





RCHE Action Plan 2013/14











	Code & Title	Good Practice: Staff development opportunities	Progress Bar	Desired Outcome
Subject	Staff engage well with the comprehensive offer of staff development opportunities (para 2.6)			The Training Policy (5.3) specifically states core training builds upon previous experience including: scholarly activities that support HE development. The Training Policy links to the study leave procedure PROC-HR-02 that provides staff with the additional opportunity to request study leave to support scholarly activity.
Due Date	31-Jul-2014			
Actual Outcome	Induction programme for staff new to HE implemented including the UK Quality Code. 5 staff supported to date. Individual inductions undertaken. Funding for HE staff development promoted, additional time granted for research activity. HE Staff Hub developed a Teach Meet style. Programme of Strategic Alliance staff development successfully implemented.			



	Code & Title	QP AFI 4.5.03 Good Practice: HE observation scheme	Progress Bar	Desired Outcome
Subject	Systematic use is made of the higher education observation scheme for the improvement of student learning opportunities (para 2.2)			Deployment of Advanced Practitioner for HE to undertake observations, linking specialism with ITE remit.
Due Date	31-Jul-2014			
Actual Outcome	Peer subject specialists employed wherever possible from partner institutions. Analysis of observation reports show strong practice, firmly embedded in work practice. Peer review for subject specialists being further developed across the region. HE Newsletter promotes good practice, as does the HE Staff Hub.			



	Code & Title	QP AFI 4.5.04 Good Practice: Staff qualification levels	Progress Bar	Desired Outcome
Subject	Support offered to staff to undertake higher level qualifications results in a consequent input of research into the student learning experience (para 2.3)			Support will still be given to staff wishing to achieve higher qualifications
Due Date	31-Jul-2014			
Actual Outcome	New training and development manager appointed with remit for HE. Increase in number of staff completing degrees at levels 7 and 8. 28 members of staff have been supported to undertake higher level qualifications. CPD programme in house and at external events continues.			



	Code & Title	QP AFI 4.5.05 Rec: Monitoring the speed of the return of student work	Progress Bar	Desired Outcome
Subject	The College develops a monitoring procedure so that it can assure itself that all assignments are returned to higher education students within the specified time. (para 1.8)			Articulate responsibilities for monitoring, reviewed time frame for turnaround of marking to reflect levels of study, confirmation from students that work is being returned in a timely way. Where possible all work will be submitted via the VLE. Where that is impossible for valid reasons, students could upload a submission sheet so there is something for the tutors to attach feedback. This would allow for all submissions and returns to be date stamped. The VLE system has ample capacity to accommodate this process. HoS will supply confirmation of success to Dir. HE
Due Date	20-Dec-2013			
Actual Outcome	Wherever possible submission is via the VLE and timeliness monitored. No complaints have been received re the late return of marked work, students confirm arrangements are working well.			



	Code & Title	QP AFI 4.5.06 Rec: Strategic, institutionally led approach to further enhancing the quality of learning opportunities	Progress Bar	Desired Outcome
Subject	The College formally develops and disseminates a strategic, institutionally led approach to enhancing further the quality of higher education students' learning opportunities (para 4.3)			New Strategic plan for HE contains specific recommendations to enhance student learning opportunities
Due Date	20-Dec-2013			
Actual Outcome	Revised Student Engagement Strategy approved following consultation. Student representation structure agreed and designated leadership assigned for HE students from the Student Leadership Team. Revised 3 year HE Strategy approved in September 2014 includes specific reference to student engagement in enhancement and quality.			
	Code & Title	QP AFI 4.5.07 Rec: External members on approval and re-validation of Edexcel programmes	Progress Bar	Desired Outcome
Subject	The College involves panel members external to the College in the approval and revalidation of Edexcel programmes (para 1.18)			External subject specialists to be members of panels
Actions	Actions Completed	Due Date	30-Jun-2014	
Actual Outcome	College programme approval procedures have been re-written to ensure alignment with all indicators of sound practice. Externals have attended all validation panel meetings to date. Links are being further established through the South West Peer Confederation of Colleges to enable peer subject specialists to support across the region.			
	Code & Title	QP AFI 4.5.08 Rec: Management of Edexcel programmes	Progress Bar	Desired Outcome
Subject	The College achieves greater consistency across all higher education programmes by revising its management of Edexcel programmes (para 1.19)			Common processes for all teams, course leadership, course boards
Due Date	31-Aug-2014			
Actual Outcome	Revised details included with HE Guide, revised arrangements in place for programme approvals, annual monitoring. Committee structure clarified to include common Boards across departments, standardised programme entries for web site. Central calendar for all boards and panels across higher nationals now held and monitored.			



