

## QAA Higher Education Review Recommendations - April 2014

QAA Ref No.	Action	Direct Responsibility	Who is to Monitor	Measure of Success	Overall Timescale	Resource Implication	Progress	Outcome	
A3 1.10	Establish contextualised definitive programme specifications for students relating to all Higher National programmes which comply with Pearson's requirements and which include clear information on the number and level of credits required in each year of each programme	Head of Curriculum Development	Deputy C&Q	Draft and publish Programme Specifications within all (100%) student induction materials	Sept 2014	None	<p>Spreadsheet developed that will allow students and staff to identify the overall course grading.</p> <p>Alterations made after trial from feedback, to ensure ease of use.</p> <p>Spreadsheet made available via HE intranet site.</p>	<p>Differentiated spreadsheet has been created and made available to students via the college Moodle site.</p> <p>Course Leaders have discussed with students the process of grading for the overall course through induction supported by Head of Digital Learning &amp; HE.</p> <p>Students will be engaged through focus groups and surveys to quality assure approach.</p> <p>Quality Manager will review and audit use and 'fit for purpose' of spreadsheets</p> <p>EV's in-year (2014/15) are emphasising contextualisation</p>	

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								which has improved staff understanding.  Closed Off	
A – 1.35	Ensure the consistent application of the Internal Quality Assurance of Assessment (Verification) procedure for all higher education programmes	Quality Manager	Head of Curriculum Development	100% compliance with published procedure  Review and audit of procedure by August 2014 – supported by Quality Manager  <i>(if required) Re-draft Quality Assurance of Assessment (Verification) procedure</i>	Sept 2014		Procedure reviewed by Head of Curriculum Development, alongside the rules and regulations for Assessment practice from UCLAN and Pearson.	Procedure was deemed to be valid and appropriate, and met the requirements of UCLAN and Pearson.  Normal audit was carried out by the quality team during 2014/15, which showed that the IQA process is consistent across the college.	
B3 2.33	Strengthen arrangements for taking deliberate steps to enhance the quality of students' learning opportunities, including increasing the engagement of staff with the Quality Code	Head of Curriculum Development	Deputy C&Q	Review staff induction for HE delivery to include session on Quality Code  Identify current staff who require training on Quality Code	Jan 2015	Support from HR with respect to induction and training	Head of Curriculum Development is to hold briefing sessions for new staff to HE.  Quality Manager and Head of Curriculum	The college realises that this is an ongoing process and does recognise the need to continually promote the Quality Code to staff via HE development sessions each year.	

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				<p>Define Quality Code within Quality Management Cycle – with support from Quality Manager</p> <p>Enhancement opportunities are identified for all HE programmes.</p>			Development have scheduled a meeting in November 2014 to define the Quality Code within the Colleges Quality cycle.		
B7 – 2.77 QAA	Establish effective arrangements for making the name, institution and position of external examiners available to students and for making their reports available in full to students for all higher education programmes	Head of Curriculum Development	Deputy C&Q	<p>Course handbooks do contain the name, position and institution of external examiners in line with the standard format for HE handbooks.</p> <p>Review current EV reports to identify any 'conflict' issues</p> <p>Request individualised or redacted EV reports</p> <p>Publish 100% of EV reports within Moodle</p> <p>Raise student awareness of EV</p>	Jan 2015	Support from Quality Manager	<p>The name of the External Examiner, if known at the time of publishing the course handbook, will be added into the handbook and Course Moodle site as specified in the agreed template.</p> <p>If the handbook is published without the External Examiner name and position, then when known this will be posted onto the course Moodle site.</p>	<p>EV reports available in the relevant Moodle area for each course.</p> <p>EV details in handbooks and via reports.</p> <p>Closed Off</p>	

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				reports			External Examiner reports will be made available via the course Moodle site.		