

Leeds College of Building

QAA Higher Education Review Outcomes and Action Plan April 2015

The QAA review team formed the following judgements about the higher education provision at Leeds College of Building:

- The maintenance of the academic standards of awards offered on behalf of its 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.

The following action plan has been produced in response to the Key Findings in the Higher Education Review report.

Good practice

The QAA review team identified the following features of **good practice** at Leeds College of Building and these are our proposed actions to maintain and build on this good practice:

Good practice	Action to be taken	Action by	Monitoring	Reporting to	Target date
The comprehensive learning and support practices produce high retention and achievement, including progression to employment and top up degree programmes (Expectation B4)	<ul style="list-style-type: none"> Continue to develop open events and the college award ceremony. Utilise case studies to highlight progression. 	Marketing	Annual reviews to record student events and continual increase in student case studies and progressions	Faculty Director Quality & Learning Support Services	July 2015
	<ul style="list-style-type: none"> Continued team approach to all aspects of the HE learning experience maximising student appreciation of the programmes and progression opportunities. 	HE Strategic Forum HE Practitioner Forum	Continued high outcomes for Student Survey feedback SPOC 2 2014/15 SPOC 1 2015/16	Faculty Director Built Environment & Engineering Services	September 2015
	<ul style="list-style-type: none"> Ensure student destination, progression and success data continue to be incorporated within the termly performance management review (PMR) process. 	Faculty Director Built Environment & Engineering Services	Employability and progression continue to be specifically monitored and evaluated as a key factor of the College's HE provision	Senior Management Team for PMR	August 2015
The effective embedding of employability in the curriculum, assessments and learning experiences of students (Expectations B3, B4 and B6).	<ul style="list-style-type: none"> HE Student Perception of Course (SPOC) to monitor students regarding how well their course links to employability. 	Quality Improvement Manager	Employability continues to be specifically monitored and evaluated as a key factor of the College's HE provision.	Faculty Director Quality & Learning Support Services	June 2015
	<ul style="list-style-type: none"> Maintain feedback mechanisms from the employer-led consortium group relating to the higher apprenticeship programme development, industry engagement and site visit opportunities 	Faculty Director Built Environment & Engineering Services	Employer feedback	Faculty Director Quality & Learning Support Services	July 2015
	<ul style="list-style-type: none"> Sharing best practice at programme level to ensure continued development of higher level employability skills throughout the student learning experience 	Faculty, WBL, Quality, Student Representatives	Annual planning event records demonstrate best practice sharing and an analysis of student feedback relating to employability.	Faculty Director Built Environment & Engineering Services	September 2015
The College's thorough responses to the Annual Student Submission and Action Plan (Expectation B5)	<ul style="list-style-type: none"> Involve students in the design and creation of literature and the development of the website. 	Marketing	Student feedback	Faculty Director Built Environment & Engineering Services	June 2015
	<ul style="list-style-type: none"> Student forum events progressed annually incorporating the development of the annual student submission and associated action plan. 	Faculty, Student Representatives	Student feedback through annual submission	Faculty Director Built Environment & Engineering Services	July 2015

The College's comprehensive engagement with industry at strategic and individual staff levels (Expectation B10).	<ul style="list-style-type: none"> Continue to update the career related information available to students in the prospectus, website and intranet. Focus on student success, utilising case studies of former students who are in and are progressing in industry. 	Marketing	Student feedback	Faculty Director Built Environment & Engineering Services	July 2015
	<ul style="list-style-type: none"> Ensure continuation and expansion of the employer consortium group (which includes SMT and higher education staff) and student engagement within this process. 	Faculty, WBL, Senior Management, Student Representatives and ambassadors	Employer consortium records demonstrate staff, student and industry engagement contributing to the learning experiences of higher education students	Faculty Director Built Environment & Engineering Services	September 2015

Recommendations

The QAA review team made the following **recommendations** to Leeds College of Building and these are our proposed actions:

