



Action Plan

In response to QAA Report (16/03/2018) following Review (06/12/2017–08/12/2017)

Good practice identified	Action	Date	Success criteria/evidence
The proactive pre-enrolment process and personalised support for students, including those with specific learning needs, which facilitates entry to the College (Expectation B2).	We will continue to be pro-active in engaging with, and offering support to, prospective students, including those with specific learning needs in the pre-enrolment process.	Ongoing	Student feedback
The extensive range of approaches taken by the College to create a supportive learning community that enables students to take responsibility for their own learning and development (Expectation B4)	We will maintain and seek to enhance approaches taken to create a supportive learning community, and to enable students to take responsibility for their own learning and development.	Ongoing	Student feedback EE reports

Recommendations	Action	Date	Success criteria/evidence
Involve external input into its peer review of teaching process to enhance objectivity (Expectation B3)	<p>We have agreed to</p> <ol style="list-style-type: none"> 1) Look to enter into an agreement with other institutions with a view to performing mutual external sample monitoring which will then be compared with internal monitoring. 2) Look at inviting representatives of employers and other interested bodies to observe and give feedback on the teaching process. 	<p>Proposal agreement: May 14, 2018 (BoS)</p> <p>Conversations with other institutions, etc.: June-September 2018.</p> <p>Implementation target: 2018-19 academic year</p>	BoS minutes; details of arrangement with external reviewers; feedback forms.

<p>Design and implement formal training for lead students to enable them to carry out their pastoral role more securely (Expectation B5)</p>	<ol style="list-style-type: none"> 1) A Terms of Reference document will be produced to set out the role of Lead Students (LSToR) 2) An initial training session, followed by further regular sessions, for new Lead Students (from September 2018) will address the points in the LSToR. 	<p>June 2018</p> <p>September, October 2018</p>	<p>Documentation: LSToR</p> <p>Training sessions, programme, feedback from Lead Students</p>
<p>Strengthen the role of learning outcomes in supporting assessment design and feedback in order to support student achievement (Expectation B6)</p>	<ol style="list-style-type: none"> 1) Revise Marking Criteria to include reference to Learning Outcomes (LOs), and with information about including performance against LOs in marking and feedback. 2) From September 2018, assessment details given to students will include the LOs for each assignment. 	<p>June 2018</p> <p>From September 2018</p>	<p>Revised Marking Criteria; feedback on assignments</p> <p>Revised assignment details</p>

<p>Introduce a formal process for approving and signing off programmes and modules to strengthen external engagement and College oversight (Expectations B1 and B8)</p>	<p>Currently, all new modules and major revisions to programmes must be formally approved by external examiners before submission to the University. In addition, a proposal has been agreed by the Board of Studies (BoS) that: ‘When changing and or introducing new modules and/or programmes, appropriate external opinion (in addition to that of the External Examiner) will be sought. All such changes will normally be discussed in detail and signed off in full by the Board of Studies before inclusion in the Programme Renewal Pack’.</p>	<p>14 May 2018 and ongoing</p>	<p>Board of Studies minutes for 14 May, 2018. Ongoing BoS minutes</p>
<p>Formalise arrangements with placement providers to safeguard and support students (Expectation B10)</p>	<p>A formal contract will be drawn up between Mattersey Hall and placement providers setting out mutual expectations and responsibilities, and including the assurance that adequate insurance and other appropriate health and safety measures are in place.</p>	<p>General wording of contract: June 2018 Applied to placements from September 2018</p>	<p>Contract; formal agreements with placement providers</p>

<p>Use the opportunity provided in the development of a new strategic plan to more fully embed learning opportunities across the curriculum to strengthen graduate prospects (Expectation Enhancement).</p>	<p>The new Enhancement Action Plan will include reference to, and review of, the wider learning opportunities offered to students, but not formally assessed, and to relate them, more specifically to the overall curriculum.</p>	<p>June 2018</p>	<p>Enhancement Action Plan; June EBoS minutes.</p>
<p>Develop a formal process for oversight of multiple minor modifications to ensure programme learning outcomes continue to be met (Expectation B1).</p>	<p>Changes to programmes and modules are presented in the annual Programme Renewal Pack. We will address this recommendation in two ways:</p> <ol style="list-style-type: none"> 1) A process has been Agreed by the BoS to the effect that: 'Proposals presented to the BoS will include a report on the overall effect on Programme LOs, and how the overall LOs continue to be met'. 2) The annual Enhancement Action Plan will be revised to include the monitoring and review of Programme LOs. 	<p>14 May 2018</p> <p>June 2018</p>	<p>BoS Minutes</p> <p>Enhancement Action Plan; June EBoS minutes.</p>

This Action Plan has been agreed by the Board of Studies (14 May 2018) and by the Lead Student Representative