



Final Report of Action Plan
Updated 3rd September
2015

LEEDS BECKETT UNIVERSITY

QUALITY ASSURANCE AGENCY HIGHER EDUCATION REVIEW – UNIVERSITY ACTION PLAN

Introduction

The Quality Assurance Agency for Higher Education (QAA) has confirmed the quality and standards of provision at our University following its review in April 2014.

A team of QAA reviewers visited our University and judged that our academic standards, the quality and enhancement of our student learning opportunities, and the quality of information about our learning opportunities all meet UK expectations. We developed our action plan below in partnership with our Students' Union which provided details of further enhancements relating to the recommendation and two affirmations highlighted by QAA in the HE Review report. This action plan was implemented in 2014/15 with all actions now completed. Further enhancements will be embedded with any actions plans each year. This is a copy of our final action plan report with all actions completed and embedded into our annual cycle.

It was agreed at Academic Board in July 2015 that our HER Action Plan was complete.

Actions Relating to Features of Good Practice

The review identified examples of good practice relating to:

- the University's comprehensive and systematic engagement with collaborative partners through formal and informal mechanisms; and
- the way employability is embedded in the design, approval and delivery of courses.

We have continued to embed this work through continuation of our good practice in these areas and via mechanisms to support wide dissemination and sharing of approaches across our University, our collaborative partners and through engagement in sector quality networks. We hosted our inaugural university quality conference and collaborative Partners day in July 2015. We also disseminated good practice more widely to benefit our students, our staff, our collaborative and other partners, and sharing of practice in the sector. We will continue to work in partnership with our Students' Union to embed further enhancements for our student experience. We will work in partnership with our Students' Union and Student Representatives to develop course institutional action plans

Action Plan for the QAA Recommendation

QAA Recommendation: Reflect upon the duration and scope of approval events with collaborative partner organisations to ensure it can be demonstrated that due consideration has been given to all areas of delivery (Expectation B10). Report Ref: Key Findings, p3

University Action: The Dean of Quality has led a review of our current regulations, procedures and planning assumptions for events. Proposals for procedural changes were considered and agreed by Academic Board on 2nd July 2014 for implementation from 1st September 2014. Further action completed is set out below.

	Further University Action:	Lead Responsibility:	Timescale:	Report on Completed Plan: 3rd September 2015
a.	Quality Assurance Services to ensure approval events are scheduled in order to provide opportunity for reflection and review between institutional approval and validation events.	Dean of Quality	Completed	Completed. Procedural guidance has been revised as agreed by Academic Board on 2 nd July 2014 to clarify the normal approach to scheduling. This is now operational.
b.	Clear guidance to be provided to Chairs of events.	Dean of Quality	Completed	Completed. Guidance for Chairs is in place.

Actions relating to QAA Affirmations

QAA Affirmation 1: The actions being taken to engage students as transformational agents of change and the commitment to strengthen this further (Expectation B5). Report Ref: Key Findings, p3

University Action: The Dean of Quality and the Vice President Education of the Students’ Union are continuing on-going partnership work with the Students’ Union and Faculties and have implemented the actions below relating to enhancement of student engagement in key quality assurance processes during 2014/15. Further action completed is set out below.

	Further University Action:	Lead Responsibility:	Timescale:	Report on Completed Plan: 3rd September 2015
a.	Implement agreed plans for further enhancement of student engagement in key quality assurance processes (course monitoring and review, committee participation, course representation, approval and review)	Dean of Quality and the Vice President Education of the Students’ Union	Completed	<p>Agreed Action Plan Completed and embedded</p> <p>Academic Quality and Standards Committee agreed action plan in March and June 2014 which were implemented from October 2015. These actions have been completed with further review and enhancement planned for 2015/16 – details below.</p> <p>Completed:</p> <p>A revised Course Student Representative Election process was agreed with the Students’ Union for 2014/15. This has resulted in earlier elections and an increase in the number of representatives in place (compared to 2013/14).</p>

