

St Mary's College
Action Plan Table QAA

QAA Qual Code ref	Recommendation /Affirmation/Good Practice	Action to be taken	By Whom/When	Success indicators/Evidence	Reported to	Evaluation by	Status
Enhancement	R1- Take deliberate steps to systematically and strategically apply its policies, structures and processes to improve the quality of learning opportunities (Enhancement). Before January 2016	<ul style="list-style-type: none"> a) Strategic Plan amended to include the engagement of HE Learners b) HE reports to Governors, SMT & CMT to be amended, format to include a section on Enhancement c) HE Team meeting agenda to include Enhancements d) All new initiatives and enhancement proposals will be subject to a systematic evaluation and this will be reported to the Governing body in HE Reports e) Systematic review of HE structures, policy and processes to ensure they are fit to systematically and consistently improve the quality of learning opportunities. 	<ul style="list-style-type: none"> a) Principal/ Governing Body October 2015 b) APHE October 2015 c) APHE October 2015 d) APHE January 2016 e) APHE January 2016 	<ul style="list-style-type: none"> a) Strategic Plan amended and published on the College 'Hub'. b) All HE reports to include Enhancements c) HE Meeting Agenda to include Enhancements section to propose new enhancements and include systematic feedback of existing initiatives d) Results of evaluation and reports to Governors e) Review findings to be reported to SMT 	<ul style="list-style-type: none"> a) Review Manager b) APQA c) APQA d) APQA e) SMT 	<ul style="list-style-type: none"> a) APQA b) Principal c) Principal d) Govs e) Govs 	<ul style="list-style-type: none"> a) Achieved Sept 2015 b) Achieved Oct 2015 c) Achieved Oct 2015 d) Achieved and on-going Nov 2015 e) In-progress Dec 2015

B3	R2- Ensure the Observation of Teaching and Learning Policy is implemented for higher education provision (Expectation B3) October 2015	<ul style="list-style-type: none"> a) Timeframe for Peer Observations to be agreed with Partner Colleges & University b) In-house Peer Observations to be completed by end Nov 2015 c) Peer Observation Forms to be forwarded to APQA when completed for monitoring. 	<ul style="list-style-type: none"> a) APHE Oct 2015 b) APQA Nov 2015 c) APHE 	All teaching staff to take part in at least one HE Peer Observation annually	<ul style="list-style-type: none"> a) APQA b) SMT c) SMT 	<ul style="list-style-type: none"> a) SMC b) Govs c) Govs 	<ul style="list-style-type: none"> a) Email sent to Partner Lead at UCLan, following discussion at UCLan partner standardisation in Sept 2015 b) Observations scheduled for Nov & Dec 2015 c) Pending
B8 & Enhancement	R3- Implement evaluations for all modules to ensure systematic feedback from students to inform enhancement (Expectations B8 and Enhancement) October 2015	<ul style="list-style-type: none"> a) Week of Nov 2nd UCLan sent the new module evaluation templates to be put on blackboard for all modules b) Timetabled tutorial sessions allocated to Module Evaluation Questionnaire completion for each end of module and teachers to arrange mid-module feedback. 	<ul style="list-style-type: none"> a) APHE b) HE Advisers to complete with 100% of learners Dec 2015 April 2016 	<ul style="list-style-type: none"> a) MEQ's to be available for all modules at the mid-point and end of each module in both semester 1 & 2 b) 100% of learners to complete MEQ's 	<ul style="list-style-type: none"> a) APQA b) APHE 	<ul style="list-style-type: none"> a) SMT b) APQA 	<ul style="list-style-type: none"> a) Meeting with IT Manager 23/10/2015 b) Evaluation slot allocated. First evaluations due Dec 2015

B10	<p>R4- Further develop effective management procedures for the arrangement and routine monitoring of all student work placements (Expectation B10) October 2015</p>	<p>a) Procedures to be reviewed including re-writing module handbook to ensure all learners receive a one-to-one with the new Placement Officer (PO) for each placement/volunteer placement/workplace placement.</p> <p>b) All students to be offered two one-to-one tutorials with academic staff prior to submitting the assessment.</p> <p>c) Audited list of minimum requirements (including visits and Risk Assessments) to be consistently completed for all placements</p>	<p>a) APHE Oct 2015</p> <p>b) PO December 2015 & March 2015</p> <p>c) PO November 2015 & January 2016</p>	<p>a) New procedure to be issued and all students allocated two one-to-one tutorials with Placement Officer regardless of the type of placement</p> <p>b) Record of tutorials with Academic Staff</p> <p>c) Audit to take place after each placement window opens.</p>	<p>a) APQA</p> <p>b) APHE</p> <p>c) APHE</p>	<p>a) SMT</p> <p>b) APQA</p> <p>c) APQA</p>	<p>a) Module Handbook re-written to include new procedure Sept 2015</p> <p>b) Assessment date for Portfolio moved on assessment calendar to facilitate new procedure Sept 2015</p> <p>c) Not yet completed</p>
B10	<p>R5- Further develop the current policy for higher education work placements to take account of all types of student placements (Expectation B10) October 2015</p>	See R4	See R4	See R4	See R4	See R4	See R4

