

## QAA HER Action Plan 2014/15

### Enhancing good practice identified in the HER

Target for Improvement	Specific actions to achieve improvement	By whom	Target date for completion
Further enhance opportunities for HE staff and students to participate in scholarly activity, building on the good practice identified in the HER (Expectation B3)	Raise staff awareness that action research completed in their teaching role is central to scholarly activity (reflecting on practice, experimenting)	Head of Higher Education (HHE)	June 2015
	Provide a wider range of options for recording staff research and activity, including short interviews with HE teaching staff, use of a simple Google Form; outcomes could be shared with staff online (eg). via the Canvas HE Area)	HHE	Sept 2015
	Bid for money centrally to support HE staff in undertaking scholarly activity and research– eg , ETF scholarships	HHE	Oct 2015
	Join the Higher Education Academy	HHE	April 2015
	Hold a dedicated session at the annual Teachers' Conference focusing on scholarly activity for HE in FE	Learning & Development Manager (LDM)	May 2015
	Encourage scholarly activity by awarding departmental annual prizes for research projects; students to agree criteria for assessing the “best” project; a panel consisting of College staff and employers; all students on	HHE and Heads of Department (HoDs)	Dec 2015

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	programmes where a research project forms part of the assessment (full-time or part-time) are eligible		
	Approach employers to set research challenges for students	HoDs, Programme Leaders	March 2015
	Student dissertations/research projects to continue to be available in HE Study Area of the Library, updated annually by teaching teams	HHE	June 2015
	Give Hospitality Management and Travel and Tourism students access to the HE Study Area of the Library at the Campus	HoD, College Librarian	May 2015
	Share tutorial exercises used with students across HE programmes on new HE area of Canvas	Programme Leaders	June 2016
	Create an HE Study Area on Canvas to share information with students and for students to use to raise queries on study, research, etc.	HHE, Programme Leaders	June 2015
Further develop students' employability skills (Expectation B4)	Increase profile of Employment Services within all FT HE programmes	Employment Services	June 2015
	Run a Careers Day for HE students (meet the employer) for 2015/16 including Employment Services, Centre for Work Based Learning, Apprenticeships and Centre for Entrepreneurship	Employment Services	Dec 2015
	Develop a Canvas page for HE students with employability information	HHE, Employment Services	June 2015

<b>Target for Improvement</b>	<b>Specific actions to achieve improvement</b>	<b>By whom</b>	<b>Target date for completion</b>
Further develop departmental higher education self-evaluation and programme quality review processes (Expectation B8)	Investigate opportunities to streamline the PQR and SED processes/documents	HHE	May 2015

**Recommendations identified in the HER**

<b>Target for Improvement</b>	<b>Specific actions to achieve improvement</b>	<b>By whom</b>	<b>Target date for completion</b>
Better monitor adherence to the College's policy for the return of assessed work (Expectation B6)	Programme Leaders to maintain a record of all assignment deadlines, dates due back to students and date returned, highlighting any assignments returned late	Programme Leaders	Feb 2015
	HoDs to report on adherence to assessment return dates at termly HE Board of Studies	HoDs	Feb 2015
Increase students' awareness of the availability and location of External Examiner reports (Expectation B7)	Create a folder in Canvas on the course page and upload reports to course specific pages in addition to general Quality page	Programme Leaders	Sept 2015

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	Continue to include the review of External Examiner Reports in tutorials and PQRs	Programme Leaders	June 2015
Involve students, employers and external representatives in internal validation panels (Expectations B1, B5, B8 and A3.4)	Where there are Employer Advisory Boards (EABs) relevant to the subject area, incorporate formal consultation on new and revised programmes at an EAB meeting – present and provide rationale for the programme, obtain feedback	HoDs, HHE, Quality Officer	Sept 2015
	Where there are not EABs, circulate rationales and units to employers/other colleges and/or invite them to an internal validation panel or meeting for comment	HoDs, HHE, Quality Officer	Sept 2015
	Continue to invite students to internal validation panels	HHE, Quality Officer	Sept 2015
	Share outcomes from validation panels and rationales with students in tutorials and formally record their responses	Programme Leaders	Dec 2015
Better monitor and evaluate all student support services (Expectation B4)	All reports from Business Support Groups to HE Boards of Studies to be specific to HE	College Librarian, Head of Learning Support, ED Student Support & Alumni Services	Feb 2015

<b>Target for Improvement</b>	<b>Specific actions to achieve improvement</b>	<b>By whom</b>	<b>Target date for completion</b>
	Student Support Report to HE Board of Studies to include: Employment Services; careers advice; learning support; welfare; counselling; financial support including National Scholarship programme; applications for Foundation Degrees through UCAS; and work experience	ED Student Support & Alumni Services	Feb 2015
	Increased input from support staff into tutorials – eg termly updates for students, raising awareness of support available to remind students of the support available	ED Student Support & Alumni Services	June 2015
	Add page on HE Area of Canvas to identify support available to students – Support Services to add and own content	HHE, ED Student Support & Alumni Services	June 2015
Better involve students in and monitor and review student engagement arrangements - (Expectation B5 and Enhancement)	Run distinct HE Student Voice meetings/focus groups ideally led by a student representative or the SU President and report on these in the Student Support Services HE Board of Studies Report	ED Student Support & Alumni Services	March 2015
	Stop Start Continue exercises mid semester to be implemented by Programme Leaders, focusing on 1) College and 2) Programme related issues separately – feed into Spring and Summer Boards of Studies	Programme Leaders	May 2015
	Programme Leaders to update students on outcomes of feedback via the course Canvas page	Programme Leaders	June 2016

<b>Target for Improvement</b>	<b>Specific actions to achieve improvement</b>	<b>By whom</b>	<b>Target date for completion</b>
Gather informal feedback raised by higher education students and provide students with feedback on the actions taken (Expectation B9)	Stop Start Continue exercises mid semester to be implemented by Programme Leaders, focusing on 1) College and 2) Programme related issues separately – feed into Spring and Summer Boards of Studies	Programme Leaders	May 2015
	Run distinct HE Student Voice meetings/focus groups ideally led by a student representative or the SU President and report on these in the Student Support Services HE Board of Studies Report	ED Student Support & Alumni Services	May 2015
	HoDs to report on issues raised by students at termly HE Board of Studies; HoDs report revised to include section on formal and informal complaints	HoDs	Feb 2015
Improve oversight of students' learning opportunities delivered with all employers (Expectation B10)	Employment Services to act as the central location for oversight and gathering of HE work experience placements; teams organising placements will supply all details to Employment Services to include on a central database	ED Student Support & Alumni Services	June 2015
	Explore whether the information recorded by students and employers, including evaluation of work experience, can be pulled through from the Highbury Employability Space to a central database which will support evaluation of work experience for HE students	ED Student Support & Alumni Services	June 2015
	Investigate ways in which university partners record data on work experience to inform the College's recording of data	HHE, Travel & Tourism Co-ordinator	June 2015

<b>Target for Improvement</b>	<b>Specific actions to achieve improvement</b>	<b>By whom</b>	<b>Target date for completion</b>
	Revise HoDs report to HE Board of Studies to include all HE learning opportunities with employers: <ul style="list-style-type: none"> <li>• Work experience</li> <li>• All work related learning activities (eg visits, speakers, projects)</li> <li>• Higher level apprentices</li> <li>• Engagement with employers, including EABs</li> </ul>	Quality, HoDs	Feb 2015
	Provide a separate report on all HE learning opportunities with employers to monthly CLT Business Results meetings	ED Student Support & Alumni Services, ED Corporate College	June 2015