

Good Practice	Actions to be Taken	Date for Completion	Action By	Success Indicators	Outcomes 1. Achieved 2. Revised Date 3. Not Achieved
<p>The extensive professional development for academic and support staff, which enhances their contribution to students' learning opportunities</p>	<p>The College's annual HE Conference will continue and in 2016/17 will again be opened to attendance/presentation by other local colleges.</p> <p>A specific HE CPD week has been allocated for June 2017</p>	<p>July 2017</p> <p>July 2017</p>	<p>Director of Higher Education</p> <p>Assistant Principal Academic and Higher Education</p> <p>Director of Higher Education</p> <p>Executive Director of Quality & Planning</p> <p>Quality & Learning Improvement Manager</p>	<p>Positive conference evaluations from participants</p> <p>An increase in shared good practice via appropriate forums (Thinking Allowed)</p> <p>Staff (academic and support) offer to lead CPD sessions which have good uptake</p> <p>Positive CPD evaluations from staff</p> <p>An increase in shared good practice</p>	<p>1.Conference feedback from both internal and external participants was positive.</p> <p>3.This has not been achieved as use of the forum has been extremely limited. The use of an alternative approach will be investigated by the HETLEG committee during 2017/18</p> <p>1.This was achieved with staff delivering sessions, predominantly at the 2016/17 conference which were well received by all who attended. This will be developed further with HE CPD running throughout the academic year in 2017/18 which responds to staff feedback provided during a 'world café' event at the 2016/17 conference.</p>

<p>The involvement of employers and students in the development of significant projects that contribute to the Higher Education Strategy</p>	<p>Employer interaction and input into the ASIC building will continue during 2016/17 in preparation for the anticipated completion date in April 2017</p>	<p>April 2017</p>	<p>Assistant Principal Commercial Development & External Relations Assistant Principal Academic & Higher Education</p>	<p>Attendance and engagement of employers in the ASIC Employer's Forum</p>	<p>1. Employers were engaged throughout the design and build of the Advanced Skills and Innovation Centre right up until completion. This did not always take a formal route via meeting attendance but also through email, correspondence etc.</p>
<p>The actions taken to enhance students' learning opportunities of programmes to strategic local and regional employment needs</p>	<p>Revalidation of all validated provision to new University partners will involve high levels of employer input in the design and development stage with employers</p>	<p>August 2017</p>	<p>Director of Higher Education Programme Teams</p>	<p>Successful validation of provision which has a clear from relevant industry which is recognised through the validation process</p>	<p>1. Employers were involved throughout the validation processes which took place in 2016/17 with the College's two new collaborative partners – Leeds Beckett University and the University of Hull. This was required to be evidenced through the validation process and documentation.</p>

	<p>forming part of the validation panel events</p> <p>Continued engagement of employers with the preparation for the opening of the ASIC building</p> <p>Ongoing employer engagement once the ASIC building has opened to ensure currency of delivery through guest lectures, bespoke delivery options, AIG to students and new businesses etc.</p> <p>The College will continue to undertake centralised Strategic Planning events which specifically relate to priority</p>	<p>April 2017</p> <p>Ongoing</p> <p>Ongoing, but by February of each academic year</p>	<p>Assistant Principal Commercial Development & External Relations</p> <p>Assistant Principal Academic & Higher Education</p> <p>Assistant Principal Commercial Development & External Relations</p> <p>Director of Higher Education</p> <p>Programme teams</p> <p>Principalship</p> <p>Senior Leadership Team</p>	<p>Attendance and engagement of employers in the ASIC Employer's Forum</p> <p>Programme and central documentation (e.g. Staff Student Consultative Committee minutes, Departmental Review) which records and evaluates employer engagement activity</p> <p>Positive survey responses (both internal and external) in relation to employment preparedness and relevance.</p> <p>Relevant curriculum development and amendment, authorised via the HE Business Case process</p>	<p>1. Employers were engaged throughout the design and build of the Advanced Skills and Innovation Centre right up until completion. This did not always take a formal route via meeting attendance but also through email, correspondence etc.</p> <p>Ongoing - This continues to be an ongoing action. Teaching in the new ASIC building started w/c 11th September 2017 for Access to HE students, and w/c 18th September 2018 for HE, Teacher Education and Business School students. The documentation generated during 2017/18 will enable the College to evidence ongoing employer based activity within programmes and Curriculum areas.</p> <p>Ongoing - The annual strategic planning programme continues within the College.</p>
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	Employment sectors through use of the College's Strategic Plan.			which maps accurately to local and regional employment need	1.All new programmes identified during the 2016/17 academic year were approved via the HE Business Case process.
The widely embedded strategic approach to activities that enhance current and potential students' employability	Actions for enhancement remain an agenda item for Staff Student Consultative Committee meetings	Ongoing, but by July of each academic year July 2017	Programme teams Director of Higher Education	Minutes from SSCC meetings record enhancement activities which, where appropriate, are incorporated into annual review and monitoring processes Positive evaluation of CPD activities by staff, along with sharing of good	1.The validation processes undertaken in 2016/17 demonstrated the use of student and employer feedback in design. Ongoing – annual review processes continue to take account of enhancement, employability and student feedback.
	HE CPD activities in June 2017 will address assessment and curriculum design as one area of delivery Employer engagement across all programmes undergoing validation to new partners in 2016/17 and beyond	August 2017 and ongoing	Quality and Learning Improvement Manager Director of Higher Education Programme teams	practice demonstrate a continuing improvement in curriculum and assessment design which reflects employability and transferability of key skills Successful validation of provision which has a clear from relevant industry which is recognised through the validation process	1.Employers were involved throughout the validation processes which took place in 2016/17 with the College's two new collaborative partners – Leeds Beckett

