



Policy Area:	Public Information and Communication-FET
Version:	1.0
Date:	08.07.21
Review:	July 2023
Responsibility:	<ul style="list-style-type: none">· Quality Assurance Steering Group· FET Management Team
Approval:	January 2022- QA Steering Group



1. Purpose

Waterford and Wexford Education and Training Board (WWETB) is committed to the use of effective communication practices in the carrying out of all business associated with further education and training provision.

2. Scope

This policy statement covers WWETB's formal communication practices both within the organisation among FET personnel and with other key and external stakeholders.

3. Definitions

FET

WWETB's further education and training provision.

Public Information

This refers to information that WWETB makes available to prospective learners and the general public.

Communication

This refers to the means and methods by which WWETB relays information across FET provision with associated stakeholders.

4. Policy Statement

Waterford and Wexford Education and Training Board (WWETB) commits to being appropriately communicative and transparent with regard to its provision of further education and training. WWETB will establish appropriate systems and formats for communication and the sharing of information with associated stakeholders including the general public.

WWETB will publicise the details of its further education and training provision to the general public inclusive of key information such as entry requirements and certification and award information. The organisation will endeavour to present information in formats that will make the information as accessible as possible.



WWETB will publish key review and development documents and make them available to the general public and comply with statutory requirements in this regard.

WWETB will ensure that key information is available to all its staff in relation to roles and responsibilities, contracts and conditions, and promotion and professional development opportunities.

5. Review and Update

This policy statement will be reviewed within two years of approval. The supplementary FET policies, procedures and guides which emanate from this statement will be reviewed as appropriate by the quality assurance oversight body and FET management in turn.