	Code & Title	QP AFI 4.5.09 Rec: Deliberative structures for HE and distinct HE strategies	Progress Bar	Desired Outcome
Subject	The College establishes deliberative structures for higher education and distinct HE strategies (para 1.14)			Agreement from the Executive on the HE structure
Due Date	29-Aug-2014			
Actual Outcome	Committee structure agreed with terms of reference and standing agenda items, and reporting channels throughout the management structure. Clear articulation of structures in HE guide and College documentation. Separate procedures recognised for programme approval, annual monitoring, progression and examination boards. Learning and Teaching Standards Board re-convened to meet 3 times a year.			





	Code & Title	QP AFI 4.5.10 Rec: Tutorial policy and entitlement	Progress Bar	Desired Outcome
Subject	The College develops a consistent tutorial policy to ensure an equivalent entitlement for all HE students (para 2.7)			A consistent entitlement for all HE students which is then implemented and monitored 'Heart' programme adopted by all programmes
Due Date	29-Aug-2014			
Actual Outcome	Core entitlement published and implemented for College programmes. HEI programmes following partner requirements.			

	Code & Title	QP AFI 4.5.11 Rec: Information and guidance for placement and work based- learning	Progress Bar	Desired Outcome
Subject	The College develops a college-wide set of information and guidance documents for placements and work-based learning (para 2.32)			Consistent set of College materials, documents to be adopted by teams as relevant. HE Managers' Group agrees cohesive guidance and placement documents -Documents are shared and agreed by HEI partners where necessary
Due Date	29-Aug-2014			
Actual Outcome	Consistent handbook available, aligned to UK Quality Code for HE - approved by UoG.			

	Code & Title	QP AFI 4.5.12 Aff: Student engagement strategy	Progress Bar	Desired Outcome
Subject	Implementation of the recent HE Student Engagement Strategy and in particular the plan to establish students as full members of major committees in the College (para 2.9)			Representation on all relevant committees. Strong student representation including involvement in the SU. Strong links with partner student unions and NUS.
Actions		Actions Completed	Due Date	29-Aug-2014
Actual Outcome	Revised Student Engagement Strategy approved, this includes committee membership. HE Student Representation at Board Committees well embedded. Student Leadership Manager has designated responsibility for HE engagement. Elections for HE student representatives have started (Sept 2014)			

	Code & Title	QP AFI 4.5.13 Aff: Use of opportunities afforded by the Strategic Alliance with UoG	Progress Bar	Desired Outcome
Subject	Continuing to use proactively the opportunities offered by the Strategic Alliance with the University of Gloucestershire for the development of its HE (para 2.27)			On-going and developing, Associate Dean post, new course developments, better links at all levels
Due Date	29-Aug-2014			
Actual Outcome	All planned programmes have been validated in 2013/14. One further Fd scheduled for validation according to Strategic Alliance Operational Plan by 2016. Successful initial combined staff development day held. The College is well supported by colleagues from UoG.			

	Code & Title	QP AFI 4.5.14 Aff: Student involvement in the selection of learning materials	Progress Bar	Desired Outcome
Subject	Student involvement in the selection of some learning materials for their course (para 2.8)			Student representative consultative meetings with librarians and IT managers
Actions		Actions Completed	Due Date	29-Aug-2014
Actual Outcome	This continues. Examples of positive action include the purchase of additional texts and journals, opening of the staff Inspire Rooms for HE students to work in.			

	Code & Title	QP AFI 4.5.15 Aff: Collection of destination data, relations with alumni	Progress Bar	Desired Outcome
Subject	The plan to develop the collection of destination data and the relations with alumni in order to enhance the information for stakeholders (para 2.21)			Development of an alumni, possibly via the new website. Alumni web site launch. Improved data collection on exit.
Due Date	29-Aug-2014			
Actual Outcome	Destination data collected at HE Awards ceremony in November were asked for information (40% response rate) DLHE data collected through an external company - results shared with HE Managers. An alumni app is being developed to include capture of destination data. Within HE Strategy this has been deferred until December 2015.			
	Code & Title	QP AFI 4.5.16 Aff: Student involvement in quality assurance and enhancement	Progress Bar	Desired Outcome
Subject	At the programme level students are consistently represented and able to play an active role. In various contexts teaching staff involve students in making a contribution to quality assurance and enhancement. However representation of HE students on central College committees is by invitation and formally consists of the new post of HE representative on the Governors' Committee. Developing the student representation systems features in the list of enhancement activities. Although the team notes the recent draft Student Engagement Strategy, the committees in which this and other enhancement activities are discussed involve students only by invitation and there is as yet no deliberative forum that brings together staff and HE students for this discussion of such matters.			HE student representatives become full members of all relevant College committees . The student Engagement strategy is amended to reflect these changes and then fully implemented.
Due Date	29-Aug-2014			
Actual Outcome	College committees restructured with TOR specifying student membership. Student Leadership manager has responsibility for HE representation.			