

Leeds City College
QAA Higher Education Review (March 2016) Action Plan (updated May 2017)

Recommendation Affirmation Good Practice	Action to be Taken	Date for Completion	Action By	Success Indicators	Progress
<p>The strategic approach to supporting and facilitating scholarly activity and the professional recognition of staff, which are firmly embedded across the Leeds City College and Leeds College of Music and which enrich the student experience (Expectation B3)</p>	<ul style="list-style-type: none"> To share good practice between LCC & LCoM in scholarly activity and staff recognition. To combine the Quality & Enhancement Committees into 1 committee across both LCC & LCoM to facilitate sharing of good practice 	<p>October 2016</p> <p>Revised date: during academic year 2017-18</p>	<p>Dean of HE Director of Curriculum</p>	<ul style="list-style-type: none"> At least one practice sharing event during 2016/17, impact to be evaluated by Quality & Enhancement Committee Terms of Reference of single Quality & Enhancement Committee approved by September 2016 	<ul style="list-style-type: none"> In Progress: Due to being unable to identify a mutually suitable date for a practice-sharing event because of differences in academic year dates for 2016/17 individual Sharing Good Practice events will be recorded and shared. Achieved: Joint HE Quality & Enhancement Committee has now replaced separate LCC & LCoM Committees. It has met 3 times to date.
<p>The implementation of the new VLE platform and its integration with specific mobile hardware at Leeds City College to support student learning (Expectations B3 & Enhancement)</p>	<ul style="list-style-type: none"> Share practice between LCC & LCoM in VLE design and implementation. This will also be strengthened by the single Quality & Enhancement Committee. 	<p>September 2016</p>	<p>Senior Learning Technologist</p>	<ul style="list-style-type: none"> Practice sharing visit from LCoM to LCC, findings shared with LCoM Information Group and Q&EC 	<ul style="list-style-type: none"> Achieved: Senior Learning Technologist met with LCC counterpart and students and made a report on her findings to the LCoM Information Group. The LCC approach will inform the re-design of Space pages for 2017/18.

<p>Work at a strategic level to improve the quality, consistency and usefulness for students of feedback on assessment. (Expectations B6 & Enhancement)</p>	<ul style="list-style-type: none"> • Identify and discuss all themes from annual monitoring and student feedback across LCC & LCoM • Link findings to staff development • This will also be strengthened by the single Quality & Enhancement Committee 	<p>June 2017</p>	<p>Dean of HE Director of Curriculum</p>	<ul style="list-style-type: none"> • Assessment and feedback discussion topic at Academic Board as part of Annual Monitoring approvals • Assessment and feedback sessions in staff development – shared between LCC and LCoM as appropriate 	<ul style="list-style-type: none"> • Achieved: assessment and feedback sessions delivered at LCoM Staff Development Days in September 2016. • Student consultation on their understanding of “feedback” took place across LCC and LCoM. Findings currently being analysed and will be shared. • LCC annual peer reviews will focus on assessment and feedback. • CUK Teaching & Learning forum planning to hold a conference on assessment and feedback. • LCoM Higher Education Assignment Submission Guidelines shared with LCC HE Research & Development Manager.
<p>Evaluate the processes for programme change, monitoring and review to ensure they explicitly articulate the relationship between internal and Pearson processes and promote staff engagement with them (Expectations B8, A3.1 and A3.3)</p>	<ul style="list-style-type: none"> • Pearson programmes to be specifically referred to in existing programme change monitoring and review policies and procedures • Continue to deliver staff development to all HE tutors. 	<p>September 2016</p>	<p>Dean of HE Academic Registrar</p>	<p>Pearson programmes specifically referred to.</p> <ul style="list-style-type: none"> • Staff continue to be aware of policies and procedures. 	<ul style="list-style-type: none"> • Achieved: amendments made to the relevant policies and procedures.
<p>Increase the transparency and thoroughness of the mechanisms within LCoM for the formal approval and oversight of published information (Expectations C, B1 & B2)</p>	<ul style="list-style-type: none"> • Harmonise Published Information Policy • Create sign-off flowcharts for each category in published information responsibilities list 	<p>June 2017</p>	<p>Senior Learning Technologist Head of IT and VLE Systems Head of Marketing & Communications Head of Registry</p>	<ul style="list-style-type: none"> • Harmonised Published Information Policy in place September 2017 • LCoM Information Group to oversee development of sign 	<ul style="list-style-type: none"> • Achieved: a Group HE Published Information Policy has been approved.

