



City and Islington College Review of College Higher Education 2013 Action Plan

How we will respond to the recommendations made					
	Recommendation	Report Ref.	Action / Commentary	Lead	Deadline / Timescale
1	Establish and embed robust arrangements for the communication of consistent information to students in relation to assessment.	Para 1.12	<p>The College has established clear arrangements for assessment support to ensure parity and rigour within the assessment process. A definitive assessment grid/schedule has been developed for HE courses so that there are robust arrangements for the communication of consistent information to students in relation to assessment. This summarises all of the assessments for the course, including the deadline for submission.</p> <p>A staff development session at the next HE Professional Development Day was held, which focused on the arrangements for the communication of consistent information to students in relation to assessment.</p>	HE Manager HE Quality Manager HE Manager	Completion by the start of the 2013-14 academic year <u>Progress: Completed</u>
2	Work with awarding bodies and organisations to ensure that all Memoranda of Agreement and Memoranda of Understanding are signed and dated before the start of the academic year to which they relate.	Para 1.17	<p>Work has taken place with awarding bodies and organisations as a priority to address the completion of all outstanding Memoranda of Agreement and Memoranda of Understanding.</p> <p>A comprehensive log of all Memoranda of Agreement and Memoranda of</p>	HE Manager / HEBFPC	Completion by the start of the 2013-14 academic year <u>Progress: Completed</u>

			Under the new arrangements for enrolment students would be fully enrolled from the start of their course even if their fees had not yet come through.		
6	Develop an action plan to implement the recently developed e-learning strategy	Para 2.24	The College has produced an action plan to accompany the recently developed e-learning strategy, which includes time-specific actions.	Deputy Director Teaching and Learning / E-Learning Manager	Completion by the start of the 2013-14 academic year <u>Progress: Completed</u>
7	Ensure that all action plans include deadlines	Para 2.24	This recommendation refers to the action plan for the e-learning strategy. The College has ensured that all action plans include deadlines.	Deputy Director Teaching and Learning / E-Learning Manager	Completion by the start of the 2013-14 academic year <u>Progress: Completed</u>
8	Review the quality assurance processes for the annual updating of course handbooks so that information is complete and up to date	Para 3.2	A process has been established to sign off all Course Handbooks before the start of the course in order to ensure that information is complete and up to date. A log of all course handbooks has been created that will be monitored by the HEQSC.	HE Manager / HE Quality Manager HE Quality Manager	Completion by the start of the 2013-14 academic year <u>Progress: Completed</u>
9	Further embed its higher education quality assurance arrangements against the expectations of the UK Quality Code for Higher Education	Para 1.5	The College has undertaken a comprehensive gap analysis / mapping exercise of its higher education quality assurance arrangements against the expectations of the Quality Code	HE Manager / HE Quality Manager	Completion by the start of the 2014-15 academic year <u>Progress: Completed</u>
10	Support the partnership between student representatives and the college, and the implementation of the student engagement strategy through	Para 2.5	In partnership with the student body the College will continue to review the present structures to support student engagement and will provide timely training for students	Student Engagement Manager	Completion by the start of the 2014-15 academic year

	timely training		and staff.		<u>Progress: Completed</u>
How we will capitalise on Good Practice identified					
1	The annual summary of comments from external examiner reports presented to the Higher Education Quality and Standards Committee	Para 1.8	The College recognises the importance of externality in quality assurance processes and will continue to produce an annual summary of comments from external examiner reports, This forms part of the annual HE review that is considered by the Senior Management Team.	HE Quality Manager	Ongoing
2	The introduction of internal college panels to consider documentation for the validation and periodic review of programmes prior to their formal consideration by the awarding university	Para 1.20	The College is seeking to further develop and spread staff expertise and awareness of the processes of validation and periodic review across the College and will explore the potential to involve a wider pool of internal staff in within these processes. Several members of staff have already participated as observers on university review panels.	HE Quality Manager	Ongoing
3	The effective involvement of employers in programme development, approval monitoring, delivery and assessment design	Para 2.25	The College will continue to involve employers in programme development, approval monitoring, delivery and assessment design.	HE Manager	Ongoing

Acronyms

HEBFPC – Higher Education Business and Financial Planning Committee

HEQSC – Higher Education Quality and Standards Committee