

Calderdale College Higher Education Action Plan 2014/15

| Areas for Action | Action Identified | By Who | Deadline | Progress/Further Information | Status |
|---|--|--|------------|---|--|
| Self Evaluation Document & Student Submission | Review of College Higher Education Self Evaluation Document and Student Submission to be undertaken by College SAR process | HE Director/HE Manager | 05/11/2014 | SED data and student submission to be updated. New pro-forma received as part of the updated SAR process. This is to be submitted by 24/10/2014 instead of the SED. | Complete 24/10/2014 |
| HE Strategy | Review and update College Higher Education Strategy (2014/17) to ensure alignment to College strategic objectives. | HE Director/HE Manager | 31/12/2014 | Update to include curriculum, student and employer representation. Staff Development Day 24/10/2014 will provide forum for HE colleagues to work on the HE Strategy | Complete Jan 15 |
| | Review health and social care provision with a view to strengthening existing curriculum offer in this area. | HE Director/HE Manager | 31/12/2014 | Initial discussions around health and social care provision with OU promising. | Complete Validation ongoing Jan 16 |
| Awarding Body Partnerships | Develop new Awarding body partnership to revalidate existing Leeds Metropolitan University provision and allow top up degrees to be delivered. | SMT/ HE Director/ HE Manager | 31/12/2015 | Request for incremental validation made to the OU. Also initial discussions with Staffordshire ongoing. OU visited the College on the 29/09/2014. OU now validating partner from Sept 15. | Complete Sept 15 |
| | Offer Higher Apprenticeships for 2014/15 entry | HE Director/WBL Team | 31/09/2014 | HAs identified within Business Studies and Creative industries | Complete 20/10/2014 HA now available in Health and Social Care |
| | Amend and update electronic and printed materials to reflect Leeds Metropolitan University name change to Leeds Beckett. | HE Director/ HE Manager/ Quality Manager/ Marketing/ | TBC | Brand guidance from Leeds Beckett received July 2014. All web documents updated. Module and course information to be updated as part of the Annual Planning Cycle (06/2015) | Web documents complete 30/09/2014 |

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| | | Admissions/Award Leaders | | | |
| Quality Policies and Procedures | HE policies and procedures to undergo annual review in-line with awarding body frameworks and Quality Code amendments | Quality Manager/HE Manager | 03/01/2015 | HE policies and procedures complete in line with OU framework. All policies and procedures validated by the OU and accessible for all learners on the HE moodle site. | Complete Aug 15 |
| | New HE Course Approval and Validation Policy to be approved | Quality Manager/HE Manager | 03/01/2015 | Successful Institutional Approval and Validation of OU Courses | Complete Aug 15 |
| HE Teaching & Learning | Finalise the HE Teaching, Learning and Assessment strategy. | AP: Teaching & Learning/ HE Director/ HE Manager/ UoH Centre Manager/ HE ASK team | 31/01/2015 | Draft strategy further developed at the HE Staff Development Day 17/07/2014 with input from all interested parties. Date deferred from 30/09/2014 to 31/01/2015 to allow input from new Head of HE and Professional Studies. TLA strategy complete. | Complete Feb 15 |
| | Turnitin and GradeMark staff development to be undertaken by all HE academic staff 2014/15 | HE Director/ HE Manager/E-Support/HE ASK Team/HR/ | | First session took place on 17/7/2014. Further sessions offered Sept 2014. All assignments to be submitted through Turnitin from September 2015 onwards. Teaching colleagues are receiving process support from Sam Bolton-Gould and the HE ASK Team. | Complete Sep 15 |
| HE Centre & HE Environment | HE Centre review for next stage development with capital bid proposal presented through budget timeline. | HE Director | 31/12/2014 | New branded HE centre on F Floor. | Complete Nov 14 |
| | Ensure that room allocation through curriculum planning allows opportunity for as wide a range of students to access existing HE environment resources. | HE Director/ HE Manager | 31/08/2014 | Initial requests for rooming requirements sent to PMs by KB June 2014. Allocated rooms for all HE provision. | Complete Sep 15 |
| | Review current location of teaching staff and assess viability of 'hotdesks' on F floor. | SMT/HE Director | 31/12/2014 | Refurbishment of F11 to provide a staffroom is taking place October half term. This will have the | Complete Nov 14 |

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| | | | | capacity to seat 19 people. It is envisaged a number of these will be 'hotdesks'. | |
| | Photos of HE colleagues to be displayed on relevant boards. | HE Manager | 31/09/2014 | Photos displayed on F floor. | Complete 20/10/2014 |
| | Audit HE Centre rooms and assess IT requirements. | HE Manager/ MTs/ TSU | 31/08/2014 | All PCS to be installed in F11 will be upgraded to allow effective use of GradeMark. | Complete 14/10/2014 |
| | Review signage/displays in HE Centre | HE Manager | 31/09/2014 | Appropriate signage now on F floor promotes HE at Calderdale College. | Complete 20/10/2014 |
| Scholarly Activity/CPD | HE Project Group to devise and agree HE-specific staff development opportunities in conjunction with HEA for 2014/15 | HE Project Group | 31/01/2015 | Date deferred from 31/08/2014 to 31/01/2015 to allow input from new Head of HE and Professional Studies. | Complete June 15 |
| | Agree policy framework for scholarly activity | AP: Teaching & Learning/HE Director/HR | 31/12/2014 | Scholarly activity agreed for HE staff, 10% dedicated to scholarly and research activities. | Complete Dec 14 |
| | Initiate Action Learning Sets | AP: Teaching & Learning/ HE Director/HE Manager/HE ASK Team | 31/01/2015 | Create specific CPD opportunities for 15/16 year planner | Ongoing |
| | Assess viability of re-introduction of HE Journal incorporating findings/articles from scholarly activity and Action Learning Sets. | HE Director/HE Manager | 31/12/2014 | HE Moodle repository | Ongoing |
| Admissions | HE Admissions Policy to be fully introduced in line with UCAS membership | Admissions/HE Manager | 31/12/2014 | Date deferred from 31/10/2014 to 31/12/2014 to allow input from new Head of HE and Professional Studies. | Complete Aug 15 |
| | Establish process/rota for Clearing, including guidance on UCAS process and deadlines. | Student Services/HE ASK | 25/07/2014 | UCAS clearing now in place at Calderdale College. | Complete 17/07/2014 |