	<ul style="list-style-type: none"> • Create calendar of sign off processes for published information • Convene Information Group to oversee implementation of Published Information Policy and recommendations from Student Journey Project to improve the organisation of programme information for students • Group report to Academic Council and HE Academic Board • Share practice with LCC in VLE design and implementation 		Head of Policy and Planning	off flowcharts, sign off calendar and implementation of recommendations from Student Journey project	<ul style="list-style-type: none"> • LCoM Information Group overseeing recommendations from Student Journey project etc.
Ensure there is oversight at the highest level of the College that the information produced for staff, students and external stakeholders is fit for purpose, accessible and trustworthy (Expectations C & A2.1)	<ul style="list-style-type: none"> • Establishment of new LCC Group Academic Board to replace LCC HE Academic Board • Standing agenda item on Quality & Enhancement Committee and Group Academic Board • Harmonise Published Information Policy 	September 2016	Dean of HE Director of Curriculum Academic Registrar Head of Policy and Planning	<ul style="list-style-type: none"> • Terms of reference of Group Academic Board approved by September 2016 • Harmonised Published Information Policy in place by September 2016 	<ul style="list-style-type: none"> • Achieved: a Group HE Academic Board has been established and replaced the LCC HE Academic Board. • Published Information Policy approved.
Consistently apply the strategic approach to enhancement in order to improve the quality of learning opportunities for students across the College (Expectation Enhancement)	<ul style="list-style-type: none"> • To combine the Quality & Enhancement Committees into 1 committee across both LCC & LCoM to facilitate sharing of good practice 	September 2016	Janet Faulkner Director of Curriculum	<ul style="list-style-type: none"> • Terms of Reference of single Quality & Enhancement Committee approved by September 2016 	<ul style="list-style-type: none"> • Achieved: Joint HE Quality & Enhancement Committee has now replaced separate LCC & LCoM Committees.
The work being undertaken to harmonise selected policies and procedures into single overarching College documents (Expectations A2.1 & Enhancement)	<ul style="list-style-type: none"> • To harmonise policies and procedures (where appropriate) into single overarching College documents 	September 2017 Revised date: by end of academic year 2017-18	Dean of HE HE Academic Registrar Head of Registry Head of Policy and Planning	<ul style="list-style-type: none"> • All appropriate policies and procedures harmonised 	<ul style="list-style-type: none"> • In progress: single Published Information Policy approved. • Work in train to harmonise other policies and procedures: priority policies have been identified (Terms &

					Conditions and Student Engagement next). Aiming to complete this activity during 2017-18.
The steps being taken by LCoM to review the careers service as part of the wider review of enterprise services, to further enrich the development of enterprise and entrepreneurial skills of students (Expectation B4)	<ul style="list-style-type: none"> To continue to review the careers service to enrich the development of enterprise and entrepreneurial skills of students 	April 2018	Director of Curriculum	<ul style="list-style-type: none"> Student and staff feedback collected on current service; areas for improvement identified and review completed by April 2018 for implementation September 2018 	<ul style="list-style-type: none"> In progress: Careers Team involved in business process mapping exercise with the Planning Officer.
The work undertaken at LCoM in the Student Journey Project to improve the organisation of programme information for students, to make it easily accessible and fit for purpose (Expectations C, B3 & B9)	<ul style="list-style-type: none"> Convene Information Group to oversee implementation of Published Information Policy and recommendations from Student Journey Project to improve the organisation of programme information for students Share practice with LCC in VLE design and implementation 	June 2017 Revised date: September 2017	Senior Learning Technologist Head of IT and VLE Systems Head of Marketing & Communications Head of Registry Head of Policy and Planning	<ul style="list-style-type: none"> Terms of reference for Information Group approved by September 2017 Actions from Student Journey Project delivered on time, monitored by Information Group and reported to LCoM Academic Council and Group Academic Board 	<ul style="list-style-type: none"> In progress: LCoM Information Group set up. Actions were overseen by the Information Group. The majority of the actions were completed by the end of January 2017 however some actions are on-going. It was decided at the Information Group on 21 December to rerun the Student Journeys research to evaluate the effect of the changes made as a result of the previous year's research and identify further areas for development and improvement.