



Updated February 2019

I. HN Action Plan – Strengths

<u>Key Strength/Innovation</u>	<u>Evidence</u>	<u>Action to both sustain and share best practice</u>	<u>Original Target Date</u>	<u>Actioned By</u>
The multi-layered and individualised systems of support that enable students to become independent learners and develop their capacity for analytical, critical and creative thinking.	<ul style="list-style-type: none"> a. Enhanced student satisfaction measured by student surveys and annual programme reviews; b. Reduced incidence of academic misconduct; c. Continued improvement in academic skills, retention and pass rates. 	<ul style="list-style-type: none"> I. Academic and pastoral support services that include English, study skills and drop-in sessions; II. Academic misconduct seminars to re-inforce good practice; III. Academic ‘at risk’ processes to better integrate with Individual Learning Plan system. 	<p>September 2017</p> <p>Fully implemented since September 2018</p>	<p>Study Skills Manager</p> <p>Head of Academic Development</p> <p>Programme Manager</p> <p>Study Skills Tutors</p>
The comprehensive and consistent use of Individual Learning Plans which are embedded across the provision and enable students to develop their academic, personal and professional potential.	<ul style="list-style-type: none"> a. Timeous and integrated reporting of students requiring additional support; b. Customisation of the ILP’s to the different programme requirements and an embedment of academic and career progression. 	<ul style="list-style-type: none"> I. Use of online systems to collect and analyse data generated by the ILP system; II. Integration of the ‘at risk’ systems to integrate with ILP system; III. Cross reference of different data points such as attendance, 	<p>September 2017</p> <p>Fully implemented since August 2018</p>	<p>Student Support Services Officer</p> <p>Personal Tutor</p>



		academic performance, academic malpractice and integration in the ILP system.		
Formalised and documented the internal procedure for the design, development and approval of new programmes.	<ul style="list-style-type: none"> a. Policy for design, development and approval of new programmes b. Formal approval (sign-off) by QSC 	<ul style="list-style-type: none"> I. The approval of two HND programmes using the new policy and system, approved by the QSC 	<p>September 2018</p> <p>Fully implemented since September 2018</p>	<p>Director of Studies</p> <p>Head of Academic Development</p> <p>Head of Academic Administration</p>

I. HN Action Plan – Improvements

<u>Areas for Improvement</u>	<u>Proposed Action</u>	<u>How we will evaluate the impact</u>	<u>Target Date</u>	<u>Actioned by</u>	<u>Reported to</u>
The multi-layered and individualised systems of support that enable students to become independent learners and develop their capacity for analytical, critical and creative thinking.	<ul style="list-style-type: none"> a. Refinement of the current study skills programme to customise to different programme requirements, after consultation with senior management, study skills manager, and tutors and input 	<ul style="list-style-type: none"> I. Higher attendance to study skills session II. Higher overall achievement in programmes III. Enhanced student satisfaction feedback with study skills 	September 2020	Study Skills Manager	<p>Director of Studies</p> <p>Head of Academic Development</p>



	<p>from class representatives</p> <p>b. Creation of a blended approach to study skills with the use of customised online learning created in house</p>				
<p>Fully develop work experience policies and procedures to ensure work placements are implemented securely and managed effectively.</p>	<p>a. Refinement of placement documentation and student support documentation, including the integrated assessment workbook;</p> <p>b. Implement the policies and procedures;</p> <p>c. An expanded induction to include an overview of the work placement setting and integrated assessment;</p> <p>d. Development of and pilot implementation of supplementary employability skills workshops;</p>	<p>I. Continuous updating and refinement of policies with evidence;</p> <p>II. Successful confident students able to apply learning in the workplace;</p> <p>III. Trained work placement assessors, and Lecturers that are able to support placement students;</p> <p>IV. Work placement monitoring and report;</p>	<p>January 2020</p>	<p>Healthcare Programme Manager/Assistant Programme Manager</p>	<p>Head of Academic Development</p>



	<p>e. Monitor progress of students accessing work experience from admission to completion.</p>	<p>V. Work place assessment completed;</p> <p>VI. Assessments submitted and passed successfully.</p>			
<p>Review and articulate the provider-level approach, including leadership responsibilities, to enhancing the quality of student learning opportunities. (Enhancement)</p>	<p>a. Review existing policies and in particular Quality and Enhancement policy with clear linkages to College strategic plan</p> <p>b. Enhance and develop the role of different termly meetings such has the Programme Management Committee</p> <p>c. Enhance the role of the Student Staff liaison committee</p> <p>d. Expand the staff development sessions per programme</p>	<p>I. Completed policies and procedures with supporting forms and procedures approved by stakeholders and QSC</p>	<p>January 2020</p>	<p>Director of Studies</p> <p>Head of Academic Development</p> <p>Head of Academic Administration</p>	<p>Quality Standards Committee</p>