

## QAA Action Plan September 2016

Response to [QAA Report on Higher Education Review of Northampton College](#) (May 2016)  
Action plan to be monitored through the Higher Education Implementation Group

AREA OF GOOD PRACTICE	Action to be taken	By when?	By whom?	Success indicators
The well-embedded and effective relationship between the College and the University of Northampton which enables a distinctive higher education student experience. (Expectation A2.1, B3, B4)	<ul style="list-style-type: none"> <li>Continue to work in close partnership with the University in the years leading to its move to the Waterside site in order to support and, in some cases to take on programmes that do not move sites.</li> <li>Complete the Institutional Re-Approval process to embed the working relationship</li> </ul>	January 2017	SMT	Further development of higher education provision
		October 2016	SMT	Documentation complete and signed off by Re-Approval panel

RECOMMENDATIONS	Action to be taken	By when?	By whom?	Success indicators
Develop and implement a version control process to maintain the definitive record of programmes. (Expectation A2.2, C)	<ul style="list-style-type: none"> <li>Carry out an annual audit of programme specifications against subject Benchmark Statements, QAA expectations and The Framework for HE qualifications.</li> <li>Set up an e-based folder to hold programme specifications, module specifications, assignment briefs and course handbooks. HE Tutors will have access but no editing rights. Folder to be updated following the audit. Editing rights for Head of HE or nominated persons only.</li> </ul>	September 2016	Head of HE and team	All programme specs will be accurate with regard to Benchmark Statements, QAA expectations and FHEQ levels.
			HE Admin team	Programme paperwork will be accurate and complete for any user, and there will one overall site for access
Ensure all programmes have formal student representation and provide training to enable	<ul style="list-style-type: none"> <li>Produce a Student Representative training handbook to include the areas of responsibility involved in the role</li> </ul>	October 2016	HE Liaison officer	HE students will understand their role and take an active part in the programmes whether as learners

RECOMMENDATIONS	Action to be taken	By when?	By whom?	Success indicators
students to be effective advocates. (Expectation B5)	<ul style="list-style-type: none"> <li>▪ Organise a training day in late October when University SU delegates will come to NC to train student reps</li> <li>▪ Create a programme of activities for the year involving student representatives to enable them to get involved in formal and informal events and activities</li> </ul>			or as Representatives
Ensure that students can engage more widely as partners in the development of their educational experience. (Expectation B5)	<ul style="list-style-type: none"> <li>▪ Re-write policy to include a student panel member on the Pearson Validation Panels.</li> <li>▪ Produce a Student Engagement Policy, to encompass all student activity, including current representation on the Board of Studies and HE Strategy Group and student representative selection and training procedures.</li> <li>▪ Establish a Student Engagement Committee (SEC), to meet once a term to review all student feedback to take back to the HE Strategy group in order to inform strategy.</li> <li>▪ Display opportunities for feedback on College and University student VLE pages.</li> </ul>	October 2016	Quality manager  Student Liaison Officer	Students fully involved in all decision making processes

AFFIRMATION OF ACTION BEING TAKEN	Action to be taken	By when?	By whom?	Success indicators
The action being taken to ensure that preparations for examination boards for Pearson programmes are timely. (Expectation A3.2)	External Examiners to be contacted at the start of the academic year (or as soon as they are appointed) in order to establish a formal examination board in good time, and to be able to notify students at the start of their programmes.	Pre-exam Board 7/6/16 Exam board 21/6/17	Quality Manager	Exam board takes place on the date identified with external examiner(s) in attendance