

Institutional Action Plan

Medipathways – 14 October 2015 for PUBLICATION POST HER 2015 REVIEW

SUMMARY -- ALL ACTIONS ARE MONITORED AND PLAN IS ON TRACK MEETING DATES PROVIDED				
Recommendation, affirmation or good practice	Action to be taken	Date for completion	Action by	Success indicators
1. Good Practice appointment and retention of strongly motivated, well-qualified and dedicated staff (B3)	Review recruitment processes using sector references and benchmarks such as UKPSF to determine any developments required	December 2015	SMT	SMT oversee completion of actions Successful recruitment activity confirming staff in post(s)
	Review staff retention data	Sept 2015	SMT	At least 90% staff engage in staff forum
	Co-ordinate feedback and intelligence gained from such as the staff conversations on progress, staff appraisal (PDR) process, staff forum, to inform development of a College HR / Staffing Policy.	Sept 2015	SMT	Positive external review of the proposed staffing policy Positive reviews Operational Policy, Recruitment to target
	Undertake external review of the Staffing Policy before use, introduce with staff, Implement College HR / Staffing Policy	March 2016	SMT	Retention figures are at least maintained for each group : academic delivery staff, professional support staff
	Undertake annual review of Policy	January 2017	SMT	Annual Policy review recommends no major changes
2. Good Practice the support for students in achieving their career goals, including the promotion of external extracurricular learning opportunities (B4)	Plan expansion of the number of appropriate opportunities available.	August 2015	DTL	Extracurricular Programme extended
	Identify likely opportunities for business development and pursue 10 new developments over the year,	Sept 2016	MD / SMT	Student satisfaction indicated in feedback sought
	3 new opportunities to expand extracurricular learning opportunities for the new term start	November 2015	SMT	Target met with number of Business developments increasing opportunities
	Review extracurricular learning activity developments with students and staff	October 2016	DTL	Positive reviews from students and staff for expanded programme
3. Good Practice the high level of academic and IT support for all students and in particular the Medimentors scheme (B4)	Review the support activity in Programme Annual Monitoring	Sept 2015	Mediment or co-ordinator (MMC)	Continued high regard of students and staff for the academic support provided
	Maintain levels of support for academic and IT activity with students across all programmes, including any new technology developments.	Sept 2016	SMT	Continued high regard of students and staff for the IT support provided
	Build and extend the Medimentors scheme with full training scheme outlined	Sept 2016	DTL/ MMC	Expanded Medimentors scheme

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Recommendations 4. ASSURE THE ACCURACY OF THE INFORMATION THAT MEDIPATHWAYS PRODUCES, SO THAT ALL INFORMATION IS TRUSTWORTHY AND ACCURATELY REFLECTS THE COLLEGE'S HE PROVISION AND PROGRESSION OPPORTUNITIES (C)	Review all College information to identify inaccuracies, ambiguities and ensure mapping against Quality Code, produce an Information action report	JULY 2015	SMT	All items indicated in Information action report signed off
	Establish Information Flow sign-off processes for generating / amending Information for publication	ongoing	QAEC	Information Flow process established and embedded
	Manage Information actions	ongoing	QAEC	Positive improvement noted in external review, and management of regular reports
	Report regularly on Information reviews to Quality Assurance and Enhancement Committee	ongoing	QAEC	Positive Student feedback confirming information that Medipathways produces
	Report Student feedback on College Information	November 2015	QAEC	
5. ENSURE THAT SUCCESS INDICATORS ARE CLEARLY DEFINED FOR ALL ACTION POINTS RELATING TO THE FINDINGS OF THE QAA HER (Plus) REPORT 2014 (A 2.1)	Produce a comprehensive action plan with tasks managed and evaluated against HER process outcomes and in accord with guidance of the UK Quality Code	SEPTEMBER 2015	SMT/ Academic Board	All action points aligned and tracked with success measured
	Report on Staff and Student feedback on Action Plan activity	December 2015		Staff and Student feedback confirm clear operation
6. ENSURE THAT THE COLLEGE STRATEGIC PLAN ARTICULATES CLEARLY THE COLLEGE'S PRIORITIES FOR THE NEXT FIVE YEARS INCLUDING PROJECTED GROWTH (A2.1, B3)	Develop operational plan to show year by year intent and plans to meet College strategy.	SEPTEMBER 2015	SMT	Positive improvement noted in external review
	Review plans annually and communicate changes	ongoing	SMT / Academic Board	Engagement with external bodies leading to positive outcomes Positive staff and student engagement in planning and review process
7. REVISE THE TERMS OF REFERENCE, MEMBERSHIP AND REPORTING LINES WITHIN THE DELIBERATIVE FRAMEWORK, TO CLARIFY ALIGNMENT WITH THE QUALITY CODE, TO ENSURE COHERENT UNDERPINNING OF QUALITY ASSURANCE SYSTEMS AND THE COMMUNICATION OF ACADEMIC STANDARDS AND QUALITY (A2.1, B1)	Review Terms of Reference and implement deliberative structure to map these to UK Quality Code requirements	SEPTEMBER 2015	SMT / Academic Board	Positive improvement noted in external review
	Confirm application of the Quality Code to all governance and policy and other College procedures. Act on any gaps in practice identified.	December 2015		Positive staff and student feedback on committee practices
	Provide staff development programme on staff understanding of the UK Quality Code	March 2016 ongoing	LTDC	Mapping practices confirmed Positive reviews from Partners and Ext Examiners Key staff complete training in plan

