

## QAA HIGHER EDUCATION REVIEW ACTION PLAN 2015/16

Tyne Metropolitan College

Recommendation, affirmation or good practice	Action to be taken	Date for completion	Action by	Success indicators
<b>Recommendation</b>				
<ul style="list-style-type: none"> <li>Ensure that all students are aware of and have access to external examiner reports (Expectation B7).</li> </ul>	After consultation with College Staff and learner representative a procedure confirming how the reports will be made available to students to be prepared approved and published on Moodle	May 2015	SLT / HoQI	Method to be agreed and associate procedure approved and published
	College staff and student representatives to agree what vehicle ensure sufficient access is made available to enable learners to benefit from reading the reports	June 2015	DP FCD / HoQI	Students ability to accurately articulate the purpose of External Examiner Reports
	Procedure to be implemented and quality monitoring / routine checks to be completed to ensure full implementation	June 2015	DP CBD / HoQI	Full implementation and access to External Examiner Reports for all higher education students
<ul style="list-style-type: none"> <li>Ensure that teaching observations reflect the needs of higher education staff and students (Expectation B3).</li> </ul>	Establish a 'task finish' group to consult teachers and student representatives regarding higher education teaching observation needs	July 2015	SLT / HoQI	Method to be agreed
	Procedure confirming approach and protocols attributed to teaching observation of higher education staff to be agreed and published on Moodle	September 2015	DP FCD / DP CBD / HoQI	Approved procedure and associated paperwork to be published
	Staff briefing sessions to be scheduled. Guidance to be provided to students	September 2015	HoQI	Learner and teacher awareness
	Procedure to be implemented and monitored	September 2015	HoQI	Evidence of procedure implementation and corresponding documentation / data analysis. Improved insight to higher education teaching standards.
	Evaluation of procedure. Amendments to be discussed / agreed	May 2016	SLT / HoQI	Revision of procedure

Good practice				
<ul style="list-style-type: none"> <li>The effective engagement with local and regional employers in the strategic design and development of programmes that are appropriate to their needs (Expectations B1, A3.4 and Enhancement).</li> </ul>	<p>Continue to develop and further enhance existing links with employers via forums, meetings and networks</p>	September 2015	DP CBD / HoLI	<p>Evidence of continued collaboration in meetings and currency of curriculum in meeting employer's needs.</p> <p>Continued high levels of positive learner destinations.</p>
<ul style="list-style-type: none"> <li>The effective use of the Higher Education Gateway to provide students with guidance, support and resources to facilitate their development and achievement (Expectation B4).</li> </ul>	<p>Continue to work with the University of Sunderland to further enhance the quality of guidance, support and resources available</p> <p>Encourage staff to visit higher education providers to identify 'best practice' opportunities for development</p> <p>Open a new HE independent Learning Zone</p>	November 2015	HoLI	All higher education students to continue to receive appropriate guidance, support and access to resources leading to higher levels of performance and learner achievement / satisfaction.
<ul style="list-style-type: none"> <li>The wide variety of staff development opportunities directly linked to employer needs that enhance the higher education provision (Expectation B3).</li> </ul>	<p>Continue to monitor improvement and innovation within practice as well as opportunities for excellence to be shared and development needs addressed</p> <p>Establish and Innovation and Improvement Forum for key staff to review performance and agree enhancement strategies</p>	October 2015	DP CBD, HoLI, HoQI	Evidence of forum and corresponding documentation / data analysis and training and development plan.
<ul style="list-style-type: none"> <li>The extensive use and review of feedback mechanisms to identify and respond to student needs (Expectations B5 and Enhancement).</li> </ul>	Continue to provide extensive feedback and respond to opportunities to further enhance existing mechanisms	January 2016	HoQI	Identification of innovation and areas for improvement reported. Opportunities for development created to support ongoing enhancement in assessment practice.
<ul style="list-style-type: none"> <li>The effective use of live assignment briefs and projects that develop students' employability skills and make positive contributions to local employers (Expectations</li> </ul>	Continue to develop and further enhance the use of live briefs across higher education programmes	January 2016	DP CBD / HoLI	<p>Use of live briefs and employer contribution evidenced in curriculum plan.</p> <p>External examiner reports to acknowledge relevance of curriculum in terms of meeting</p>

B6, B4 and Enhancement).				employer needs.
<b>Affirmation</b>				
<ul style="list-style-type: none"> <li>The steps being taken to improve the institutional oversight, tracking and completion of actions raised in external examiner reports (Expectation B7).</li> </ul>	Further develop and enhance mechanisms surrounding the oversight and tracking of actions raised by external examiners	December 2015	HoQI	<p>Institutional oversight of External Examiner Reports.</p> <p>Quality Improvement planning at all levels will clearly articulate impact of actions leading to rapid and sustainable improvement and sharing of best practice.</p>