

**QAA HER 2017  
ACTION PLAN**

<b>FINDINGS</b>	<b>ACTION</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY</b>	<b>SUCCESS INDICATORS</b>	<b>PROGRESS</b>
<b>Good Practice</b>					
The strong collaborative ethos leading to a multi-denominational environment which enriches the student learning experience (Expectation B4)	Review structures with a view to deepening collaborative working	By Sept 2018	President Principals	Review complete and conclusions implemented Possible regular senior management meeting considered	Issues identified
The focused learning support which meets the needs of a diverse student body (Expectation B4)	Continuing development of study skills and language support	Sept 2017 onwards	OC Principal Learning Resources Tutor	Programmed support opportunities Student feedback Statistical data on such issues as plagiarism	Timetabling and session planning in hand
	The use of PDPs to ensure individual support as required	Sept 2017 onwards	OC Principal		PDP template agreed
<b>Affirmations</b>					
The steps being taken to strengthen admissions criteria in relation to English language and study skills (Expectation B2)	Analysis of data on student admissions and yearly review of admissions policies	Jan 2018 onwards	OC Principal Registrar All academic staff	Satisfactory progression and completion rates	Yearly review processes already in place
The move to a regular and consistent schedule for the consideration of data by Committees at relevant points in the	Data to be considered in Jan and Feb each year: Board, Staff Away Day, Prog Cttee	Begun Jan and Feb 2017	Registrar President	Reports received and discussed, and any necessary actions agreed	Processes already in place

academic year (Expectation B8)	Admissions data considered regularly by Man Cttee	Ongoing	Registrar		
<b>Recommendations</b>					
Make more explicit in committee agendas and minutes where decisions are taken and where consideration of data takes place (Expectation A3.3)	Prog Cttee to take formal responsibility for data consideration and agreeing any resulting actions  Board and staff meetings to discuss and advise	Jan and Feb 2018	President	Clear agendas and minutes	Processes already in place
Strengthen the academic staff appraisal process to include student feedback and performance data (Expectation B3)	Improve appraisal processes ensuring that annual consideration is given to feedback and data	May 2018 onwards	President Principals	Appraisal reports and outcomes reflect the use of feedback and performance data	Discussion to take place at Principals' meeting
Strengthen student representation, improve training for representatives and further develop the processes for closing the feedback loop (Expectation B5)	Coordinate the work of student body reps and student prog reps  Develop job descriptions and resource these as needed  Improve communication including the feedback loop	2017-18	President Student President	Increased student awareness of their reps and of actions taken in response to feedback  Clear job descriptions in place together with support and training for student reps	Initial discussion between President and Student President
Develop an implementation plan for the Learning and Teaching Strategy	Trustee, college and staff consultations to develop a new L&T	2017-18	President	New L&T strategy agreed by trustees and colleges	Initial discussion at Staff Away Day Sept 17

(Enhancement)

Strategy with an implementation plan

Clear implementation actions and timescale

*September 2017*