

QAA Recommendations Action Plan

Devised June 2016

This Action Plan has been prepared in consultation with the student cohort. In addition, students are able to comment on the action plan via ryan.jarvis@gcs.ac.uk

Objective	Strategy for Action	Responsibility (Overall responsibility in BOLD)	Timescale (By When)	Resources	Milestones/ Targets/Evidence
1. Recommendation: Ensure that alignment with national frameworks for programme qualifications is explicitly considered in its internal programme approval procedures. (1.32)	Add a section referring to alignment to national frameworks to existing programme approval documentation. Training, where relevant, on the use of subject benchmarks and national frameworks prior to new programme submissions.	HE Manager	Already actioned	Time	Approved by HECQMG October 2016/HECQMG Minutes Internal Approval of HE Courses
2. Recommendation: Ensure that all programmes are fully approved before students commence their studies (2.10)	New programme approval procedures have already been put in place.	HE Manager Quality Manager	Already actioned	Time	Minutes of both HECQMG and the HE Operational Group Pearson Internal Validation Procedure

<p>3.</p> <p>Recommendation: Ensure that the opportunity to gain recognition of prior learning is made explicit to students during the application process. (2.19)</p>	<p>Work with LAMs/Course Leaders/Marketing/Admissions staff to ensure all relevant information/links to full information is in place across all sources of information.</p>	<p>HE Manager</p> <p>LAMs HE Course Leaders Marketing</p>	<p>September 2016</p>	<p>Time</p>	<p>Reviewed by HECQMG and HE</p> <p>HE Course Landing Page</p> <p>HE Course Cards</p>
<p>Objective</p>	<p>Strategy for Action</p>	<p>Responsibility (Overall responsibility in BOLD)</p>	<p>Timescale (By When)</p>	<p>Resources</p>	<p>Milestones/ Targets/Evidence</p>
<p>4.</p> <p>Recommendation: Ensure that the Learner Involvement strategy systematically engages students at both operational and strategic levels (2.59)</p>	<p>New Learner Involvement Strategy to be produced and includes:</p> <ul style="list-style-type: none"> • how HE learners are involved in programme approval (2.5) • expectation in relation to completion and analysis of module reviews (2.31;2.61) • selection and training of student representatives (2.59) • student involvement in course team meetings (2.59) • student attendance at deliberative committees e.g. HE operational group 	<p>Vice Principal Academic Services</p> <p>Dean of Faculty</p> <p>HE Manager</p>	<p>December 2016</p>	<p>Time</p>	<p>Review and approval by CQMG/HECQMG in November 2016.</p> <p>HE Learner Involvement Framework</p> <p>HE Tutorial Minimum Standards</p>

	(2.59)				
Objective	Strategy for Action	Responsibility (Overall responsibility in BOLD)	Timescale (By When)	Resources	Milestones/ Targets/Evidence
<p>5. Recommendation: Ensure that the information provided for its intended audiences about the learning opportunities it offers is fit for purpose, accessible and trustworthy.</p>	<p>Work with LAMs/Course Leaders/Marketing/Admissions staff to ensure all relevant information/links to full information is in place across all sources of information and consistent in all cases.</p> <p>Ensure all courses where a Disclosure and Barring Service check is required have this detailed on the course cards (3.8)</p> <p>Ensure all courses are accurately titled on all sources of information to reflect the qualification awarded (3.7)</p>	<p>HE Manager LAMs HE Course Leaders Marketing Admissions</p> <p>HE Manager HE Course Leaders Marketing</p> <p>HE Manager HE Course Leaders Marketing</p>	September 2016	Time	<p>Review by CQMG/HECQMG in November 2016</p> <p>HE Course Landing Page</p> <p>Amendments Log</p> <p>Moodle/HEI VLE</p> <p>HE Course Cards</p>

	<p>Final checking and audit of external and internal information listed above, and objective 3 (2.19) by amendments log.</p> <p>Ensure EV reports available to students on Gower College Moodle or HEI VLE (2.89)</p> <p>Audit all Student Handbooks for 2016/17</p> <p>Ensure KIS data is on website for prospective students (3.6)</p>	<p>HE Manager</p> <p>HE Manager HE Course Leaders</p> <p>Quality Manager</p> <p>Vice Principal Academic Services</p> <p>Head of Finance MIS</p>			
<p>6. Recommendation: Articulate internal processes, roles and responsibilities for programme monitoring and review, to assure and enhance the quality of students' learning opportunities. (2.98)</p>	<p>Develop and introduce a quality cycle for programme monitoring and review</p>	<p>HE Manager Quality Manager</p>	<p>December 2016</p>	<p>Time</p>	<p>Approval by HECQMG</p>

Additional Areas for Improvement	Strategy for Action	Responsibility (Overall responsibility in BOLD)	Timescale (By When)	Resources	Milestones/ Targets/Evidence
<p>7. The College does not have minimum standard guidelines for the VLE (3.11) nor does it have a mechanism to evaluate the quality or consistency of the VLE as a tool to support teaching and learning (2.33)</p>	<p>Develop a minimum standard for the VLE and evaluate consistency and quality for all areas against these standards</p>	<p>HE Manager LRC Manager</p>	<p>November 2016</p>	<p>Time</p>	<p>Agree and approve through HE Operational Group and HECQMG November 2016</p> <p>VLE Minimum Requirements</p> <p>VLE Action Plan</p>
<p>8. The College does not have a specific induction programme for staff new to teaching higher education (2.34)</p>	<p>Develop and implement an induction programme for teaching staff new to delivering on HE</p>	<p>HE Manager HR Quality Manager</p>	<p>December 2016</p>	<p>Time</p>	<p>Induction programme and checklist in place and records of staff having undertaken the programme</p> <p>First use of Induction programme May 2017.</p>