

**Cliff College Action Plan 2017/18**

| <b>1. Findings</b>  | <b>2. Actions to be taken</b>  | <b>3. Date for completion</b> | <b>4. Lead Responsibility</b>           | <b>5. Success indicators</b>  | <b>6. Progress (inc. date of review)</b> |
|---|--|-------------------------------|---|---|--|
| <b>Good Practice</b>  |  |                               |   |   |  |
| The effective involvement of student representatives in the development implementation of the Enhancement Strategy                                | Continue to involve student representatives at all levels and in all activities to ensure that the students become genuine partners in the enhancement of their learning opportunities | Ongoing                       | Academic Director and Student President | Direct evidence of student led enhancements to College activities   |  |
| The effective, enthusiastic and College-wide ownership of the Enhancement Strategy by staff, leading to the improvement of the student experience | Continue to ensure College-wide engagement and involvement in enhancement developments   | Ongoing                       | Academic Director                       | Academic Board minutes continuing to identify enhancements across all programmes and involving a plurality of staff |  |
| <b>Affirmations</b>   |  |                               |   |   |  |
| The work being undertaken to develop the use of quantitative data to identify future enhancement opportunities                                    | Expand and embed the College's use of data in developing enhancements to the student experience  | October 2017                  | Academic Director                       | Clear use of data to identify enhancements to students' experience  |  |

| <b>Recommendations</b>   |  |                 |                   |   |   |
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| Strengthen student engagement across all programmes and ensure that all student representatives, both elected and appointed, are trained and supported to perform their role effectively. (Expectation B5) | Develop and approve a new 'Policy for Strengthening Student Engagement across the College's Provision'. The Policy will include a commitment to annual training for both appointed and elected student representatives in their various roles. It will also set out the ongoing support for student representatives. | 7 October 2016  | Academic Director | New policy written and approved                               | New policy written and approved by October 2016 |
|  | Implement the Policy following its internal approval by the Academic Board. The Policy will include a requirement for annual review.   | 21 October 2016 |                   | New policy implemented  |   |
| Clarify responsibilities for the signing off of information. (Expectation C)   | Consult with senior members of staff across the College, the IT and AV Systems Administrator, and the Student President, confirming that the responsibility for signing off all information relating to the College and its communities lies with the Principal.   | 7 October 2016  | Academic Director | Accurate and consistent information provided on all platforms | Completed 7 October 2016                        |
|  | Develop and approve a new 'Policy regarding the Signing Off of Information'. The Policy will include limited, delegated authority to sign off certain  | 21 October 2016 |                   |   | Completed 21 October 2016                       |

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|   | <p>information.</p> <p>Implement the Policy following its internal approval by both the Academic Board and the College Leadership Group. The Policy will include a requirement for annual review.</p>  | <p>10 November 2016</p>  |                          |   | <p>Completed 10 November 2016</p>                        |
| <p>Develop and implement a strategic approach to the enhancement of student learning opportunities. (Enhancement)</p>         | <p>Develop and implement a new 'Enhancement Strategy'.</p>   | <p>Strategy developed by October 2016</p> <p>Implemented fully by October 2017</p>               | <p>Academic Director</p> | <p>New strategy written and agreed</p> <p>Strategy fully implemented leading to ongoing enhancements in the students' educational experiences</p> | <p>Strategy written and approved by October 2016.</p>    |
| <p>Ensure that all staff involved in recruitment, selection and admissions receive appropriate training. (Expectation B2)</p> | <p>Arrange for a Programme Lead to attend a training day with Supporting Professionalism in Admissions (SPA).</p> <p>He/ she will then cascade what has been learned to relevant staff.</p> <p>Any new staff who become involved in these processes will receive training from the Academic Director</p> | <p>31 October 2016</p> <p>9 November 2016 (Academic Board)</p> <p>As new staff are appointed</p> | <p>Academic Director</p> | <p>Programme Lead to have attended training, and cascaded training to relevant colleagues</p>   | <p>Actions completed by 9<sup>th</sup> November 2016</p> |

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| <p>Revise the admissions policy to ensure that processes are consistently managed and are transparent, reliable, valid and inclusive. (Expectation B2)</p> | <p>Develop and approve a new 'Admissions Policy for Validated Taught Programmes'.</p> <p>Implement the Policy following its internal approval by the Academic Board. The Policy will include a requirement for annual review.</p>  | <p>30 September 2016</p> <p>12 October 2016</p>                                | <p>Academic Director</p> | <p>New policy developed and agreed by academic board, with input from students</p>                    | <p>Actions completed by September 2016</p> |
| <p>Consistently collect and evaluate quantitative student data. (Expectations B4; B3)</p>  | <p>As a routine part of the annual SEAP (Enhancement) process, the academic Director and programme leads will scrutinize the following datasets:</p> <ul style="list-style-type: none"> <li>• NSS results</li> <li>• DLHE results</li> <li>• Student evaluations</li> <li>• Student attainment (by gender, course, age, qualifications on entry)</li> </ul> <p>And report on these to academic board and the Cliff College Committee making recommendations as appropriate</p> | <p>October 2017 Academic Board</p> <p>October 2017 Cliff College Committee</p> | <p>Academic Director</p> | <p>Quantitative data report developed, and appropriate recommendations identified and implemented</p> |  |