbooks and Appendix:
  - i. Further Education
  - ii. Higher Education
  - iii. Professional Courses

All the above are included by way of Appendix to the Quality Assurance Handbook as well as learner forms, such as a Personal Mitigating Circumstances (Extension or Deferral) Form, which are attached to the Learner Handbook by way of Appendix and on our VLE, Moodle.