HE Action Plan – QAA HER Outcomes January 2015

HER Full Report: http://www.qaa.ac.uk/InstitutionReports/Pages/Institutions-A-Z.aspx.

Recommendations by HER	Action	Date for completion	Action by	Completed
Publish Action Plan on Website	• Ensure action plan is placed on College website	February 2015	LR/ GF	
Good Practice				
The range of mutually beneficial employer partnerships	• Further strengthen employer partnerships through review of employer engagement/ liaison activities • Share good practice into curriculum teams currently developing provision to help employers engage in programme design, delivery and assessment	n/a	LR/GF and curriculum teams	
The wide-range of institutional support for the development of all academic and support staff, especially relating to curriculum design and enabling student development and achievement	• Review annually the staff development schedule, process and offer to further support academic and support staff • Continue to develop an annual CPD programme that reflects and is responsive to student voice and promotes scholarly activity • Engage in wider collaborative CPD events with other College-based HE providers • Further strengthen opportunities for staff to share innovative practice	n/a	Director of Quality, Teaching and Learning KS	
The College's responsiveness to the	• Annual review of provision as part of institution-wide	n/a	LR	

needs of part-time students thereby facilitating their progression and achievement	curriculum planning to ensure alignment of HE Strategic Plan to local area and skills needs			
The Learner Voice database which tracks issues and actions arising from multiple sources of student feedback	• Continue to develop on-line capture of Learner Voice and monitor intervention and impact	n/a	JMc	
Affirmations				
The actions being taken to implement in full a distinctive higher education student engagement system	• Develop full student engagement policy in conjunction with existing student engagement matrix • Seek feedback from HE Student Rep Forum • Strengthen the student engagement system to identify any issues	July 2015	LR/ JMc	
The steps being taken to further secure the accuracy and completeness of public information	• Further develop Published Information Audit Policy and Procedure • Adherence to Annual Internal Quality Audit Cycles • Engage in collaborative practices	July 2015	LR/ AB/ KS	
Recommendations				
For all programmes ensure the consistent application of monitoring processes for the timely return of assessed work in accordance with the published deadline schedules	• Review of current cross-institution assessment deadlines and processes • Receipting of assignment submission with departmental log • Online submission errors resolved • Logging of dates at relevant committee meetings • Auditing of return dates and quality of feedback	January 2015 and ongoing	LR/ KS and DHs	Completed (continuous review)
Revise the process of recording Boards of Studies minutes so that the withdrawal of student representatives for specific closed agenda items is made explicit	• Review current administration support for HE • Appropriate development for administrators • Revise cross College agenda templates for monitoring meetings	January 2015	LR	Completed
Revise the recognition of Prior Learning Policy (RPL) so that it includes, where appropriate, reference to the RPL policies and procedures of awarding universities	• Propose and gain approval for a revised RPL policy through SLT • Log policy on website • CPD session on revised RPL policy through HE Quality Managers	April 2015	LR/ KS	

Approved by: Principal Mr Peter Ryder

Signed:

Date: 27th January 2015