<p>8. ENSURE THE CURRENT COURSE DESIGN AND APPROVAL PROCESSES ARE COHERENT WITH THE REPORTING LINES IN THE DELIBERATIVE STRUCTURE, CONSISTENT IN THEIR APPLICATION AND ASSURE ADEQUATE OVERSIGHT OF THE MAINTENANCE OF ACADEMIC STANDARDS AND QUALITY (A3.1, B1)</p>	<p>Review course design and approval processes</p> <p>Ensure course design process meets the new deliberative structure</p>	<p>SEPTEMBER 2015</p>	<p>Academic Board</p>	<p>Positive improvement noted in external review</p> <p>Positive reviews from University of Buckingham</p>
<p>9. IMPLEMENT THE RECOMMENDATION OF THE QAA HER (PLUS) REPORT 2014 IN RESPECT OF THE DRAFT TEACHING ETHOS STATEMENT AND PRODUCE AN ACTION PLAN WITH DEFINED RESPONSIBILITIES, WHICH IS REGULARLY REVIEWED (B3)</p>	<p>Develop Learning, Teaching and Assessment strategy in full</p> <p>Maintain action plan to track activity resulting from College review practices and highlighted through reports to committee</p> <p>Monitor Learning, Teaching and Assessment via the LTDC and report annually via the Institution Annual report</p> <p>Report on Staff and Student feedback</p>	<p>SEPTEMBER 2015</p> <p>Ongoing</p> <p>September 2016</p> <p>September 2016</p>	<p>Academic Board / LTDC</p>	<p>Positive improvement noted in external review</p> <p>Staff engagement in Learning, Teaching & Development</p> <p>Student reviews of College engagement in Learning, Teaching & Development</p>
<p>10. DEVELOP A STRATEGIC AND SYSTEMATIC APPROACH TO THE CONSIDERATION OF STAFFING AND LEARNING RESOURCES INFRASTRUCTURE TO MEET CURRENT & FUTURE REQUIREMENTS (B3, B10)</p>	<p>Provide and review staffing and resources plans mapped against College Strategy including inputs from all stakeholders, staff and students</p> <p>Review using monitoring and review processes through standing items on LTDC deliberative structure and work of SMT</p>	<p>SEPTEMBER 2015</p> <p>September 2016 ongoing</p>	<p>SMT/Ac Board</p> <p>LTDC</p>	<p>Positive improvement noted in external review</p> <p>Smooth planning and development activity for College business.</p>
<p>11. FORMALISE EXISTING PROCESSES SO THAT THERE IS A CLEAR, COMPREHENSIVE ANNUAL STAFF DEVELOPMENT PLAN WHICH IS MAPPED AGAINST THE COLLEGE'S STRATEGIC PLAN AND IS REGULARLY MONITORED AND EVALUATED (B3)</p>	<p>Review staff capacity and capability against College plans, gather staff aspirations</p> <p>Develop staff development plan from the variety of inputs described in Staff Policy</p> <p>Implement and monitor plan through LTDC and report through Programme and Institutional Annual review, include staff feedback on activities undertaken</p>	<p>SEPTEMBER 2015</p> <p>November 2015</p> <p>September 2016</p>	<p>SMT Ac Board /</p> <p>LTDC</p>	<p>Positive improvement noted in external review</p> <p>Smooth planning and development activity meeting College current delivery and programme development needs</p> <p>Positive staff feedback on planning and activities undertaken</p>
<p>12. MEASURE AND MONITOR THE EFFECTIVENESS OF THE EQUALITY AND DIVERSITY POLICY (B4, C)</p>	<p>Review and develop data collection practices for student journey.</p> <p>Implement and monitor through LTDC and report through Programme Annual Report</p>	<p>SEPTEMBER 2015</p> <p>November 2016 ongoing</p>	<p>LTDC /SMT</p>	<p>Consideration of data as part of institutional Planning and review</p>

