

**GBS Quality Assurance Action Plan 2017-2018**

<b>1 Findings</b>	<b>2 Actions to be taken</b>	<b>3 Date for completion</b>	<b>4 Action by</b>	<b>5 Success indicators</b>	<b>6 Progress (add date of review)</b>
<b>Good practice</b>					
<ul style="list-style-type: none"> <li>The strategic focus on employability and extensive careers support for students which enables them to develop their academic, personal and professional potential (B4 and Enhancement)</li> </ul>	<p>Prepare guest speaker schedule, society events and external visit schedule to broaden context of students learning</p> <p>Introduce careers support of Degree Awarding Power (DAP) to all students</p>	September 2017	Student Engagement Officer, Programme Manager	<p>Students have access to careers support services of DAP</p> <p>The broader context of students learning is effectively implemented to develop students' academic, personal and professional potential</p>	<p>A meeting with representative of DAP Students Union has been organised for course reps by Spring 2017</p> <p>Visiting speaker programme and visit schedule has been produced by June 2017</p>
<b>Recommendations</b>					
<ul style="list-style-type: none"> <li>Strengthen the mechanisms available to ensure the effective oversight of recruitment and admissions (B2)</li> </ul>	<p>Align Admission Policy and procedure with DAP</p> <p>Revise Terms of Reference (ToR)</p>	June 2017	<p>Admission and Marketing Head</p> <p>Quality Manager</p>	<p>Admission Policy and Procedures has been aligned with DAP, approved and implemented</p> <p>Effective ToR of committees</p>	<p>A draft of recruitment plan has been produced by Admission and Marketing Head by June 2017</p> <p>Revised Admission Policy and procedure has been submitted to Academic Board by June 2017</p> <p>Revised ToR has been submitted to Academic Board by June 2017</p>
<ul style="list-style-type: none"> <li>Strengthen the mechanisms for reviewing student engagement initiatives (B5)</li> </ul>	Revise ToR	June 2017	Executive Dean, Student	Enhanced monitoring and review of student engagement	The Engagement strategy has been

	Prepare a formal Engagement Strategy with Benchmark		Quality Manager	Effective processes are in place to approve and review the effectiveness of student engagement	produced by Executive Dean and will be submitted to Academic Board by June 2017
<ul style="list-style-type: none"> <li>Implement a systematic approach to the review and updating of key quality documentation to ensure that the information available is fit for purpose (C, A2.1, B1, B6 and B10)</li> </ul>	Implement Version control and Policy review schedule for all policies and procedures.	June 2017	Quality Manager	Implementation of version control and review schedule for Policies and Procedures	The version control and review date is developed and to be approved at Academic Board by June 2017
<ul style="list-style-type: none"> <li>Develop the arrangements for the identification and sharing of good practice across all teaching staff (B3, B4 and Enhancement)</li> </ul>	<p>Develop and Introduce staff development programme and procedures to include partners for tutor and admin development and sharing of best practice.</p> <p>Arrange standardisation meeting for teaching staff each semester</p>	July 2017	Executive Dean, Programme Leader	<p>Effective development of staff development programme which includes dissemination of good practices</p> <p>The teaching staff attends standardisation meetings each semester</p>	<p>The staff development programme is developed and distributed to partners for consultation by May 2017</p> <p>The standardisation meeting is conducted by April 2017</p>
<ul style="list-style-type: none"> <li>Fully articulate the School's approach to the enhancement of student learning opportunities (Enhancement)</li> </ul>	<p>Review and standardise current practices</p> <p>Develop Student Enhancement Strategy</p> <p>Integration of CPD with DAP</p>	July 2017	Executive Dean, Quality Manager	<p>A School wide enhancement strategy effectively integrated</p> <p>Effective enhancement of students learning and development opportunities at programme level</p>	The enhancement Strategy is produced in consultation with Course Reps and submitted for approval to Academic Board by June 2017
<ul style="list-style-type: none"> <li>Ensure that the operation of committees reflects their terms of reference and that meeting records aid effective institutional oversight and monitoring of the provision (Expectations B8, B7 and Enhancement)</li> </ul>	Review and align committee structure to ensure the capacity of the School to enable standard form of recording minutes and ToR to aid effective oversight	September 2017	Executive Dean, Quality Manager	<p>Effective operation of committees reflects their ToR</p> <p>All committee minutes reflect discussion or reporting until completed and closed</p>	<p>Revised ToR has been submitted to Academic Board by June 2017</p> <p>Standard form of recording minutes and detail requirements</p>

					has been developed and will be submitted to Academic Board by June 2017
<ul style="list-style-type: none"> <li>Develop and implement a standardised and systematic approach that includes staff members teaching on each programme in the monitoring and review of those programmes (Expectations B8, A3.3 and B3).</li> </ul>	<p>Review mechanism for the operation of Committees and data collection to standardise the monitoring of programmes</p> <p>Invite Teaching staff to participate in committee meetings</p>	September 2017	Executive Dean, Programme Leader, Programme Manager	Teaching staff routinely and effectively involved in programme monitoring and review	Reviewed mechanism for the operation of committees to be discussed in Academic Board by June 2017