

PUBLIC INFORMATION STATEMENT

1. Introduction

- a. The London Institute of Banking & Finance publishes a wide range of public information in hard copy formats and on its websites. As a private organisation that receives no direct government funding, The London Institute of Banking & Finance is not subject to the Freedom of Information Act but nonetheless strives to be open and transparent and to provide comprehensive, up-to-date and appropriate information to prospective and current students, alumni, members, academic partners, corporate relationships, regulatory authorities and any other party who has an interest in the activities of the organisation.
- b. Broadly, the public information provided by The London Institute of Banking & Finance sets out:
 - i. The nature of the organisation, its remit, objectives and its activities
 - ii. How the organisation is governed and how it makes decisions
 - iii. Its policies, procedures and regulations
 - iv. Lists and registers (e.g. examination results, CPD scheme participants)
 - v. The services it offers
- c. The above information is provided in a variety of ways and formats that The London Institute of Banking & Finance feels best meets the needs of its users and also in line with, and in the formats required by, its statutory obligations.

2. QAA requirements

- a. As an organisation granted the power to award taught degrees in the UK, The London Institute of Banking & Finance subscribes to the Quality Assurance Agency which publishes a UK Quality Code for Higher Education.
- b. The London Institute of Banking & Finance meets the requirements of the QAA's UK Quality Code for Higher Education, Part C: 'Information about higher education provision', which articulates the expectations for the provision of public information in regards to higher education provision for:
 - i. Prospective students and their advisers;
 - ii. Current students;
 - iii. Alumni;
 - iv. Individuals with responsibility for quality assurance.
- c. This section of the Quality Code sets out, in some detail, examples of information that higher education institutions provide to different audiences and acknowledges that institutions will provide this information in different ways.

- d. The London Institute of Banking & Finance's approach to meeting the QAA's requirements is set out in Chapter 15 of its Code of Practice for Quality Assurance

3. HEFCE and HESA requirements

- a. In respect to its higher education provision and through its institutional subscription to HEFCE and HESA, The London Institute of Banking & Finance is required to provide data covering the institutional record, the student record [reduced return], the Key Information Set and student surveys [NSS and DLHE].
- b. This enables HEFCE to publish institutional detail about The London Institute of Banking & Finance on the Unistats website.
- c. The NSS and DLHE student surveys will be run for the first time in 2014/15.
- d. In addition, The London Institute of Banking & Finance also publishes the Wider Information Set on its website in respect of its higher education provision. HEFCE's requirements for the Wider Information Set, are intended to:
 - i. Provide information about the quality of higher education and in particular, provide potential students with information that will help them choose what and where to study;
 - ii. Help provide evidence to contribute to quality assurance processes in institutions (specifically review by the QAA);
 - iii. Help provide information that institutions can use to enhance the quality of their higher education provision.
- e. It includes information on:
 - i. The institutional context;
 - ii. Aspects of courses and awards;
 - iii. The quality and standards of programmes.
- f. The Wider Information Set recognises that there are different degrees of publication and categorises the information in three ways:
 - i. Publicly available information published on the website;
 - ii. Information available internally only, for staff and students;
 - iii. Information available on request.
- g. Subsequently, some of this information is not on the external website or in external publications.
- h. A Key Information Set, providing information on each designated course offered by The London Institute of Banking & Finance, is developed according to a standard template under the following headings:

- i. Student satisfaction
 - ii. Graduate employment data
 - iii. The proportion of student time spent on learning and teaching activities
 - iv. Data on assessment methods
 - v. Professional accreditation
 - vi. Average accommodation costs
 - vii. Financial support
 - viii. Average fees.
- i. Key Information Sets are published on the Unistats website and course pages of the University website.

4. Ofqual, Qualifications Wales and CCEA requirements

- a. In respect of its further education provision, The London Institute of Banking & Finance also complies with Ofqual, Qualifications Wales and CCEA's General Conditions of Recognition relating to public information, and particular the following conditions:
- i. B5 - Representations regarding qualifications
 - ii. D8 - Making available information to help meet Teachers' needs (primarily through our secure course site)
 - iii. E3 - Publication of a qualification specification
 - iv. F1 - Information on fees and features of a qualification

5. Data Protection

- a. The London Institute of Banking & Finance is committed to following good practice for handling personal information in accordance with the 'principles' of the Data Protection Act 1998.