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.	This was reviewed as part of the validation process of both the MA C and MA SF in May 2018.
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	All annual monitoring reports have been submitted on time and no issues have been raised with the college by the respective universities. The new Spiritual Formation programme will be mentored by the Lead Academic when they have to

					produce their first report.
3 The information, structures and support for all aspects of placement and practice learning, enabling all parties concerned to satisfy professional and academic responsibilities and requirements	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	The programme handbooks have been split into two – a generic handbook containing information relevant to all programmes with smaller handbooks containing programme specific material. This was completed in July.
Recommendations					
4 Ensure that policies, once approved, are monitored and reviewed routinely to ensure their currency and to enable evaluation of their effectiveness	4.1 To update the current policies register and to review any policies that are outstanding as to their review date. 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 4.3 To evaluate the effectiveness of policies as they come up for review	July 2018	Academic Registrar Board secretaries College Management Group/Team	Policy schedule is updated and maintained up to date. Policies appear consistently on the agendas for the relevant boards/meetings A note of any changes made are documented	Complete – Jan 2018 Complete – Jan 2018 Ongoing – revised policies are being looked at by the College Management Team/

5 Ensure that assessment feedback is timely and that assessment feedback schedules are published and consistently applied to support student academic development	5.1 To check all programme handbooks to ensure that they comply with the colleges stated standards	July 2018	PG/UG administrators	Handbooks are reviewed and updated as required	Complete Jan 2018
	5.2 That a feedback handback date is published for each assessment	September 2018	PG/UG administrators	Feedback handback dates are published in the new handbooks	Ongoing some handbooks have already been completed and others will be updated over the summer.
	5.3 Communicate with students if the handback date needs to be changed for unforeseen circumstances		Registry	Students are communicated with if required	A review of handback dates is taken at Academic Board and issues dealt with there.
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	Ongoing – still under development – some dates in the diary
	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	Ongoing –not yet required due to no new staff yet.
	6.4 Implement a mentoring cascade for staff	July 2018	Lead Academic	Staff are allocated a mentor	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	Ongoing
7 Strengthen central oversight of assessment feedback timescales to ensure that Academic Board takes responsibility at institutional level for the consistent implementation of published practice and procedure	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 the future to ensure that this is not repeated. This will become a standing item on programme board agendas.	July 2018	Programme Convenors and Secretary to Programme Boards	This item becomes a standing item on programme board agendas	Complete January 2018
	7.2 That the Academic Board receives a report from each programme board on the timeliness of assessment marking and feedback.	July 2018	College Director and Secretary to Academic Board	This item becomes a standing item on Academic Board agendas	Complete January 2018
8 Develop a strategic approach to enhancement that establishes and articulates a clear alignment between institutional strategic objectives and enhancement	8.1 Discuss and agree with the WAC executive and WACAG (Trustees) how they wish to develop this aspect of the colleges activity	July 2018	College Director	Minuted discussion and where appropriate actions created	Ongoing
	8.2 Review the college's Vision, Mission and Values statement to ensure it gives	July 2018	College Director	New Vision Mission and values statement approved by the trustees	Draft ready to send for discussion – Feb 2018

activities, and monitor and evaluate the impact on the quality of the student experience	clearer direction to help align the activities that the college undertakes				
	8.3 Enhancement activities become a standing item on the following committees: Programme Boards, Assessment Boards, College Executive and WACAG	July 2018	Board Secretaries	This item becomes a standing item on the relevant agendas	Complete January 2018
	8.4 The development of a quality handbook	July 2018	College Director	The production of a quality handbook that is reviewed and updated on a regular basis	Ongoing
Affirmations					
9 The steps being taken to improve learning resources to ensure that these are fit for purpose for current and new provision (Expectation B4)	To have student representation on the Academic Board	July 2018	College Director	A student representative is appointed and attended the academic board.	Complete – student representative now attending Academic Board
	Discuss with the trustees how student representation could be undertaken effectively at this level.	November 2018		Gain agreement from WACAG as to how they wished to interact with the student body	Initial discussion has taken place, but no final resolution yet made.
10 The work that is underway to enable students to actively contribute above programme level to the further development of the	To ensure that there is sufficient scope in the budget to continue to develop the learning resources available to students	August 2018	College Director	Budget agreed by the trustees.	The trustees agreed the budget in September 2018 and the is £25,000 allocated to funding databases on Ebsco

College and its provision (Expectation B5)					and in the purchase of library books.