

Higher Education Review (Embedded Colleges): Action Plan



Keele University International Study Centre action plan relating to Higher Education Review (Embedded Colleges) of February 2017							
Good practice	Action to be taken	Target Date	Action by	Success indicators	Reported to	Evaluation	RAG
The application of good practice shared across the ISC network to enhance the appraisal process and develop peer observation. (Expectation B3)	Continue to enhance practice within the Centre and across the ISC network in the north through the facilitation of joint observations and peer observations.	August 2017	KUISC Head of Centre in conjunction with northern HoCs	Managers and tutors have participated in cross-Centre observations. Observation documents and appraisals record good practice/areas for development.	QAEG/RQAEG	Review and further development of Learning and Teaching Strategy.	
	KUISC Tutor participation in tutor peer observations with Keele Management School.	June 2017	KUISC Business and Economics tutor	Records of good practice/areas for development. Sharing of experience with Centre Tutors.	Curriculum Committee/ QAEG	Feedback from transitioned students indicates good level of satisfaction with preparation for progression.	
	Facilitate sharing of good practice in relation to learning and teaching through cross-Centre activities.	December 2017	KUISC Head of Centre in conjunction with northern HoCs	KUISC participation in northern ISC CPD activities.	QAEG/RQAEG	Positive feedback from participating staff. Achievement of appraisal objectives related to learning and teaching. Maintain high levels of progression.	

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The 'whole-centre' approach to learning and teaching which is designed to ensure that every student has an equitable, challenging and enriching experience. (Expectation B3)	Implement Learning, Teaching and Assessment Strategy and implement review cycle	December 2017	KUISC Head of Centre	Tutor review of implementation indicates good engagement and roll out of strategies.	QAEG/RQAEG	Strategy review identifies success and impact and areas for further development to be added to the strategy itself.	
	Continue Curriculum Committee events that focus on learning and teaching development and enhancement of student experience across all subject pathways.	August 2017	KUISC Head of Centre		QAEG/RQAEG	Positive student feedback on learning experience in surveys. Maintain high levels of progression.	
	Continue to develop resources for KLE and e-learning across all pathways to enhance student learning and preparation for progression	October 2017	KUISC E-learning Champion in conjunction with tutors	All modules meet the Provider minimum expectations for VLE. Some modules will meet the Centre's enhanced expectations for VLE.	Curriculum Committee/ QAEG	Positive student feedback on learning experience in surveys. Good feedback from VLE audits.	
	Continued support for AES tutors to ensure high quality learning experience for students and accurate assessment judgements.	September 2017	KUISC Head of English	Good participation in English meetings by all AES tutors. High level of compliance in participation in network AES standardisation activities.	Curriculum Committee/ QAEG	Positive feedback from External Examiner in meetings and reports. Positive feedback from ISC network's English Co-ordinator	

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	Implement Career Ahead using innovative approaches to activities to encourage student self-reflection and development of Employability Skills.	September 2017	KUISC Head of Centre in conjunction with tutors	At least 85% of students complete questionnaire, development plan and create/enhance their CV/profile. Good levels of participation in development events. about their experience.	QAEG/RQAEG	Student feedback indicates that they value the opportunity and feel that their ability to reflect on their performance and to plan their own development has been enhanced.	
The effective operation of the systems in place to engage students as partners in the assurance and enhancement of their educational experiences. (Expectation B5)	Continue to highlight the contribution of Student Representatives/ Lead Student Representatives (LSRs) and support their engagement in the Centre's Quality Assurance and Governance Structure.	August 2018	KUISC Head of Centre	Continued high levels of Student Representative attendance at SSLC and engagement in discussion on enhancing the students learning experience. Continued chairing of QAEG by Lead Student Representatives.	SSLC/QAEG/RQAEG	Student feedback indicates that Representatives have been effective and that Student Reps have enhanced their skills as a result of their role and responsibilities.	
	Facilitate attendance of Lead Student Representative at the Study Group Student Council meetings.	August 2018	KUISC Head of Centre	Lead Student Representative attended Student Council meeting and has contributed to discussions.	SSLC	Lead Student Representative feedback that experience was positive and worthwhile in presenting the views/perspectives of KUISC students and identifying potential improvements/enhancements.	

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	Continue to promote and support the role of Link Students within the Centre.	June 2018	KUISC Head of Centre	2017 progressing students take up roles of Link Student and participate in induction and subject activities.	SSLC/QAEG/RQAEG	KUISC students value the contribution of Link Students in settling into the Centre and preparing for transition.	
Affirmation	Action to be taken	Target Date	Action by	Success indicators	Reported to	Evaluation	RAG
The steps being taken in partnership with the University to improve the quality and consistency of student data with regard to tracking students' progress over their degree courses. (Expectation B4)	Liaison with Governance and QA colleagues at Keele University to gain more detailed and consistent data sets.	May 2017	KUISC Head of Centre	Consistent data sets of performance of progressed students by pathways are available for the Centre.	QAEG/RQAEG	Format of data sets enables analysis of student performance post study in KUISC.	
	Review data for analysis with the University.	September 2017	KUISC Head of Centre	Analysis of data is available for discussion with tutors.	QAEG/RQAEG	Analysis to inform review and evaluation through AMR.	
	Use Link Tutor insights to get at the underlying causes of any under-performance.	November 2017	KUISC Head of Centre	Link Tutor Reports through Joint Boards of Study provide insights into performance of recently progressed students and 2017 graduates.	QAEG/RQAEG	Analysis to inform review and evaluation through AMR.	