

Bexhill College QAA Review Action Plan 2016

Recommendation, affirmation or good practice	Action to be taken	Date for completion	Action by	Success indicators
<p>The highly personalised learning, teaching and support to develop students' academic, professional and personal skills (Expectations B3 and B4).</p>	<p>To continue to develop good practice through maintaining and developing personalised support that enables individuals to develop their academic, professional and personal skills and to monitor and develop this through student staff liaison meetings.</p>	<p>July 2017</p>	<p>Lead student representative HE Manager Course Tutors</p>	<p>The highly personalised learning, teaching and support to develop students' academic, professional and personal skills continue to be identified in student feedback.</p>
<p>Formally document college processes for the approval of their higher education provision (Expectation C)</p>	<p>Develop and implement a signing off process for approval of HE information by Principal, Vice Principal, HE manager, Representative for awarding body and Student representative</p>	<p>July 2016</p>	<p>Vice Principal and HE Manager</p>	<p>Process for approval of information about higher education provision is formally documented</p>

<p>Establish terms of reference, membership and formal reporting lines for the higher education deliberative structures (Expectation A2.1)</p>	<p>Create terms of reference that describe the purpose and structure of the HE committee clarifying its scope /responsibilities, reporting lines and membership.</p>	<p>Sept 2016</p>	<p>Senior Leadership Team</p>	<p>Terms of reference, reporting lines and membership for the HE committee are established and strengthen the effective framework for overseeing the academic standards for HE.</p>
<p>Formalise staff-student liaison committees and establish full student membership of formal higher education deliberative structures , to strengthen student engagement as partners in quality assurance and enhancement (Expectation B5)</p>	<p>Record and document further- the membership, agenda and minutes of meetings between the course coordinators and student representatives to establish a more formalised staff liaison committee. Include full student representative and membership of the HE committee.</p>	<p>Sept 2016</p>	<p>Senior Leadership Team and HE manager Lead Student Representative</p>	<p>Student staff liaison meetings are formally established with agendas and meeting recorded. HE committee includes lead student representative membership and focus of involving students in deliberative process included in terms of reference.</p>

<p>Establish formal documentation setting out the college monitoring and review process for the higher education programmes (Expectations B8 and C)</p>	<p>Bexhill College policy written on how the review and monitoring process is undertaken and validated for HE programmes clarifying responsibilities.</p>	<p>Sept 2016</p>	<p>HE review and Policy is established and used to ensure rigour is applied to operational governance and responsibilities are clear.</p>
<p>Establish clear links between institutional strategic objectives and enhancement activities, and formally monitor and evaluate the impact on student learning (Enhancement)</p>	<p>Document the enhancement activities against the strategic objectives. Use the strategic objectives to monitor the enhancement activities and record the impact on students learning opportunities.</p>	<p>Dec 2016</p>	<p>Links made to the strategic plans objectives to enhance learning are used to plan learning opportunities and the impact of these has been measured</p>

Action planned developed by



HE manager : Louise Davison

Student representative : Darryl Kidd

Vice Principal: Linda Johnson



13/06/16

Head of provider sign off

Principal Karen Hucker signature



date

13/6/16