

North Kent College Higher Education Review Action Plan

**Arising from HE Review
October 2014**

Creation:

The action plan was created by the Assistant Principal HE, HE Development Manager and Lead Student Representative, and was signed-off by the Principal.

Monitoring and Review:

The action plan will be monitored and reviewed as part of an ongoing process, as identified by the HE Review. Individual actions will have specific dates set, by which to be completed and signed-off by a team consisting of the Principal, Assistant Principal HE, Assistant Principal Teaching, Learning and Support, HE Development Manager and Lead Student Representative, and will be reported to the college governors Standards Committee as part of the annual report on higher education.

A copy of the HE Review Report 2014 for North Kent College (formally North West Kent College) can be found here:

<http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10004721#.VPI3vPmsWQC>

Academic year 2014-15

Issue for action	Action to be taken	Deadline	Expected outcome	Responsibility	Progress
A2.2 - Programme specifications are inconsistent across curriculum areas and may not be readily available to staff and students	Ensure that programme specifications are consistent in scope and content and that definitive versions are easily accessible to staff and students via website and Staff Net.	13/02/2015	Consistent and accessible programme information	HE Development Manager	2/3/15: Programme specifications available within generic templates on college website at: http://www.nwkcollege.ac.uk/courses/higher-education/programme-contents.aspx
B6.2 - HE specific appeals and extenuating circumstances policy is not clear for all programmes (including Pearson)	Ensure that the policies for extenuating circumstances and appeals are comprehensive and embedded as part of an effective regulatory assessment framework	13/02/2015	Consistent policy across all Higher Education programmes	HE Development Manager	16/1/15: Relevant policies checked for validity, relevancy and accuracy, and deemed to be correct. 11/2/15: Staff CPD workshop delivered to staff on HE Policies and Procedures at NKC. 27/2/15: All HE programme leaders required to have completed online HE Staff Induction course (including information on policies, procedures and available resources).
A2.1 - Lack of clear Higher Education Committee and its role.	Establish HE Committee that includes Terms of reference, constitution and membership for the new committee.	13/02/2015	Improved quality assurance processes for HE programmes	Assistant Principal Higher Education	6/3/15: Terms of reference to be completed and signed off January 2016: Terms of reference signed off
A2.1 - The extenuating circumstances policy fails to specify admissible circumstances, or actions open to the extenuation board.	Review existing policy and ensure that all programmes (including Pearson) identify admissible circumstances.	13/02/2015	Improved and clear policy highlighting admissible (and inadmissible) circumstances.	HE Development Manager	16/1/15: Relevant policies checked for validity, relevancy and accuracy, and deemed to be correct. 11/2/15: Staff CPD workshop delivered to staff on HE Policies and Procedures at NKC. 27/2/15: All HE programme leaders required to have completed online HE Staff Induction course (including information on policies, procedures and available resources).
B3 - Unclear observation policy linked specifically to higher education.	Observation process to include specific reference to higher education and ensures that process supports the development of independent learning and critical thinking	27/03/2015	Clear expectations and support for higher education observations	Assistant Principal - Teaching, Learning & Support / HE Development Manager	24/2/15: Staff CPD sessions being undertaken throughout March to establish guidelines for the HE lesson observation process. 16/3/15: Report for Review into the Requirements of Effective Teaching and

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					Learning at an HE Level, and their Application to the Current Lesson Observation Process was created. 8/4/15: Above report discussed in a meeting with Deputy Principal, AP Teaching, Learning and Support, AP HE, and HE Development Manager. New lesson guidelines established for 2015-16. HE staff informed by HEDM.
B7.2 - Inconsistent use of external examiners (EE) reports	Develop a central process to collate and action plan all EE reports in a timely fashion.	01/09/2015	Improve quality assurance of all programmes and use EE reports to further develop and enhance individual programmes	HE Development Manager	2015-16: The established HE Committee will review EE reports
B10.2.72 - There is an inconsistent approach to work based and placement learning	Develop, establish and implement a college-wide policy and procedure for the provision of work-based and placement learning across all programmes.	01/09/2015	Greater opportunity for work related learning	HE Development Manager	2015-16: WBL policy created (currently in draft format)
A2.1 & B8 - Unclear quality assurance structures, policies and reporting structures	Establish Higher Education Committee including Terms of Reference to oversee all aspects of HE quality assurance	01/09/2015	Clear reporting lines and actions and enhanced QA structures and processes	Assistant Principal Higher Education	2015-16: HE Committee and terms of reference have been established
B5 - Lack of regular student involvement in the formal quality assurance processes	Increase the involvement of students in the formal quality assurance and enhancement processes	01/09/2015	Improved student input in quality assurance	HE Development Manager	2015-16: Lead student representative has been appointed, and is part of the HE Committee
B6.2 - Inconsistent use across all programmes of plagiarism detection software.	Introduce staff development across all HE teaching staff to ensure that are familiar with plagiarism and its effective use.	01/09/2015	Improve quality assurance	HE Development Manager	2015-16: New HE assessment policy created which makes reference to use of Turnitin