




**Provision of Information Policy**  
**THE WESTERN CAPE COLLEGE OF NURSING (WCCN)**

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<b>Author</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Policy Task Team			2018/01/18

<b>Approved by</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
College Senate	Head of Academia		2022/03/30

**All Change requests should be submitted to WCCN**

<b>REVISION</b>	<b>TITLE OR BRIEF DESCRIPTION</b>	<b>ENTERED BY</b>
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Re-branding	Dr T M Bock

**SENATE PREAMBLE**

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



## **1. INTRODUCTION**

The WCCN welcomes open communication with students and internal and external stakeholders and carries out its obligation to make information on the WCCN's policies and procedures available to all student sand stakeholders.

## **2. Policy statement**

All statements contained in this policy document also apply to the communications department of the WCCN.

## **3. RELEVANT INSTITUTIONAL POLICIES**

- Academic rules and regulations.
- Admission Policy
- Teaching and learning strategy
- And all policies of the WCCN

## **4. RULES AND PROCEDURES**

### **4.1 Information provided**

On e-mails and letter heads the WCCN address, telephone number and the name of the official.

In information leaflets the address of the Different Campuses, the mission and vision of the WCCN and the contact details of the College Council Chairperson and Chairperson of the Senate must be made available for prospective students this information must be made available in the WCCN Prospectus.

### **4.2 Information made available**

WCCN policies and procedures are made available to all students and prospective students by means of the Academic Rules and Regulations booklet. This information must also be made available on the WCCN Website.

Information made available to Senate and Council and the Provincial Government Western Cape Department of Health should include:

- Completions of programmes
- Lists of graduandi
- SANC inspection reports
- Admission Policy and Procedures
- Disciplinary Policy
- Health and Safety reports
- Curriculum policy
- Learning outcomes to be provided to the clinical services
- WCCN disability policy
- Media Communications policy

## **5. COMMUNICATIONS PROCEDURES**

### **5.1 Communication with the media**

The Provincial Government Western Cape Policy regarding communication with the media supersedes any WCCN Communication policy

Communications with the media falls under the Directorate of Communication of the Western Cape Government Department of Health.

### **5.2 Communication with stakeholders such as the Clinical Services and the Department of Health.**

All external communication will be directed via the office of the Director of the WCCN. No individual may act on behalf of the Director without the necessary official delegation letter by the Director WCCN.

**5.3 Communication with the students**

All official communications with the students may only be done after approval for such communication was given by the Director or the Campus Heads.

Provision of Information policy Redcliff. Available Online at:

<https://www.redcliffeschool.com/wp-content/uploads/2016/10/Provision-of-Information-03-10-16.pdf>

[Accessed 9 February 2018]