

Westminster Kingsway College action plan relating to the Higher Education Review: February 2015						
Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
In the course of the review the team identified the following areas of good practice :						
<ul style="list-style-type: none"> The integrated and systematic use of the virtual learning environment to support students' learning and progression (Expectation B3). 	<p>Continue current good practice and monitor embedding of practice across all course teams and provision</p> <p>Course teams to continue implementation and development" and to extend peer work and support</p> <p>Share and develop practice through P&D days</p>	Quality Cycle, P&D days and Appraisal key dates	HE teams, HE Programme Manager and T&D	Improved student retention, achievement, feedback and satisfaction	CET and Quality teams through curriculum review and SAR processes	<p>Annual course review and HE SAR. Student surveys and feedback</p> <p>Programme team meetings</p>
<ul style="list-style-type: none"> The highly effective pastoral and academic support provided by personal tutors which enhances students' academic progression and employment prospects (Expectation B4). 	<p>Continue to strengthen liaison between course teams, personal tutors, programme manager and student support teams</p> <p>Continue to develop the use of the VLE as an information and communications provider</p>	Ongoing throughout academic year.	Course teams, personal tutors, programme manager and student support	Improved student retention, achievement and satisfaction	CET and Quality teams through curriculum review and SAR processes	<p>Annual course review and HE SAR. Student surveys and feedback</p> <p>Programme team meetings</p>

Westminster Kingsway College action plan relating to the Higher Education Review: February 2015 (cont)						
Recommendations	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
The team agreed the following recommendations:						
<ul style="list-style-type: none"> Ensure that information about the process for academic appeals is fit for purpose, accessible and trustworthy, and communicated effectively to staff and students (Expectation B9 and C). 	<p>Communicate the procedures clearly in relevant formats to staff and students e.g. within the Student Handbook, Moodle VLE, Induction Programme etc.</p> <p>Support staff and students in the implementation and use of the academic appeals procedures where relevant</p>	June 2015 and ongoing	<p>HE Programme Manager</p> <p>Course teams, personal tutors</p>	Student and staff understanding of the appeals procedure.	CET and Quality teams through curriculum review and SAR processes	HE SAR
<ul style="list-style-type: none"> Formalise and document the internal processes for programme design and approval and ensure that roles and responsibilities are clear and comprehensible (Expectation A3.1 and C) 	Identify and formalise the range of programme design and approval meetings and the associated reporting mechanisms. Identify the roles and responsibilities of all members involved in the internal processes	September 2015	HE Programme Manager and CET	Improved effectiveness of the internal processes for programme design and approval.	Senior Management Board and Board of Governors.	Review of internal processes during validation.

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Recommendations	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<ul style="list-style-type: none"> clarify and formalise the internal processes for module design and development (Expectation B1) 	Formalise and identify the approval processes; and the associated reporting mechanisms for module design and development.	September 2015	HE Programme Manager and CET	Improved effectiveness of the internal processes for module design and development.	Senior Management Board and Board of Governors.	Review of internal processes during validation.
<ul style="list-style-type: none"> Consolidate the various improvement activities to provide a more strategic approach to enhancement (Enhancement). 	HE Programme Manager and Assistant Principal to develop HE Strategy to include a more strategic approach to enhancement within the delivery of HE programmes at WKC	September 2015	HE Programme Manager and Assistant Principal	A clearer vision of the strategies for enhancement for students and staff.	Senior Management Board and Board of Governors.	HE Strategy HE SAR HE Excellence Plan
<ul style="list-style-type: none"> Increase the involvement of students in the formal quality assurance and enhancement processes (Expectation B5 and Enhancement) 	<p>HE Programme Manager to ensure that students are routinely invited to provide feedback and suggestions on quality assurance and enhancement processes</p> <p>HE Programme Manager to agree process with students</p> <p>HE Programme Manager to agree actions with Quality</p>	September 2015	HE Programme Manager, student representatives and Quality	More student involvement in the quality improvement procedures	Senior Management Board and Board of Governors.	HE SAR Student surveys and feedback