

ACCESS CREATIVE COLLEGE
Higher Education Review Action Plan 2018-19

1. Findings	2. Actions to be Taken	3. Date for Completion	4. Action by	5. Success Indicators	6. Progress
Recommendations					
<p>Ensure the requirements of the regulatory frameworks for the award of credit and qualifications of its degree-awarding body are met (Expectation A2.1, A3.2).</p>	<p>The membership and attendance at all exam boards will be checked and confirmed before the board takes place. This will be carried out by the Head of HE Development and the link tutor from BCU.</p>	<p>May 2018</p>	<p>Head of HE Development BCU Link tutor</p>	<p>All exam boards will meet awarding body regulatory requirements.</p>	<p>Level 5 exam board held on 07-03-18 membership and attendance was quorate and met requirements. Level 4 exam board held on the 16-5-18 members of the teaching team attended via google hangout if not in person. Level 6 exam board held on 09-10-18 and was quorate.</p>
<p>Develop and implement policies and procedures that will ensure that information is fit for purpose, accessible and trustworthy, and meets statutory and regulatory requirements. (Information, Expectation A2.2, B2)</p>	<p>Establish a deliberative committee with oversight of marketing and admissions with a remit to ensure validity of public information. Introduce a review of all current public information. Review and actions to be presented to the Marketing Admissions Recruitment Group.</p>	<p>May 2018</p>	<p>Executive Board Chief Operations Officer Head of HE Development Marketing team</p>	<p>All public information to be clear, accessible and meet regulatory requirements and match CMA requirements</p>	<p>A marketing, admissions and recruitment group (MARG) has been established. This group has oversight and responsibility for all marketing, publication of marketing literature, and ensuring the accuracy of public information. Terms of reference for</p>

					<p>this group are being further reviewed in light of further changes to working group structure</p> <p>New Access Creative College website is now available and all HE information has been updated. In Sept 2018, the website is scheduled to be updated again with HE having its own designated section.</p> <p>The new ACC website has been launched and HE now has its own designated drop down menu.</p>
<p>Develop and implement internal periodic review processes which meet the requirements of the degree-awarding body (Expectation B8)</p>	<p>Higher Education Committee to develop and instigate a periodic review. The review will consider course documentation, module reviews, annual programme reviews and annual evaluative reviews.</p> <p>Establishment of a new HE Staff Board</p>	<p>May 2018</p>	<p>Head of HE Development</p> <p>Director of Quality and Learner Services.</p>	<p>HEC met on the 10-04-18 to discuss increasing the effectiveness of the committee in maintaining educational oversight. After this meeting, the decision was taken to disband the HEC and replace with a Higher Education Curriculum Team (HECT) with more focus on curriculum, student progress and</p>	<p>TOR for the new HECT have been sent to the Chief operations Officer for approval 04.07.2018.</p> <p>TOR have now been approved 10.07.2018. First meeting will take place 10-09-2018.</p> <p>First HECT meeting has taken place. First HECT meeting for Norwich FD provision has been scheduled for 06.11.18</p>

	Appointment of a new Director of Quality and Learner Services.			<p>standardisation and effectiveness of curriculum documentation. This board will be key in the process of periodic review.</p> <p>Process of periodic review to be developed to enable an effective review process.</p>	<p>New Director of Quality and Learner Services appointed. The director will chair a new quality group: Learner Experience and Quality Review (LEQR).</p> <p>The first LEQR meeting took place 24.10.18</p> <p>As the partnership with BCU has been dissolved and a one year designated teach-out agreed, there will not be a periodic review for the BCU provision. Future periodic reviews for planned FD provision will take place using NTU's quality and reviews processes.</p>
Review and revise the terms of reference and operation of deliberative committees. To ensure effective oversight of higher education programmes and that	Reviews of the TOR for the majority of deliberative committees have taken place and 2 new deliberative committees have been developed.	May 2018	Chief Operations Officer Head of HE Development	Effectiveness of oversight for all aspects of HE to be improved. This will include review of documentation	<p>The terms of reference for the MARG and CDG are being reviewed.</p> <p>The first solely HE</p>

<p>degree-awarding body requirements are met (Expectation B8, A2.1, A3.2, B6)</p>	<p>Marketing and Admissions Group (MARG) The MARG will report directly to the board to ensure oversight of activities.</p> <p>Curriculum Development Group (CDG) The CDG will have a separate meeting that covers HE and the AD4 provision. CDG will report directly to the AtM board to ensure oversight of activities.</p> <p>Higher Education Curriculum Team (HECT) will increase the review activity it undertakes to maintain Educational Oversight. The focus of this group will be more curriculum based focusing on student issues and teaching and learning. Review of terms of reference to take place.</p>		<p>HE Course Director</p> <p>Director of Quality and Learner Services.</p>	<p>relating to awarding body requirements. Public information and curriculum development</p>	<p>dedicated CDG meeting took place 17-05-2018.</p> <p>A new Higher Education Management group (HEM) took place 11-09-18. TOR approved</p> <p>HE is now included as part of the regular CDG. This was to ensure the profile of HE is raised across other areas of the college. A meeting, that included HE, took place on 17.10.18.</p> <p>TOR for HECT sent for approval 04.07.2018. TOR now approved.</p> <p>TOR for LEQR waiting for approval.</p>
<p>Develop and implement internal procedures to ensure the maintenance of definitive records of each programme and qualification validated by the degree-awarding body (Expectation A2.2)</p>	<p>All Course handbooks and related documentation to be checked and approved. This will ensure links between programme and module outcomes are specified.</p>	<p>September 2018</p>	<p>Head of HE Development</p> <p>HE Course Director</p>	<p>Clear links between programme and module learning outcomes are established and published</p>	<p>Handbooks and related documents for 2018-19 will be approved for release to students in September 2018.</p> <p>HECT took place</p>

