

# Apex College

## QAA Higher Education Review (Alternative Providers) April 2017

### Action Plan

*This Action Plan has been developed by Apex College to address the good practice, affirmation and recommendations for quality enhancement made in the QAA HER (AP) Report resulting from the April 2017 visit by the QAA HER Review Team. A separate document entitled Progress Monitoring Report for the QAA HER (AP) Action Plan monitors and evaluates progress with this Action Plan and will be updated on a regular basis for consideration by Academic Standards Board.*

QAA HER (AP) Recommendation	Deadline	Actions	Actions by	Success Indicators	Reported to	Evaluation
<b>Good Practice</b>						
The detailed and systematic preparatory work which has effectively informed the delivery and assessment of the new Higher National Diploma programme (Expectation B1)	Whenever Pearson make programme changes	Detailed consideration and document produced identifying actions and responsibilities whenever Pearson introduce a new HND Business programme or make changes to the existing specification	Director of Quality Enhancement	Document identifying changes and implications for teaching, learning resources and quality assurance systems	Academic Standards Board and Executive Board	Implementation of new programme or programme changes through internal annual quality monitoring, Pearson AMR and External Examiner.
The high quality of teaching supported by well-qualified staff with extensive external teaching experience	Maintained on an on going basis when new	Ensure recruit well-qualified, with preferably a Masters level qualification, teaching staff who have extensive external	Principal and Programme Director	New teacher staff have CVs evidencing qualifications and	Executive Board	Teaching staff CVs  Feedback from students about

(Expectation B3)	teaching staff are recruited and appointed	teaching experience		previous teaching experience		their teaching experience
The well-established and comprehensive internal process for annual course quality monitoring, with clear action planning, which leads to improvements in delivery (Expectation B8, A3.3).	August 2017 and thereafter annually	Annually review the annual course monitoring policy and template and write annual monitoring report with clear actions for enhancement	Director of Quality Enhancement	Annual Quality Monitoring Report for 2016-17 produced and annually thereafter	Academic Standards Board and Executive Board	Discussion of the Annual Quality Monitoring Report by Academic Standards and Executive Board
<b>Recommendations</b>						
Formalise the policy on the recruitment and induction of new teaching staff (B3)	September 2017	Produce a Recruitment and Induction Policy for new teaching and administrative staff	Director of Quality Enhancement, Principal	Policy produced and approved by Executive Board  Policy implemented for new staff	Executive Board	Review of Recruitment and Induction Policy after one year  Feedback from new staff
Extend the appraisal process to include all teaching staff and ensure a closer link between lesson observation and appraisal (Expectation B3)	January 2018	(i) Revise Staff Appraisal Policy, Pro forma and FAQs to include reference to observation of teaching feeds into teaching staff appraisal.  (ii) Revise Observation of Teaching Policy and pro forma	Director of Quality Enhancement  Director of Quality	Revised Staff Appraisal Policy and associated documents completed and used  Revised Observation of	Executive Board and Academic Standards Board  Executive Board	Discussion at Academic Standards Board  Discussion at Executive Board

		to inform observed teacher that this will feed into staff appraisal  (iii) Implement for summer 2017 observation of teaching and staff appraisal	Enhancement  Programme Director and Principal	Teaching Policy and associated document completed and used  Intend to use both in the summer term of 2017	Executive Board	Summary reports to Academic Standards Board
Further develop the mechanisms to support students' personal and professional development (Expectation B4).	January 2018	(i) Revise Programme Director's role descriptor to include responsibility for student pastoral support  (ii) Develop and implement policy for careers advice and guidance with input from student representatives	Director of Quality Enhancement  Director of Quality Enhancement, Programme Director	Revised Programme Director's role descriptor  Policy for careers advice and guidance developed and implemented with student representative input	Approved by Executive Board  Considered at Student Representative meeting and Academic Standards Board	Feedback from the Programme Director  Feedback from students about careers advice and guidance.  Policy reviewed after one year of implementation
<b>Affirmation</b>						
The steps being taken to continue to develop and deliver a programme of study skills seminars and	August 2017 and annually thereafter	Produce schedule for the 2017-18 academic year identifying and timetabling programme of study skills seminars and workshops for	Programme Director	Schedule of study skills workshops for 2017-18 academic year developed and delivered	Board of Studies, Academic Standards Board, Student	Feedback from staff and students on study skills seminars and workshops

workshops (Expectation B4).		students			Representatives Meeting	Reported and evaluated in the Annual Quality Monitoring report for 2017-18
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