WEBSITE CONTENT PROTOCOL

(web version)

Approved by CMT 14/12/20

Making changes to the college’s website content
Only a small number of employees of the college have access to the Content Management System (see information on page 2)

If a member of staff would like to update content on the website that relates to their area of work, they must email the Marketing Team with details of their request

In order to keep the high standard and look of the website, the Marketing Team reserve the right to advise changes to the content submitted e.g. a reduction in the length of the content, to refuse to upload poor quality images, to check that permissions have been sought if staff are using images of students etc

If unacceptable content is submitted, The Marketing Team will help staff to find a solution so that all parties are happy with the end result.

Once content changes requested by staff have been agreed, the Marketing Team will update the website as soon as possible. This is usually within 2 days, unless there is a significant amount of work or redesign of sections of the website which requires us to contact the Web Agency to make the changes.

Annual website content update
On an annual basis at the start of the academic year, the Marketing Team updates the website with all of the new information with regard to the following year’s intake e.g. courses on offer, admissions, applying to college etc. Once this has been done, the Marketing Team will contact all Heads of Department, in both Teaching and Support roles, to request they check the content of their page(s) on the website along with any links to other resources on those pages, to ensure everything is correct.

An annual check of legislative content requirements will also be undertaken (as published by DfE).

General enquiries re content
If you have concerns or suggestions to make about any of the content on the website, please use the ‘website feedback’ form which can be found at the bottom of the website homepage.
**Roles & responsibilities / access to Content Management System**

The **Marketing Team** has access to update all content including adding/removing pages, making changes to menus, uploading images and pdf documents, adding news articles etc.

The Agency who designed the website also has access. The college will contact the agency, for example, to change the design on a page or to fix a problem that can’t be fixed in-house.

The **IT Services Team** also have access in order to roll out updates and upload plug-ins. Should an issue/error occur they will attempt to resolve the problem in-house before contacting the web designer.

The **HR Team** have access to the CMS but are restricted to the Job Opportunities section to provide information and add deadline dates and documents etc. that are relevant to each advertised post.

No other members of **college staff** have access to update any section of the website.

**All requests from staff for amendments to content must come through the Marketing Department.**