					<p>10-09-2018 to review and update module handbooks</p> <p>A standardised template was issued and handbooks checked by the Course Director</p>
<p>Articulate and consistently apply internal processes to identify, prioritise and address issues identified in monitoring and review (Expectation B8)</p>	<p>The college Annual Evaluative Review (AER) will reflect and address issues raised in Programme Annual Reports along with Student Academic Board meetings, Exam Board reports, Link Tutor Reports and Peer Observation reports.</p> <p>All actions identified to be prioritised and monitored to assess impact on learning opportunities and teaching practices.</p>	<p>September 2018</p>	<p>Head of HE Development</p> <p>HE Course Director</p>	<p>Outcomes of reviews are used to enhance Higher Education provision with a focus on student learning opportunities and teaching practices.</p>	<p>The Annual Evaluative Review has been updated to include Programme Annual reports and an enhancement action plan.</p>
<p>Establish appropriate written agreements with support providers to manage risk and secure service level arrangements that safeguard the provision of learning opportunities for students (Expectation B10)</p>	<p>Director of Estates to consult with all support providers, such as recording and rehearsal studios.</p> <p>Draw up a written agreement for support providers</p>	<p>September 2018</p>	<p>Director of Estates</p> <p>Head of HE Development</p>	<p>All support providers to have written agreement in place to ensure continuity and security of delivery.</p>	<p>Director of Estates has contacted service providers to organise signed Premises Licence agreements for the use of venues and music studio's.</p> <p>Both licence agreements are in place for this academic year.</p> <p>For example Mushroom</p>

					<p>recording and rehearsal studio that support the 2 year accelerated performance degree programme. Plug Studios that will support the Foundation Degree in Music Performance at the AtM Norwich centre.</p> <p>Both agreements are now signed and in place.</p>
<p>Develop and implement deliberative structures and effective internal processes to design, develop and approve programmes (Expectation B1, A3.1)</p>	<p>In consultation with the Executive and awarding bodies, develop new system for programme design and approval.</p> <p>All programmes to be approved before students are enrolled. No new programmes to run without prior validation/approval.</p>	<p>September 2018</p>	<p>Board of Directors Chief Operations Officer Head of HE Development Heads of Departments Director of Quality and Learner Services.</p>	<p>Processes are in place to approve and review the validity and relevance of programmes.</p> <p>Programmes approved and validated prior to students beginning their course of study.</p>	<p>A Curriculum Development Group (CDG) has been established. Terms of reference have been approved. The CDG will cover HE and FE but a separate meeting was held for HE provision (17-05-2018).</p> <p>The CDG will cover HEI's who act as validating and franchising partners. It will also cover validating bodies who validate any level 4 provision such as 'Rockschool' for AD4 Artists Development.</p>

					<p>The CDG will have oversight and responsibility for developing and reviewing viability of new and existing provision.</p> <p>A new working group has been established (HEM) to oversee HE management.</p>
<p>Ensure that the college publishes assessment practices and procedures which are clear, comprehensive and consistent (Expectation B6, A2.1)</p>	<p>Module handbooks and related assessment procedures to be reviewed and approved before being made available to students. Clear assessment procedures to be published and maintained within validation guidelines.</p>	<p>September 2018</p>	<p>Head of HE Development</p> <p>HE Course Director</p> <p>HE Course Tutors</p>	<p>Production of clear assessment information in line with awarding body regulations.</p>	<p>Handbooks and related documents for 2018-19 will be approved for release to students in September 2018.</p> <p>HECT meeting took place(10-09-2018 to review and update module handbooks</p> <p>A standardised template was issued and handbooks checked by the Course Director</p>
<p>Use the outcomes of review processes to assure and systematically enhance the provision of learning opportunities and teaching practices (Expectation B3, B8, Enhancement)</p>	<p>The scope of the Annual Evaluative Review (AER) will be increased to include the Annual Programme Reviews . Further analysis of data and issues raised in reviews will be used to improve and enhance provision.</p>	<p>September 2018</p>	<p>Head of HE Development</p> <p>Director of Quality and Learner Services.</p>	<p>Clear use of the review processes to enable a positive impact on learning opportunities, teaching practice and enhancement. Systematically using</p>	<p>AER now reflects Programme Annual Reviews and includes an Enhancement Action Plan which pulls together issues and good practice from all</p>

				internal/external feedback to inform actions for enhancement. These can include: module reviews, programme annual reviews, NSS, Student Academic Board, External Examiner reports, Link Tutor reports.	sources of feedback.
Develop and implement a strategy that will systematically identify and introduce enhancements to students' learning opportunities and embed this at all levels within the institution (Enhancement)	Produce a College Enhancement action plan. Review of Enhancement Action Plan at relevant deliberative committees	September 2018	Executive Board of Directors Chief Operations Officer Head of HE Development Director of Quality and Learner Services.	College Enhancement Action Plan agreed by College Board and Implemented Impact of Enhancement initiatives can be reviewed strategically.	HE Enhancement Action Plan now in use and will be a part of the AER and regularly updated as it is a live document. There is a visual representation of the sources of feedback, both internal and external, and how they are reported on (HE Curriculum Enhancement procedure).
By May 2019: ensure the revised governance structure is used effectively in confirming the accuracy of information (Expectation C).	All marketing to be passed by the MAR group	May 2019	Head of HE Development Head of Marketing & Business Development	All printed and website information to be accurate and reflected on the UCAS site	Regular checks of Degree information are being carried out