

## WEBSITE POLICY

Document ID	Website Policy
Related Documents	<a href="#">Staff Code of Conduct Policy</a> <a href="#">Privacy Policy</a> <a href="#">Copyright Policy</a> Marketing Collateral Policy <a href="#">Glossary of Terms and Anacronyms</a>
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Responsible Officer	Director of Accreditation, Compliance and Quality Assurance
References and Legislation	ESOS Act 2000 Higher Educations Standards Framework 2015 National Code 2018 Privacy Act 1988 <a href="#">Copyright Act 1968</a>

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## 1. Purpose

This policy provides guidelines for the approval of all marketing collateral for the College.

## 2. Scope

All employees who use or access APIC's technology equipment and/or services are bound by the conditions of this Policy.

## 3. Definitions

Item	Definition
	NIL

## 4. Website Register

The website register must record, as a minimum, the following details:

- List of domain names registered to the College
- Dates of renewal for domain names
- List of hosting service providers
- Expiry dates of hosting

Keeping the register up to date will be the responsibility of IT Team Leader.

The IT Team Leader will also be responsible for any renewal of items listed in the register.

## 5. Roles and Responsibilities

All marketing collateral of the College is to be accurate, appropriate and current. This will be the joint responsibility of Executive Management Team.

The following persons are authorised to make changes to the College website:

- President
- Dean
- Registrar
- Director of Accreditation, Compliance and Quality Assurance
- Senior International Recruitment Manager

Basic branding guidelines must be followed on College brochures and handbooks to ensure a consistent and cohesive image for the College.

In order to meet the requirements of Higher Education Framework, the College website is to be updated within 14 days of any changes to the content.

## 6. Document Change Control

Version	Change Description	Date	Author
1.0	Placed in new policy format	27 December 2016	Corinne Green
1.1	Flowchart added, hyperlinks and related documents updated	29 December 2017	Corinne Green

# Website Content Update Procedure