C	R6- Ensure consistency of information on the virtual learning environment and in module handbooks (Expectation C) October 2015	a) All module handbook to have new School name, UCLan Logo and SMC Logo on front sheet and minimum content requirements b) All module handbooks to be uploaded to VLE by HE Advisers	a) HE Advisers Sept 2015 b) HE Advisers Sept 2015	a) 100% of handbooks to comply with minimum requirements b) Completed	a) APHE b) APHE	a) APQA b) APQA	a) Achieved 30/09/2015 b) Achieved 30/09/2015
C	R7- Ensure all programme specifications are made available to students (Expectation C) October 2015	Programme Specifications to be ... a) On college website b) In hardcopy course handbooks c) On college VLE	APHE Sept 2015	a) Programme Specifications to be on College website b) Programme Specifications to be in Handbook c) Programme Specifications on VLE	a) APQA b) APQA c) APQA	a) SMT b) SMT c) SMT	a)b)c) Achieved 30/09/2015
B4	GP1- The high levels of support provided to students by the Higher Education Advisors (Expectation B4) October 2015	a) Implement twice weekly tutorial sessions with HE advisers b) Implement electronic calendars so that e-appointments can be made by HE Admin staff for students to access support c) Display weekly availability of HE Adviser to all students	a) APHE/SMT Sept 2015 b) HE Admin/HE Adviser's Oct 2015 c) HE Admin/HE Advisers Oct 2015	a) 2x 40 minute tutorials on timetables. b) HE Advisers have e-calendars accessed by HE Admin c) Weekly calendars of HE Advisers to be on display	a) APQA b) APQA c) APQA	a) SMT b) SMT c) SMT	a) Achieved 25/09/15 b) Achieved 10/10/15 c) Achieved 09/11/15

B1	<p>GP2- The breadth of the College's engagement with its awarding body and other colleges in the collaborative network (Expectation B1) Year Long</p>	<p>a) Links to be maintained by attending the large number of partnership events.</p> <p>b) Extend the number of teaching staff attending the events.</p> <p>c) Develop Peer Observations between the Partnership.</p>	<p>a) APHE Year long</p> <p>b) HE Teachers Jan 2016 & March 2016</p> <p>c) APHE Nov 2015</p>	<p>a) Target 100% attendance at Partnership meetings</p> <p>b) 2 of 3 teaching staff to attend moderation events in 2016</p> <p>c) i) Peer Obs to take place for all HE Teachers. ii) UCLan staff to Observe teaching at SMC.</p>	<p>a) APQA</p> <p>b) APQA</p> <p>c) APQA</p>	<p>a) SMT</p> <p>b) SMT</p> <p>c) SMT</p>	<p>a) Achieved to date 06/11/15 – ongoing</p> <p>b) Not achievable till Jan 2016</p> <p>c) Internal Observations scheduled to commence in Nov 2015. cii) Awaiting confirmation of dates for Peer Observation by UCLan staff.</p>
B10	<p>Aff1- The decision to appoint a 0.2 Foundation Degree Work Placement Coordinator from September 2015 to strengthen the arrangements for student work placements. Expectation B10).</p>	<p>a) Recruit Placement Officer</p> <p>b) Risk Assessment training to be undertaken</p> <p>c) Development of new policies and procedure for monitoring placements.</p>	<p>a) APHE/SMT Sept 2015</p> <p>b) APHE/SMT Oct 2015</p> <p>c) APHE/PO Nov 2015</p>	<p>a) Placement Officer appointed</p> <p>b) Risk Assessment training to be attended by PO</p> <p>c) Procedures/Policy to go to SMT/CMT</p>	<p>a) APQA</p> <p>b) APHE</p> <p>c) SMT</p>	<p>a)Principal</p> <p>b)APQA</p> <p>c)APQA</p>	<p>a) Achieved Oct 2015</p> <p>b) Achieved Oct 2015</p> <p>c) In progress</p>