

Action Plan in response to the Higher Education Review City College Brighton and Hove 2016

Commentary

The following action plan refers to the HER that took place at the college in February 2016, and was published in June of that year.

The college has taken a holistic approach to the recommendations and affirmations of the review and have incorporated these into the findings of its own internal review processes to create a new operating structure for higher education at the college. The revised structure addresses the recommendations of the review and seeks to ensure a structured and systematic approach to the development and quality assurances processes of the college. To this end the college has developed a formal quality enhancement and assurance structure which cover all aspects and phases of higher education. This structure is embedded into the operating practices of the college; this has been approved by the college executive, senior leadership team and HE Strategic Group in May 2016. The activities and work of these groups are formalised within a clear administrative structure where minutes are fully recorded and reported through the HE Strategic Group to Governors.

	Recommendations	Action	Action by	Success indicator
W/C 1 st June 2016:	Ensure that the outcomes of meetings where enhancement initiatives are discussed are systematically captured, so that their impact on the student experience can be monitored and evaluated (Enhancement).	Quality Enhancement Working Group is contained within this structure and as such the work is captured and considered formally through the HE Strategic Group and at Governors	Assistant Principal for Higher education	Fully recorded meeting minutes available and the student experience systematically evaluated
W/C 1st July 2016:	Put in place a systematic process for planning, monitoring and evaluating the resources provided to support higher education programmes (Expectation B4)	A Resourcing Plan is in place. The review of this work is contained within the Data, Finance and Registry Facilitation Group, described above, which has the remit of ensuring that the college's programme offer is sufficiently well resourced and evaluating this systematically.	Chief Operating Officer	All courses are fully resourced and there is a high level of student satisfaction
	Formalise the process to ensure the accuracy of information across all media following changes to policies, procedures or programmes (Expectation C).	The Public Information Publishing Policy has been updated to ensure that all media are systematically connected; this is operated and reviewed through the Quality Enhancement Group.	Assistant Principal for HE	information is identical across all media immediately

W/C 5th September 2016	Implement, monitor and evaluate the effectiveness of the higher education Staff Development Strategy	This requirement is contained within the work of the Quality Enhancement Facilitation Group and is reported to both the HE Strategic Group and UoB through the HE Board	Assistant Principal for HE	All staff have the opportunity to participate in development activities and this makes a measurable impact on student performance.
	Strengthen and monitor the opportunities for students to engage as partners in the assurance and enhancement of their experience (Expectations B5, Enhancement).	The implementation of the Student Engagement Policy is contained within the ToR of the Quality Enhancement Group and as such will be monitored and reviewed systematically.	Director of Quality	Student representatives will sit on all facilitation groups, HE Strategic Group and Governors.
	Affirmation of action being taken			
The QAA review team affirms the following actions that City College Brighton and Hove is already taking to make academic standards secure and/or improve the educational provision offered to its students.				
	The introduction of the revised approach to higher education admissions to ensure that students are appropriately recruited and supported (Expectation B2).	The Admissions Policy was ratified through the HE Strategic Group in April 2016. The review of this work is contained within the Marketing and Student Recruitment Facilitation Group which has the remit of ensuring that the college's admissions processes are robust, fair and equitable.	Assistant Principal for HE	There is a carefully considered and implemented student admissions policy at the college.
	The initiatives put in place to improve retention and achievement on higher education programmes (Expectation B3).	This work is contained within the work of the Quality Enhancement Facilitation Group and is reported to the HE Strategic Group and is further referenced in External Examiners Reports.	Assistant Principal for HE	Student retention remains in excess of 85%