

Hugh Baird College QAA HER Action Plan September 2015

	Good practice	Actions to be taken	Action By	Date of Completion	Success indicator	Completed
1	The comprehensive and robust approach to curriculum development including effective mentoring, targeted staff development and the internal validation process (Expectations A3.1, B1 and B3).	Further review processes, roles and student involvement in validation panels	Dean of HE	October 2016	Evaluation of the curriculum development cycle and process	Completed
2	The comprehensive interview procedure and effective use of 'keep warm' postcards to widen participation by providing targeted information, advice and guidance to all prospective students at key points of the application process (Expectations B2 and C).	Review and extend use of postcards to support retention and engagement strategies	HE Academic Lead (information)	September 2016	Extended postcard campaign	Completed
3	The wide range of effective mechanisms for academic staff to observe and share experiences of teaching and learning and disseminate good practice which enhances the delivery of programmes (Expectations B3, Enhancement).	Review systems for identifying best practice and disseminate through HE staff development calendar. Establish T&L Committee to focus on excellence	HE Academic Lead (student experience)	December 2015	Implementation of Learning Reviews good practice sessions staff/student conference	Completed
4	The effective implementation of the Progression Strategy to enable student transition into higher education and employment (Expectation B4).	Forge strong cross college links with curriculum areas (to include open events and taster days) to raise local aspirations	HE Academic Lead (information)	June 2016	Calendar of progression events October Progression Week and Meet the Professionals event	Completed
5	The wide-ranging initiatives and support that raise student aspirations and enable students to achieve their academic, personal and professional potential (Expectation B4).	Continue to review and enhance the range of opportunities and support mechanisms available to HE students	HE Academic Lead (student experience)	September 2016	Evaluation of progression between levels and destinations	Completed

6	The diverse range of mechanisms that provide effective oversight of workplace learning which enhances students' employability skills (Expectation B10).	Continue to develop mechanisms which provide oversight of workplace learning	HE Academic Lead (student experience)	June 2016	Evaluation of employability spreadsheet	Completed
7	The strategic approach to enhancement which has contributed to a distinct higher education ethos and demonstrable commitment to the continuous improvement of student learning opportunities (Expectation Enhancement).	Continue to enhance and monitor all aspects of the HE student experience through the HE Strategy Group and HE committee structure	Dean	June 2016	Evaluation of Student Experience Team (SET) activity and student satisfaction surveys	Completed
	Affirmations	Actions to be taken	Action By	Date of Completion	Success indicator	Completed
1	The steps being taken to further develop student engagement, including the creation of a higher education Students' Union and the development of formal training for student representatives (Expectation B5).	Deliver formal training to student representatives and raise awareness of opportunities for engagement as part of the induction programme for the 2015/16 academic year and work towards the creation of a students' Union	HE Academic Lead (student experience) Study Programme Lead	October 2015	Student representation on HE committees Student Union action plan with targets and milestones	Completed
2	The work underway to develop standardised assessment documentation for validated provision (Expectation B6).	Devise and implement the use of standardised assessment documentation across all HE courses	HE Academic Lead (standards)	December 2015	Assessment documentation	Completed
3	The actions being taken to implement the Plagiarism and Academic Malpractice Policy to ensure the extension of plagiarism-detection software across all higher education courses (Expectation B6).	Implement policy and extend the use of plagiarism detecting software across all HE courses	HE Academic Lead (student experience)	June 2016	Evaluation of plagiarism and malpractice cases	Completed

4	The steps being taken to further disseminate the good practice identified in external examiners' reports (Expectation B7).	As part of the HE staff development cycle devise and implement a programme of activities	HE Academic Lead (student experience)	June 2016	Evaluation of external examiner reports and programme of good practice events	Completed
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