

## Harrow College Action Plan following HER

This action plan demonstrates how Harrow College continue to build on the actions identified as good practice, develop those actions that have been affirmed and respond to any recommendations from the QAA Higher Education Review of the College, which took place in January 2016.

## QAA's judgements about Harrow College

The QAA review team formed the following judgements about the higher education provision at Harrow College.

- The maintenance of the academic standards of awards offered on behalf of its degree-awarding organisation **meets** UK expectations.
- The quality of student learning opportunities **meets** UK expectations.
- The quality of the information about learning opportunities **meets** UK expectations.
- The enhancement of student learning opportunities **meets** UK expectations.

	Recommendation, affirmation or good practice	Action to be taken	Date for completi	Action by	Success indicators
	<b>Good Practice</b>				
1	The culture of innovation and support in learning and teaching (Expectation B3).	Share good practices in HE Operations group meetings. Deliver the T&L strategy (Leap* to Outstanding) with HE focus. Regularly review, evaluate and enhance course content and delivery.	Ongoing from July 16	Director of QTLI HE Strategy Group HE Operations Group	Student evaluation reports demonstrating the following: - becoming more independent learners and critical thinkers (in line with the Gold Standard and the Successful HE Student Attributes) teaching and learning activities are innovative and creative

2	The College's engagement with external partners in supporting the professional development of students and staff (Expectations B4 and B3).	Standardise and enhance the robustness of the employer-engagement structure across the HE provision (including regular advisory board meetings, speed networking and working-knowledge events). Continue to enhance the Gold Standards and the Successful Student Attributes including specific HE Attributes.	Ongoing from July 16	HE Strategy Group HE Operations Group	Employer-engagement structure standardised and implemented, with student and staff evaluation reports confirming positive outcomes.
<b>Affirmations</b>					
1	The support for staff to engage in scholarly activity (Expectation B3)	Establish a college-wide definition of scholarly activity to be incorporated in the HE Strategy and implemented cross-college.	June 16	Vice Principal HE Operations Group HE Strategy group	High-standard teaching and learning contributing to the robustness of enhanced learning opportunities.
2	The introduction of the higher education lead student representative and higher education student representation on College-level decision-making bodies (Expectation B5)	Develop formal guidance regarding HE student partnership within the college.	July 16	Professional Development and Training Manager Enrichment Coordinator HE Operations Group HE Strategy Group	Valuable, robust partnership between the college and learners.
3	The implementation of grounds for making an academic appeal and promotion of these to students and staff (Expectation B9)	Reference included in Course Handbooks, Student Portal and Assessment Handbook	July 16	Director of QTLI HE Operations Group	Enhanced learning opportunities.

Recommendations					
1	Ensure examination boards are consistently operated in line with College policy (Expectation A3.2)	Memberships to be reviewed in each curriculum area. Meetings must not take place without an external member.	June 16	HE Operations group	Enhanced robustness of internal policy and practice.
2	Introduce, promote and consistently apply a policy on the recognition of prior learning (Expectation B6)	New policy to be written by a quality nominee and disseminated as appropriate.	June 16	Director of QTLI HE Strategy Group	Policy in place and disseminated, Prior Learning assessed and recognition recorded against individual student records/case studies where applicable.
3	Review policies and procedures in line with their scheduled review dates (Expectation A2.1)	All policies and procedures to be reviewed in line with the schedule.	Sep 16	Director of QTLI	Policies updated and disseminated as appropriate.
4	Ensure processes are in place for the approval and reapproval of programmes that assure and enhance the quality of learning opportunities (Expectation B1)	To further develop the HE Strategy incorporating processes for formal approval/reapproval to be reviewed.  Any ad-hoc changes (including units/elements) to be discussed at HE Strategy meetings	Sep 16	SLT Vice Principal HE Operations group  HE Operations group	Embedded internal approval process.
5	Ensure lesson observations support learning and teaching at the appropriate academic level (Expectation B3)	To further develop guidance for lesson observations incorporating HE-specific guidance. To develop and implement a discreet observation record forms for HE.	Sep 16	Director of QTLI HE Operations group	Effective teaching and learning enhancing learning opportunities.

6	Facilitate greater individual and collective engagement of higher education students as partners (Expectation B5)	To invite HE student representatives to HE Operations, HE Strategy and Governors meetings.	Sep 16	Professional Development and Training Manager	Enhanced partnership between the college and students.
7	Improve the reliability, oversight and use of unit-level student evaluation (Expectation B8)	To develop a standard template for unit evaluations on ProMonitor. Feedback to be reviewed termly in HE Operations meetings (proposed changes to be taken forward to HE Strategy meetings where relevant).	Sep 16	MIS HE Operations Group HE Strategy Groups	Enhanced learning opportunities and partnership between the college and students.
8	Place greater emphasis on identifying and responding to trends across higher education programmes (Expectation B8)	See points 4 and 7 above	Nov 16	Vice Principal HE Operations group	
9	Identify and implement minimum standards for VLE content across all programmes (Expectation C)	To develop and implement a guidance for a standardised minimum use of VLE in all HE programmes, available to both learners and staff.	Nov 16	HE Operations Group HE Strategy Groups	Enhanced learning opportunities and robustness of information provision.
10	Articulate the distinctive needs of higher education programmes when enhancing the student learning experience (Enhancement)	Further develop the Gold Standards and the Successful Student Attributes to include HE-specific Attributes.  Articulate the distinctive characteristics of HE programmes in the Teaching and Learning Handbook and in the Assessment Handbook.	Nov 16	Director of QTLI HE Operations Group HE Strategy Group	Enhanced partnership between the college and students resulting in greater enhancement of learning opportunities.