

GIHE UK Ltd - Action plan following HER (AP) April 2019

1 Findings	2 Actions to be taken	3 Date for completion	4 Action by	5 Success indicators	6 Progress (add date of review)
Good practice					
The significant contribution of the Practical Arts course in preparing students for internships, further study and professional practice (Expectation B3 and Enhancement).	Continue to maintain the focus of Practical Arts as a foundations for preparing students for the industry and their education Industry Advisory Board continue to influence the design and scope of the programmes to meet industry standards	Ongoing	Academic Dean Industry Advisory Board	<ul style="list-style-type: none"> • Continued student satisfaction with the design of the component parts of the BBA programme, measured through student feedback surveys • Feedback from employers and internship providers regarding suitability of candidates 	
The impact of Communities of Practice in enhancing teaching and learning across campuses (Expectation B3 and Enhancement).	Continue to promote the use of CoPs and monitor and record outcomes	December 2019	Programme Managers, Faculty	<ul style="list-style-type: none"> • Engagement with CoPs (% faculty members engaged) • Outcomes – proposals to Programme Committee resulting from CoPs; approved changes resulting from proposals from CoPs 	
The wide range of strategic and operational approaches to supporting students which enables them to develop their academic, personal and professional potential	Continue good practice with regards to student induction; student information; drop in sessions for support services; non-academic workshops	December 2019	Programme Managers, Faculty, Student Affairs, Career and internship	<ul style="list-style-type: none"> • Student feedback via Course Review and Evaluations each semester, End of Semester Survey with analysis of trends each semester for comparison • Induction feedback survey 	

(Expectation B4).	and tutorial support		Department; Personal Tutors	<ul style="list-style-type: none"> • Student feedback via Class Rep Meetings • Student Ambassador feedback and input 	
The exceptional internship and networking opportunities available to students (Expectations B4, B10 and Enhancement).	Build further links with industry partners for guest speaker, internship and recruitment opportunities	December 2019	Career and Events Co-ordinator; Career and internship Department	<ul style="list-style-type: none"> • Data relating to % successful internships for students • % job seeking graduates with job offer • Feedback from industry partners and students relating to Career and Recruitment Day 	
The detailed and comprehensive information on assessment, which helps to promote a full understanding of the process for staff and students (Expectation B6).	<p>Continue work within Communities of Practice</p> <p>Faculty Development around assessment. Standardise Moodle pages to ensure assessment information is available and clear to students.</p> <p>Induction for new staff to include information and training around student assessment.</p>	December 2019	Communities of Practice; Programme Managers; Faculty; Personal Tutors	<ul style="list-style-type: none"> • Periodic and systematic review of all Moodle pages against a checklist to ensure consistency and clarity each semester. • Student feedback on each course (inc. assessment) via Course Review and Evaluation each semester. • New starter feedback concerning staff induction. 	
The strategic and integrated approach to the enhancement of student learning opportunities (Enhancement).	<p>Continue to promote a full offer of integrated and applied learning opportunities.</p> <p>Investigate new</p>	December 2019	Programme Managers, Career and Events; Student	<ul style="list-style-type: none"> • Review the quality of opportunities available to students each semester via the Events Calendar. • Student feedback via End of Semester survey, Class Rep Meetings and feedback from 	

	opportunities for continued enhancement including student visits, guest speakers, workshops.		Affairs	Student Ambassadors and the Student Government Association.	
Recommendations					
By October 2019: • ensure that all approved academic policies and procedures include clearly stated implementation and revision dates (Expectation C).	Work within the governance structure to ensure all academic policies and procedures go through correct review and approval process to be implemented by October 2019; Dates are shown on all insight MyGuidance documents.	October 2019	Academic Dean, Campus Director and Managers	<ul style="list-style-type: none"> Review of all academic policies and procedures which are all located in a secure online repository with clearly stated implementation and revision dates 	
Affirmation					
The steps being taken to formalise the documentation for programme development, approval, monitoring and review (Expectation C).	Academic Quality Framework is currently under review and will go through the Academic Board in November 2019 for 2020.	November 2019	Academic Dean, Campus Director and Managers	<ul style="list-style-type: none"> Publication of an approved Academic Quality Framework for implementation in 2020 	