Recommendations	Action to be taken	Action by	Monitoring	Reporting to	Target date
Ensure all student representatives are appropriately trained to engage in quality assurance process (Expectation B5)	<ul style="list-style-type: none"> Training plans in place for all student representatives within a Virtual Learning Environment (VLE) LCB Learn training plan and programme available for all students including full and part time together with block-release and blended learning student which enables them to respond to quality improvement as part of their role. 	Student Services, Faculty, Student Representatives	Completion of student rep training through the use of the VLE and responses recorded through student feedback at the student liaison committee.	Faculty Director Quality & Learning Support Services	September 2015
	<ul style="list-style-type: none"> Training sessions provided in college for 2015/16 selected HE representatives at various times and days of the week within the first month of study. HE students free to attend any of these sessions ensuring their course tutors are made aware of their involvement. 	Student Services, Faculty, Student Representatives	Student feedback through the student liaison committee and HE Strategic Forum	Faculty Director Quality & Learning Support Services	September 2015
Ensure that the name, position and institutions of external examiners and their reports are brought to the attention of students (Expectation B7)	<ul style="list-style-type: none"> Ensure inclusion of all HE External Examiner reports within the student services higher education section of the student intranet 	Assistant Faculty Director Built Environment & Engineering Services	Students are aware of feedback from External Examiners regarding the outcomes from sampling.	Faculty Director Built Environment & Engineering Services	July 2015

Formalise and make explicit the processes for periodic review and programme approval (Expectations B1 and B8)	<ul style="list-style-type: none"> Formalise the procedure for periodic review, aligned to policies published by Pearson 	Quality Improvement Manager	Quality Improvement Policy updated and approved to ensure explicit periodic review process confirmed.	Faculty Director Quality & Learning Support Services	September 2015
	<ul style="list-style-type: none"> Formalise the procedure for programme approval to ensure any new course proposals are fully evaluated. 	Quality Improvement Manager	Quality Improvement Policy updated and approved to ensure explicit programme approval process confirmed.	Faculty Director Quality & Learning Support Services	September 2015
Ensure minutes of meetings accurately record the membership and roles of attendees and action points (Expectation C).	<ul style="list-style-type: none"> Minutes of HE meetings to incorporate the roles of the attendees and accurately record the membership. 	Assistant Faculty Director Built Environment & Engineering Services	Demonstrated through completed meeting minutes	Faculty Director Built Environment & Engineering Services	April 2015

Affirmation of action being taken

The QAA review team **affirms** the following actions that the Leeds College of Building is already taking to make academic standards secure and/or improve the educational provision offered to its students. These are our plans to address this affirmation:

Affirmations	Action to be taken	Action by	Monitoring	Reported to	Target date
The College is increasingly distinguishing the requirements of higher and further education students in relation to physical and virtual learning resources, teaching observation and programme review (Expectations B3 and B8).	<ul style="list-style-type: none"> Continue to engage students in the development of HE provision. 	Marketing	Student feedback through the student liaison committee and HE Strategic Forum	Faculty Director Built Environment & Engineering Services	September 2015
	<ul style="list-style-type: none"> Review the observation procedure and programme review as part of its regular, annual review and amend it, as appropriate, for HE in light of current guidance from the QAA, HEFCE and informed by good practice in FEIs and HEIs. 	Quality Improvement Manager	Policy approved, regularly reviewed and complied with by all staff.	Faculty Director Quality & Learning Support Services	September 2015
	<ul style="list-style-type: none"> Continue to look for ways to increase awareness of and access to high quality learning resources. Where appropriate consider, in conjunction with teaching staff and students, how new technologies and applications can be introduced to the process of teaching, learning and assessment. 	HE Strategic Forum HE Practitioner Forum Student Representatives	Faculty Annual Operational Plan and performance management reviews (PMR)	Senior Management Team for PMR	September 2015