

Peter Symonds College QAA Action Plan 2015-16



Recommendation	Actions	Timescale	Action by?	Monitoring Evaluating Reporting	Evidence
<p>Work with the awarding organisation to ensure that the design of programme delivery patterns is aligned with the requirements of the programme specifications statement on guided learning hours, to make a clear distinction between part-time and full-time study (Expectation B1).</p>	<p>This relates to one Higher National Course. The College has already replaced this provision with a university programme which better meets the needs of our students and employers. 2014-15 year 1 HND students have been transferred to year 2 FD Management, consequently there will be no students on Higher National provision in 2015 and onwards.</p>	September 2015	Completed	Academic Board	184 Academic Board Minutes (Relevant sections highlighted in yellow)
	<p>Inform Pearson that we are no longer delivering the Higher National Programme</p>	August 2015	Completed	Academic Board	185 Email to Pearsons
	<p>Ensure it is minuted at the next Academic Board meeting that should the College ever decide to deliver Higher National Programmes in the future that the programme design and hours must be consistent with the guided learning hours in the Pearson Subject Specification document.</p>	September 2015	Completed	Director of AHED	184 Academic Board Minutes (Relevant sections highlighted in yellow)
	<p>Removal of HND from Website and all public information</p>	August 2015	Completed	Director of AHED	
	<p>Ensure that the process of moving from HND to Chichester FdM programme is raised at academic board meetings throughout 2014/15.</p>	December 2015	Director of AHED	Director of AHED	184 Academic Board Minutes (and previous evidence submitted of 2014/15 minutes 184a, 184b) Relevant sections highlighted in yellow.
	<p>Obtain approval to run the Foundation degree in Management via Chichester University.</p>	June 2015	Completed	Director of AHED	186 MOA with University of Chichester

	Ensure agreement from Year 1 HND students transfer to Chichester Programme is obtained Year 1 students attended the institutional approval and site licence process in May 2015 and had a group meeting with University of Chichester Representatives.	October 2015	Completed	Director of AHED	188 Letter sent to students and 189 signed transfer form 200 Student responses at Institutional approval meeting
	Induct transferring students into the programme and provide with on-going support.	December 2015	Programme Leader	Director of AHED	190 Transition plan for year 1 to 2 students 191a 191b Year 2 student questionnaire & response summary 192 Differences between HND and FDM 201a., 201b.,201c Academic Support Leaflets previously provided to students in HE student Handbook 195 BOS for FDM minutes 195a Student Rep Report Y1 195b Student Rep report Y2
	Provide a College policy or position statement regarding the work-based learning aspect of our degree programmes and ensure clarity amongst staff around the meaning of guided learning hours and work-based learning, provide clarity to students via addition to student handbook	February 2016	Director of AHED	Director of AHED	193 Position statement & action plan 187 New Section for student handbooks 205 More on our Philosophy
Affirmations	Actions	Timescale	Action by?	Monitoring Evaluating Reporting	

The steps being taken to implement the research and scholarship protocol and staff development plan (Expectation B3)	Apply the UK Professional Standards Framework to personal development programmes at individual and institutional level to further enhance and underpin excellence in teaching and learning.	September 2016	HEQA	Academic Board/ Director of HE	
	Award 3 or 4 research bursaries over the 2015-16 academic year for development of aspects of teaching & learning. Note: Three research projects with bursaries offered to staff: 1) Teaching research skills across all 3 Years in a developmental, progressive way 2) Enhancing Teaching Presentation skills to students 3) Enhancing resources and delivery of Personal Development Planning All projects will feed into staff development session in summer term and result in materials/ training sessions which can be added to Moodle.	September 2015 May 2016	Completed HEQA/ Director of Adult & Higher Education	Academic Board Academic Board Feedback from HE teaching staff following sessions	197 Research Proposals
The work underway to evaluate the quality and timeliness of assessment feedback, which will inform a training programme for improvement before the start of the 2015-16 academic year (Expectation B6)	Higher Education Quality Assistant (HEQA) to deliver an all HE staff session on assessment at start of year, informed by analysis carried out earlier in year and external examiner feedback. Feedback was very positive and further session planned for spring 2016	September 2015 Spring 2016	Completed HEQA	Director of HE Director of HE	198 HEQA planned activity 2015-16 199 Revised Staff Development Plan/ schedule of training
The action being taken to ensure	Develop Academic Regulations further to reflect new partnership with University of Chichester.	September 2015	Completed	Academic Board	196 Academic Regs 2015 update

that the academic regulations on assessment include specific reference to Higher National provision (Expectation B6)	Ensure sign off from University of Chichester and Middlesex University after approval of September Academic Board	October 2015	Director of HE	Academic Board	194a 194b Emails re Academic Regs from Universities
The steps being taken to ensure the quality and accuracy of management data to maintain strategic oversight of student achievement, in order to strengthen programme monitoring and enhancement (Expectation B8).	Re-iterate at September Academic Board that Programme Leaders should complete AMRs with data provided by the AP Quality. AP Quality to present results data at AMR Academic Board meeting. NSS results to be presented at September Academic Board	October 2015 October 2015 September 2015	Completed AP Quality Completed	Academic Board Academic Board Academic Board	184 Academic Board Minutes 202 Academic Board Minutes
Good Practice	Actions	Timescale	Action by?	Monitoring Evaluating Reporting	
The effective contribution made by the Holistic and the Peer Observation of Teaching schemes to the enhancement of student learning opportunities (Expectations B3 and Enhancement).	Reflect on the documentation used for HE observations, consider if it could be closer aligned to the UKPSF and revise accordingly. Ensure that HEQA lesson observations/professional conversations with teaching staff feed into delivery of staff development sessions. To be evidenced by staff development sessions provided and rationale for offering them.	Spring 2016 July 2016	HEQA HEQA	Director of HE Director of HE	198 HEQA planned activity 2015-16
The effective and sustained responsiveness to feedback to improve students' learning	Continue to hold regular student representative committee meetings and continue to record enhancements made as a result of student feedback to share with staff and students alike.	On-going	Director of HE	Academic Board	203 Minutes of Student Rep Committee Meeting

opportunities (Expectation B5).	Ensure full complement of student representatives for Board of Study and Academic Board meetings is recruited every year.			Director of HE	204 Questionnaire to student Reps
The wide ranging and fit for purpose information available to students and staff through the virtual learning environment, which is underpinned by staff development (Expectation C).	Continue to develop staff expertise in designing interactive materials for students. Publish annual programme of Moodle training.	On-going October 2015	Moodle consultants HEQA	Director of HE Director of HE	198 HEQA planned activity 2015-16