

The QAA review team makes the following recommendations to Petroc.

Recommendation, affirmation or good practice	Action to be taken	Date for completion	Action by	Success indicators
Ensure that procedures for moderation and marking, including the use of a third marker, are clearly defined, fair and transparent (Expectations B6 and A3.2)	<p>Add amendment to the Marking and Feedback Policy to clearly state the procedure for the use of a third marker.</p> <p>Provide training to staff on the amendments to the policy, process and procedures relating to the use of a third marker.</p>	April 2015	HE Co-ordinator	<p>Approved by SMT 21st April 2015</p> <p>Training delivered 27th March at HE Staff Development Day.</p>
Ensure that admissions policies and procedures provide a transparent and reliable framework for making and recording decisions on non-standard entrants and can demonstrate fairness (Expectation B2).	<p>Re-write the admissions policy in line with Schwartz report, QAA guidance, Supporting Professionalism in Admissions (SPA) and relevant legislation.</p> <p>Seek policy approval from the Senior Management Team.</p> <p>Amend the interview paperwork to record reasons for offer decision.</p> <p>Provide training to staff on the amendments to the policy, process and procedures.</p>	April 2015	HE Co-ordinator , HE Quality Assurance Manager	<p>Completed</p> <p>Approved by SMT 21st April 2015</p> <p>Approved and adopted 21st April</p> <p>Programme Managers training throughout May 2015</p>

Implement a more robust process for the development of policies and procedures to ensure they are comprehensive and informed by evaluation of practice (Expectations C, B2, B5 and B10)	<p>Created and appointed the post of HE Quality Assurance Manager. Post holder responsible for ensuring all HE policies comply with QAA, Plymouth University, regulations.</p> <p>Full review of policies by HE Quality Manager and HE Co-ordinator</p> <p>All HE policies to be reapproved by SMT biannually to ensure accuracy and , relevance.</p>	<p><i>September 2015</i></p> <p><i>September 2017, Ongoing</i></p>	Sign off by Senior Management Team	<p>Appointed 1st April 2015</p> <p>September 2015</p>
Develop and implement a formal process to ensure that information for all stakeholders is fit for purpose, accessible and trustworthy (Expectation C)	HE Quality Assurance Manager to conduct audit of published information throughout May – June 2015.	September 2015	HE Co-ordinator , HE Quality Assurance Manager	Transparent, comprehensive, accurate and accessible

	Audit all handbooks before sign off and publication.	September 2015 and annually thereafter.		information made publicly available.
Develop a more systematic approach to the enhancement of student learning opportunities, including the effective identification, dissemination and embedding of good practice (Enhancement).	Curriculum review of HE provision to be conducted January – April 2015	April 2015	HE Co-ordinator	The review has resulted in a proposed restructure to how HE curriculum is managed. This is being implemented between May and July ready for 2015-16 Academic Year.
	Organisation restructure has created new structure of HE management. Creation of new posts of HE Department Manager role created to assist Assistant Principal and HE Quality Assurance Manager.	April – July 2015	Principalship	More direct and cohesive lines of communication will exist between the Principalship and programmes.
	Four new HE Curriculum Team Leader posts to be appointed by July 2015 to take direct responsibility for HE curriculum. These posts will report to HE Department Manager.	September 2015	Principalship	Clear focus and accountability for the enhancement of student learning opportunities.

	<p>Embed HE Peer Review scheme across all programmes. HE Teaching and Learning Coach to produce termly report to HE Department Manager, Curriculum Leads and annual SMT report</p>	<p>September 2015 -</p>	<p>HE Quality Assurance Manager, HE teaching and Learning Coach</p>	<p>Improved teaching and learning scores NSS, SPQ surveys.</p>
	<p>NSS, SPQR survey results formally presented to SMT on annual basis.</p>	<p>June 2015 -</p>	<p>HE Department Manager, Curriculum Leads, HE Quality Manager</p>	<p>Improved NSS SPQ Survey results</p>
		<p>Sept 2015</p>	<p>Assistant Principal</p>	

	<p>HE Enhancement Action Plan presented to SMT, actions monitored on 3 monthly basis</p> <p>HE Progression and Employability Report / Action Plan presented to SMT</p> <p>.</p>	<p>Dec 2015</p>	<p>Assistant Principal, HE Curriculum Leads, HE Quality Assurance Manager</p>	
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