

Final HE Action Plan 2015-16 arising from HER 2015

| SMART Target | | | | | | Impact |
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| To complete 100% of recommendations from the HER by the specified dates | | | | | | |
| Actions | Lead Person | Target Date | QRM 1 Dec 15 | QRM 2 Mar 16 | QRM 3 Jun 16 | Dated Notes and Comments on Progress |
| Review the process for appointing the Chairs of Assessment Boards for Higher National programmes to ensure that there are no conflicts of interest (Expectation A3.2) | PB | By September 2015: | Completed | Completed | Completed | 03/06/15: Protocols for Pearson Final Assessment Boards consulted and established with course leaders and curriculum managers; feedback from 1 EE received. 23/07/15: Final Assessment Boards undertaken in July under the new protocols, minutes distributed and available on shared drive. |
| Strengthen admissions processes to ensure fairness and consistency across all programmes (Expectation B2) | LP | By September 2015: | Completed | Completed | Completed | 01/10/15: Internal review has taken place leading to the adoption of the UCAS admissions process in all cases, backed up by personal interviews as per programme requirements. This will enable the college to utilise UCAS verification of prior learning and suitability. By using UCAS consistently we will have a better data set to support our HEFCE return, market products, target recruitment for specific courses, support growth and maximise consistency of learner experience. Update May 2019 - during 2015-16 HE students were consulted about the UCAS application process and their views were that they were adults who live locally, know which College they want to come to and which course they want to study and didn't want to pay the UCAS fee as this is based on younger students who apply for more than one HE provider and/or course. The HE Manager contacted UCAS to explain about this learner feedback and BSC was advised to ensure that each HE student completes an RPA form at interview. This process has been in place since and the HE Administrator ensures full compliance with the course leaders. A small number of applications each year are received via UCAS, these are managed by the HE Administrator and course leaders. Most applications come direct to the College through the internal system followed up with an RPA. |

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| Strengthen the information, guidance and support offered to student representatives to ensure that they are prepared for their role (Expectation B5) | LP | By November 2015: | Overdue | Completed | Completed | 07/10/15: HE student reps have college student rep training on the 3rd November. Further support is being sourced by their tutors to access specific HE Rep training through our HEI partners. Access to this training will be on a planned basis and is currently being arranged. 23/03/2016 Training took place on 3rd of November. Bolton University provided training which has been cascaded. |
| Increase the level of student engagement by including student representation on all higher education committees (Expectation B5) | LP | By September 2015: | Completed | Completed | Completed | 07/10/15: The terms of reference and constitutions have been established for HE operational and strategic meetings. Both include HE student representation as part of their constitutions. The senior manager for HE coordination has included visiting all groups as part of the induction process, making personal contact and offering to attend future class events. Update May 2019 - Office 365 and Teams are being used by some HE course leaders to widen access for student meetings. For example our early years provision hold student voice meetings during an agreed evening via Teams which students can access on their phones, tablet or laptop outside of the College. Teams was demonstrated at the HE Committee meeting in April 2019 with a view to broadening the number of students who can access HE meetings outside of campus buildings. |
| Ensure that all external examiner reports are made available to students (Expectation B7). | GM | By October 2015: | Overdue | Overdue | Completed | 15/09/15: A new HE intranet structure has been established and is currently being implemented; the HE Administrator has collated all EE reports and Responses to Reports. HE Administrator is working with the e-learning coordinator to structure the VLE access to these reports for students. 17/05/2016: Student site being set up on Moodle/Illearn for HE students to access key documentatyoion, including committe meeting minutes, Annual monitoring reports, EDxternal EXaminer reports and repsonses, stduent voice documents, Enhancement documents and a student college calendar. |
| Ensure that the frameworks for the operation of programmes are consistently implemented to secure parity of the student experience (Expectation A2.1) | PB | By January 2016: | In Progress | In Progress | Completed | 08/10/15: We have reviewed the HE Quality Cycle and will be further consulting on quality activities to ensure there is parity of experience irrespective of which HEI a student is registered with. Quality Cycle of activities was agreed at the january HE Committee and a broader more detailed quality framework was presented for consultation to be agreed at the June HE Committee. June 2016 - agreed |

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| Review the use of anti-plagiarism software to support equitable, valid and reliable processes of assessment across all programmes (Expectation B6) | PB | By January 2016: | In Progress | Completed | Completed | 28/09/15: The college has recently purchased Turnitin and is in the process of project planning its roll-out and training. 23/03/2016: Turnitin Procured. Training occurred on the 10th February |
| Embed the annual monitoring and review process within the new higher education committee structure (Expectation B8) | PB | By January 2016: | In Progress | Completed | Completed | 08/10/15: Review of Quality Cycle and the sample agendas for HE committees include monitoring of AMRs. Terms of reference for HE Committee accepted at the HE Committee in January 2016. Quality cycle accepted at the same committee which identified the periods of Annual Monitoring reporting to the committee; Annual Course Review meetings established for June 2016 |
| Develop a more systematic approach to ensuring that opportunities for students on placements are implemented securely and managed effectively (Expectation B10) | LP | By January 2016: | Not Yet Started | Overdue | Completed | 17/05/2016: Documentation requested for review to take place wb 6th June. Delayed due to staff illness. 1/7/16 a review took place and there are no madatory work placement modules Update May 2019 - a review is currently underway to determine any mandatory WP's for next year. |
| Strengthen the formal processes which ensures that all information is fit for purpose, accessible and trustworthy (Expectation C). | LP | By June 2016: | Not Yet Started | In Progress | Completed | 08/10/15: All course profiles are being reviewed this term to prepare for 16-17 admissions. This work also leads into ensuring KIS data is accurate. The new Information Policy for HE is being developed in the light of CMA recommendations for HEIs. 17/05/2016: Working group is set up to look at the range of information and data which needs to be included in developing formal procedures. 1/7/16 all HE public information has been reviewed, updated and agreed. |
| Fully articulate the College's strategic approach to the enhancement of student learning opportunities (Enhancement). | LP | By June 2016: | Not Yet Started | In Progress | Completed | Enhancement Strategy is in development and will be presented at the June HE Committee for ratification and implementation in 16-17. June 2016 - presented and agreed at HE Strategy Group. |
| Fully articulate the College's strategic approach to higher education learning and teaching (Expectation B3). | PB | By July 2016: | Not Yet Started | In Progress | Completed | HE Strategy and the HE Teaching and Learning Strategy is being developed for June 2016 Draft T&L strategy has been produced. Tabled at the July 2017 HE Strategy Group HE meeting and agreed. |