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| Widening Participation | Review existing WP strategy, focusing on further student engagement and inclusion strategies and consider viability of SU/Course Rep budget allocation | HE Director/HE Ask Team/Student Services | 31/12/2014 | WP strategy to be re written to incorporate Heart partnerships Sept 15 | Ongoing |
| Work Based Learning Handbook | Produce Work-Based Learning Handbook as per QAA Affirmation | HE Manager/HE Project Group/Award Leaders | 31/08/2014 | V2 of Student WBL Handbook and Employer WBL scrutinised at Project Group Away Day 26/06/2014. V3 presented at HE Staff Development 17/07/2014. Approved - subject to review at end of 2014/15 academic cycle. | Complete 23/07/2014 |
| Student Voice & Student Impact | New (SU) HE Officer to promote Course Rep activities and support as part of induction process. | HE Officer/HE ASK Team | 30/09/2014 | Induction talks have taken place and HE Officer now working on development and timetable for HE Course Rep training during Nov, 2014. | Complete Nov 14 |
| | Realign existing Focus Group structure to allow HE Officer/Course Reps to lead and improve process autonomy. | HE ASK Team/HE Officer | 30/09/2014 | HE Officer and ASK team working on design for Focus Meetings. First Focus Meetings will take place during Nov/Dec, 2014. | Complete Nov 14 |
| | HE Officer to support production of Student Submission as part of SED process. | HE ASK Team/HE Officer | 31/03/2015 | ASK Team will work with HE Officer to determine an appropriate time and format for this submission. Validation of SED will include student input as they are part of the panel. | Complete Nov 15 |
| | To strengthen existing Destinations information via locally held data and DLHE Survey. | HE Director/ HE Manager/ MIS Manager/ Award Leaders | 31/12/2014 | Discussion ongoing with the College's preferred DLHE supplier. | Complete Sept 15 |
| | Explore opportunity for enrichment sessions on broad range of subjects | HE ASK Team | 30/09/2014 | HE students have access to cross college Enrichment programme with HE offer due to start in Jan 2015. | ongoing |
| | Assess the suitability of the 'Reading Week' model for student demographic | HE Director/ HE Manager | 28/02/2015 | Reading week implemented in in the course calendar. | Complete June 15 |

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| | Electronic module evaluations to be embedded in all course Moodle. | HE ASK Team/E-Support | 31/10/2014 | Staff development on new template provided 13/05/2014 <i>Work on-going to support embedding of electronic module evaluations into Moodle.</i> | Complete 07/09/2014 |
| | Improved communication of resource need between HE Course Reps, Award Leaders and the LRC | LRC Manager/HE Manager | 31/01/2015 | New engagement model | Complete Sep 15 |
| | Investigate opportunities for cross-curriculum HE Residential in 2014/15 | HE ASK Team/Award Leaders | 30/09/2014 | Both Public Services groups and Animal Management now have course residential. | Sept 15 |
| Public Information | Review current generic HE information/images on website | HE ASK Team | 31/07/2014 | updated HE pages 21/08/2014 | Complete 21/08/2014 |
| | Develop 2016 prospectus | Marketing/ HE Director/ HE Manager | TBC | On target to become completed by OCT 15. New courses identified and promoted in line with new level 4 and new OU courses that meet the higher skills agenda. | Complete Oct 15 |
| | Develop 'Positive Practice' toolkit to identify good practice and feedback that can also be used internally and externally | HE ASK Team | 30/11/2014 | Initial work completed to continue into sept 15. | Ongoing |
| Meeting & Communications | Review HE meeting structure to develop schedule for 2014/15 | HE Manager | 31/12/2014 | Date deferred from 30/09/2014 to 31/12/2014 to allow input from new Head of HE and Professional Studies. New meeting structure in place from Nov 14. Regular team meetings held on a monthly basis. | Complete Nov 14-15 |
| | Review and agree Terms of Reference for Academic Board as per QAA Affirmation | SMT/HE Director/HE Manager/HE Project Group | 31/12/2014 | Draft presented at Project Group Away Day 26/06/2014. Date deferred from 30/09/2014 to 31/12/2014 to allow input from new Head of HE and Professional Studies. Terms of reference for Academic Board agreed across HE in line with OU | Complete Sept 15 |

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| | | | framework and Institutional Approval processes. | |
| Review and agree Terms of Reference for HE Management Group as per QAA Affirmation | SMT/HE Director/HE Manager/HE Project Group | 31/12/2014 | Draft presented at Project Group Away Day 26/06/2014. Date deferred from 30/09/2014 to 31/12/2014 to allow input from new Head of HE and Professional Studies. Terms of reference HE management group agreed across HE in line with OU framework and Institutional Approval processes. | Complete Sept 15 |
| Review and agree Terms of Reference for HE Forum | SMT/ HE Director/ HE Manager/ Award Leaders/HE Project Group | 31/12/2014 | Date deferred from 30/09/2014 to 31/12/2014 to allow input from new Head of HE and Professional Studies. Terms of reference agreed for HE forum across HE in line with OU framework and Institutional Approval processes. | Complete Sep 15 |