

LEARNING WORKS' LWP03: PUBLIC INFORMATION POLICY

TYPE: Policy

SUBJECT: Public Information
REFERENCE: LWP03

DATE: 15th February 2021

LAST REVIEWED:

10th November, 2021

APPROVED BY:
The Board of Directors

Learning Works publishes on its website, prospectuses and other media information aimed at allowing prospective applicants to make informed choices in terms of the knowledge, skills and competences they are expected to acquire on successful completion of their course. This information includes:

1. General Information about Learning Works' on:

- facilities;
- location;
- contact details;
- accreditation;
- the academic team.

2. Course information indicating:

- course title;
- EQF/MQF Level; ECTS/ECVET learning credits;
- course code;
- content, aims and objectives;

3. Course Rationale:

- learning and teaching outcomes;
- teaching methods;
- assessment procedures including pass mark for each course;
- selection criteria;
- procedures for progression from one MQF level to the next are clearly presented on the Institution's website where applicable;
- opportunities for further study and career progression.

All the above information is reviewed:

- upon the introduction of new courses;
- upon the amendment of course details/information;
- annually.

Policies and procedures are published on the website which is maintained and updated by the Executive Administrator.

Charlo Bonnici
CEO