					University and the University of Hull. This was required to be evidenced through the validation process and documentation.

Affirmations	Actions to be Taken	Date for Completion	Action By	Success Indicators	Outcomes
The actions taken to implement a process of internal periodic review, and its use to address an area of particular concern	The planned programme of internal periodic review (currently in place to 2021/22) will be re-evaluated to ensure areas of particular concern remain a priority. Periodic review will then continue through due process	March 2017	Director of Higher Education Executive Director Quality and Planning Periodic Review Panel	Successful periodic review outcomes which evidence practice which aligns with the College's HE expectations and minimum standards	1 and 3. The review of process has taken place and a risk-based approach was taken to ensure that areas requiring more immediate support take priority. The review process will become a more elongated and supportive mechanism. The action is also highlighted as ongoing as an annual review of the process and its effectiveness.

The actions taken to audit the quality and completeness of information relating to higher education programmes	The audit is now complete and a full programme of risk management will now be implemented during 2016/17 addressing not just information, but also the quality of teaching, learning and assessment, marking, feedback and moderation.	August 2017	Director of Higher Education Executive Director Quality and Planning Quality and Learning Improvement Manager	A quality audit at the end of 2016/17 will show improved practice in all identified curriculum areas	3.The quality audit of 2016/17 is still underway following the production of results via the reconvened Boards. Due to a number of resits following long extensions, the exercise cannot be fully completed until after November 2017
	An audit of the VLE will occur from 30 Nov – 2 Dec 2016 and again in March 2017	April 2017	Director of Higher Education Executive Director Quality and Planning Business Systems and e-learning Manager	The HE Moodle Expectations will be fully met across all HE programmes	1.The audit process was completed during 2016/17 as planned and resulted in positive levels of compliance with action areas highlighted to individual programme leaders. 3. The process will now be completed on an annual basis to ensure continued compliance.

Recommendations	Actions to be Taken	Date for Completion	Action By	Success Indicators	Outcomes

<p>Devise and implement a robust process for the design, development and approval of Higher National programmes</p>	<p>New Higher National provision must utilise the HE Business Case approval documentation in the same way that degree programmes are required to do so.</p>	<p>September 2016</p>	<p>Heads of Curriculum</p>	<p>All programmes utilise the same documentation to ensure consistency across provision and comparable quality assurance checks. Documentation updated and uploaded to the Higher Education Sharepoint as well as the staff intranet in August 2016</p>	<p>1.All programmes utilised the new Business Case for HE documentation as required</p>
<p>Ensure that the models of delivery for Higher National programmes meet the requirements in the specifications of the awarding organisation</p>	<p>Full checks to be carried out on all Higher National provision which ensured alignment between planned delivery hours and the specifications of the awarding organisation.</p> <p>As an ongoing action, HoC to be reminded in HEQS as a minuted point, that alignment to prescribed delivery hours is mandatory.</p>	<p>September 2016</p>	<p>Director of HE Heads of Curriculum Director of Higher Education</p>	<p>All Higher National provision will align to Pearson's specifications in terms of delivery hours and expectations. Audit of hours carried out by DHE in August 2016.</p> <p>Minuted action at HEQS. Achieved October 2016</p>	<p>1. Achieved as noted in success indicators</p>

<p>Implement a policy and processes to ensure consistent decision making in admissions by portfolio or project</p>	<p>Existing HE Admissions Code of Practice to be further developed with guidance around alternative admission methodologies such as portfolio. The updated documentation to be forwarded to Principalship for approval as a policy following consultation with the HE Quality and Standards Group.</p>	<p>September 2016</p>	<p>HE Student Engagement Coordinator Director of HE Assistant Principal Academic and Higher Education</p>	<p>Adherence to policy is compulsory ensuring standardised and consistent approaches across the Board. Policy completed in September 2016 and circulated for consideration by HEQS.</p>	<p>1. Consistent approaches to the use of alternative admissions processes. Additionally checked by new partners during validation in 2016-17. 3. Admissions Code of Practice will now undergo annual review following each recruitment cycle</p>
<p>Produce contextualised definitive records for Higher National programmes to</p>	<p>All Heads of Curriculum provided with details of the QAA recommendation.</p>	<p>November 2016</p>	<p>Principal</p>	<p>Full knowledge sharing of areas of concern. Occurred on release of</p>	<p>1. Achieved as per success indicators</p>

