

Waverley Abbey College

Higher Education Review November 2017 – Action Plan

1 Findings	2 Actions to be taken	3 Date for Completion	4 Action by	5 Success Indicators	6 Progress (add date of review)
Good Practice					
1 The extent to which the development of students' professional practice awareness and skills is embedded in their learning and supports their placement learning and subsequent employment	1.1 Continual review and updating of policies in light of requirements of professional bodies and validating universities.	July 2018	Lead Academic and Academic Registrar	Policies are reviewed and any necessary changes made to ensure best practice in this area is maintained.	
2 The comprehensive annual review of programmes which engages students and enhances their learning opportunities	2.1 Mentoring of new programme leaders to continue to produce reviews to the same standard	July 2018	Lead Academic	Annual Monitoring reports accepted by our validating universities and the external examiners	
3 The information, structures and support for all aspects of placement and practice learning, enabling all parties concerned to satisfy professional and	3.1 Updating of relevant programme handbooks with any changes in the policies and communication of this to the students.	July 2018	Year leaders and programme administrators	Programme handbooks are updated against policies on an annual basis and changes are communicated to students	

academic responsibilities and requirements					
Recommendations					
4 Ensure that policies, once approved, are monitored and reviewed routinely to ensure their currency and to enable evaluation of their effectiveness	<p>4.1 To update the current policies register and to review any policies that are outstanding as to their review date.</p> <p>4.2 To put policies updates as a standing item on the meetings and to report to programme boards any policy changes. – Academic Board, College Executive and WACAG</p> <p>4.3 To evaluate the effectiveness of policies as they come up for review</p>	July 2018	<p>Academic Registrar</p> <p>Board secretaries</p> <p>College Management Group/Team</p>	<p>Policy schedule is updated and maintained up to date.</p> <p>Policies appear consistently on the agendas for the relevant boards/meetings</p> <p>A note of any changes made are documented</p>	
5 Ensure that assessment feedback is timely and that assessment feedback schedules are published and consistently applied to support student academic development	<p>5.1 To check all programme handbooks to ensure that they comply with the colleges stated standards</p> <p>5.2 That a feedback handback date is published for each assessment</p> <p>5.3 Communicate with students if the handback date</p>	<p>July 2018</p> <p>September 2018</p>	<p>PG/UG administrators</p> <p>PG/UG administrators</p> <p>Registry</p>	<p>Handbooks are reviewed and updated as required</p> <p>Feedback handback dates are published in the new handbooks</p> <p>Students are communicated with if required</p>	Complete Jan 2018

	needs to be changed for unforeseen circumstances				
6 Formalise and implement a staff development plan to extend and develop academic staff members' wider awareness, understanding and practice of learning and teaching in higher education	6.1 Formal approval by the board of the Staff Development Policy	July 2018	College Director	Policy is approved by the Trustees	Complete December 2017
	6.2 Create a formal schedule of training for academic and administrative staff for each academic year	July 2018	College Management Group	A schedule of training is published for the academic year	
	6.3 Develop a formal induction process for new teaching staff	July 2018	College Director	College induction process is created and delivered for new staff and reviewed	
	6.4 Implement a mentoring cascade for staff	July 2018	Lead Academic	Staff are allocated a mentor and this is commented on in the annual review process	Complete January 2018
	6.5 Develop a schedule for supporting staff to join the Higher Education Academy	July 2018	College Director	Schedule is developed and staff start to make application to HEA as appropriate	
7 Strengthen central oversight of assessment feedback timescales to ensure that Academic Board takes responsibility at institutional level for the consistent	7.1 That at programme boards all module leaders have to confirm that work was marked and returned within the published timescales or if this was not achieved the reasons for this and the actions that will be taken in	July 2018	Programme Convenors and Secretary to Programme Boards	This item becomes a standing item on programme board agendas	Complete January 2018

<p>implementation of published practice and procedure</p>	<p>the future to ensure that this is not repeated. This will become a standing item on programme board agendas.</p> <p>7.2 That the Academic Board receives a report from each programme board on the timeliness of assessment marking and feedback.</p>	<p>July 2018</p>	<p>College Director and Secretary to Academic Board</p>	<p>This item becomes a standing item on Academic Board agendas</p>	
<p>8 Develop a strategic approach to enhancement that establishes and articulates a clear alignment between institutional strategic objectives and enhancement activities, and monitor and evaluate the impact on the quality of the student experience</p>	<p>8.1 Discuss and agree with the WAC executive and WACAG (Trustees) how they wish to develop this aspect of the colleges activity</p> <p>8.2 Review the college's Vision, Mission and Values statement to ensure it gives clearer direction to help align the activities that the college undertakes</p> <p>8.2 Enhancement activities become a standing item on the following committees: Programme Boards, Assessment Boards, College Executive and WACAG</p> <p>8.2 The development of a quality handbook</p>	<p>July 2018</p> <p>July 2018</p> <p>July 2018</p> <p>July 2018</p>	<p>College Director</p> <p>College Director</p> <p>Board Secretaries</p> <p>College Director</p>	<p>Minuted discussion and where appropriate actions created</p> <p>New Vision Mission and values statement approved by the trustees</p> <p>This item becomes a standing item on the relevant agendas</p>	<p>Draft ready to send for discussion – Feb 2018</p> <p>Complete January 2018</p>

				The production of a quality handbook that is reviewed and updated on a regular basis	
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