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<p>13. FORMALISE STUDENT CONTRIBUTIONS TO HE COLLEGES' STRATEGIC PLAN AND DEVELOP A SYSTEMATIC AND CONSISTENT APPROACH TO STUDENT MEMBERSHIP OF COMMITTEES (B5)</p>	<p>Review governance and deliberative committee representation to ensure student participation as full members in deliberative meetings, bar Examination Boards</p>	<p>SEPTEMBER 2015</p>	<p>Academic Board</p>	<p>Terms of reference agreed with Students</p>
<p>14. STRENGTHEN THE PROCESS FOR ANNUAL MONITORING TO PROVIDE A GREATER LEVEL OF ANALYSIS TO FACILITATE ENHANCEMENT AND INFORM WIDER DEVELOPMENTS RELATING TO EMPLOYABILITY, INCLUDING SPECIFIC DATES FOR ACTION AND THE ALLOCATION OF RESPONSIBILITIES (a3.3, B8, B4, ENHANCEMENT)</p>	<p>Review Annual Monitoring processes to ensure analysis serves College enhancement purposes and reflects all responsibilities laid out in the UK Quality Code</p> <p>Implement revised approach, with clear plan for Employability outlined</p> <p>Review and consider with University of Buckingham</p>	<p>SEPTEMBER 2015</p> <p>September 2015</p>	<p>Ac Board</p> <p>LTDC</p> <p>Dir QA with Dir Collab Partnerships at UoB</p>	<p>Clear reporting and monitoring processes</p> <p>Student feedback</p> <p>Revised processes agreed and positive reports from UoB</p>
<p>→ 15. CONTINUE TO MONITOR FORMAL AGREEMENTS WITH OFFSITE PROVIDERS TO ENSURE THAT MANAGED GROWTH OF MEDIPATHWAYS DOES NOT OUTPACE THE AVAILABILITY OF SUSTAINABLE RESOURCES TO SUPPORT STUDENT LEARNING (B10,B3)</p> <p>16. FORGE LINKS WITH POTENTIAL EMPLOYERS AND INSTITUTIONS TO PROMOTE OPPORTUNITIES FOR STUDENT EMPLOYABILITY (B4, B10, THEME)</p>	<p>Review approach to development and the content of formal agreements made</p> <p>Maintain risk register, monitor and review annually</p> <p>Develop Action Plan alongside the GP activity point 5</p> <p>Develop 10 opportunities across the year</p>	<p>DECEMBER 2015</p> <p>Ongoing</p> <p>DECEMBER 2015</p> <p>September 2016</p>	<p>SMT</p> <p>SMT</p> <p>Ac Board</p>	<p>Resource agreements meet Institutional Plan.</p> <p>Action plan and targets met</p>

<p>17. ENSURE A STRATEGIC APPROACH IS TAKEN TO ENHANCEMENT WHICH CLEARLY LINKS TO STRATEGIC PRIORITIES & EFFECTIVELY CAPTURES ENHANCEMENT OPPORTUNITIES ARISING FROM QUALITY ASSURANCE PROCESSES (ENHANCEMENT)</p>	<p>Review Enhancement reporting and analysis processes to ensure analysis serves College enhancement purposes and reflects all responsibilities laid out in the UK Quality Code</p> <p>Review and monitor enhancement approaches and map these to Institutional plan</p>	<p>DECEMBER 2015</p> <p>December 2015</p>	<p>Ac Board</p> <p>LTDC</p>	<p>Positive improvement noted in external review</p> <p>Clear presentation of enhancement in Institutional review</p>
<p>18. THEME EMPLOYABILITY</p> <p>STRENGTHEN FOCUS, MONITOR STRATEGY, DEVELOP INITIATIVES</p>	<p>Include as standing item on Deliberative Committees</p> <p>Monitor plan on activity as element in Institutional review</p>	<p>July 2015</p> <p>September 2015 ongoing</p>	<p>Academic Board</p> <p>LTDC</p>	<p>Positive improvement noted in external review</p> <p>Clear presentation of Employability theme in Institutional review</p>