			<p>Update reports have been provided for Corporate Management Team, Academic Quality and Standards Committee and Learning, Teaching and Enhancement Committee.</p> <p>Additional functionality for course groups was developed within MyBeckett VLE working with the Students' Union to enable online three way communication. This has been implemented as a pilot (68 instances covering some 300 representatives and 9,000 students) from October 2014.</p> <p>A course representation handbook has been developed jointly with the Students' Union for students and course teams. Course representative training and resources have also been developed.</p> <p>The Students' Union Course Representatives' Conference in March 2015 engaged a higher number of students this year and has received positive feedback.</p>
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			<p>Our new approval and periodic review process introduced from January 2015 includes the requirement for engaging students at different stages of the process.</p> <p>Review and Enhancement from 2015/16: The effectiveness of the process of course representative elections will be monitored annually to inform any further enhancements during 2015/16 and beyond. A paper was considered by AQSC on 1st June 2015 which completed this action for 2014/15.</p> <p>The MyVoice communication tool pilot has been evaluated and reported to AQSC in June 2015. Changes are agreed for 2015/16 including a change from MyVoice to embedded functions into all course groups and the pilot use of Union Cloud working in partnership with the Students' Union.</p> <p>Further development of Course Representative training is being taken forward with additional elements of online training being developed for 2015/16.</p>
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				<p>The Annual Monitoring and Review (AMR) Short Life Working Group has recommended changes to the AMR process which will, amongst other enhancements, provide for better student engagement with the process at course level. These will be piloted during 2015/16.</p> <p>Further consideration was given to the participation of course representative members of Faculty committees at June AQSC. Student membership will remain unchanged for 2015/16 with recognition schemes and training enhanced for 2015/16 working with our Students' Union.</p>
b.	Develop and implement action plan relating to our institutional approach to student engagement	Deputy Vice Chancellor - Academic	<p>30th November 2014</p> <p>Revised completion date 31st July 2015</p> <p>Completed</p>	<p>Completed</p> <p>Themes relating to our approach to engaging students were agreed by Learning Teaching and Enhancement Committee (March 2014). A draft action plan was subsequently compiled in collaboration with Services, students and Faculties in Summer 2014.</p> <p>An updated draft action plan was reviewed by Faculty LTECs in Sept/Oct 2014. A presentation on</p>

			<p>student engagement was provided to Academic Board on the 5th of November 2014.</p> <p>A post HE Review Action Plan focussing specifically on wider University engagement of Faculties/Services and curricular engagement was reported to LTEC Jan 2015. This details i) progress towards attendance monitoring; ii) the Wellbeing Steering Group; iii) the work of the Student Charter Writing Group; and iv) a range of curricular projects. An updated action plan showing progress in all areas was presented at the May 2015 LTEC.</p> <p>A presentation by our DVC Academic on our future Academic Strategy, Student Engagement Strategy and Student Success Framework was considered at Academic Board in July 2015.</p>
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QAA Affirmation 2: The actions being taken to enhance the research environment (Expectation B11). Report Ref: Key Findings, p3

University Planned Action: With strategic leadership by the Deputy Vice Chancellor Research and Enterprise, we have over the last four years, been leading on establishing three Research Institutes that serve to focus research and support for research students. We have also re-accredited Research Centres to ensure that they also support the current research environment, particularly for research students. Further action completed is set out below.

	Further University Action:	Lead Responsibility:	Timescale:	Report on Completed Plan: 3rd September 2015
a.	We will open a fourth Research Institute to provide a suitable environment and focus in business and retail research.	Deputy Vice Chancellor Research and Enterprise	Completed	Completed New Institute established. Institute formally opened.
b.	Financial support for each Centre and Institute will be provided through our annual Quality Research allocation from the Funding Agency to support their activities.	Deputy Vice Chancellor Research and Enterprise	Completed.	Completed New QR and HEIF allocations received and allocated through the annual financial planning cycle.
c.	Investment in our estate in support of the research student environment will include new rooms for research students at our Headingley Campus and	Deputy Vice Chancellor Research and Enterprise	Scheduled for academic year 2014/2015. Completed	Completed All faculties now have dedicated rooms for research students and requirements for such are built in to

	extensions of the existing facilities at the City Campus.			every new planned estate development.
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QAA Affirmation 2: Continued

	Further University Action:	Lead Responsibility:	Timescale:	Report on Completed Plan: 3rd September 2015
d.	Online support for research students will be provided through our involvement in the Epigeum supervisor's support project. We will also develop an on-line support system through our VLE particularly focussed on research students studying for a professional doctorate.	Deputy Vice Chancellor Research and Enterprise	System to be introduced in 2015 Completed	All EPIGEUM courses now launched and available through our VLE.

e.	Following analysis of the results of the REF2014 exercise we will, as necessary, review our Research Centres to ensure that all areas where we have validated excellence in research are further supported to develop their research environment and profile	Deputy Vice Chancellor Research and Enterprise	Review of needs completed and annual REF review established. Completed	Completed The REF2014 outcomes have been reviewed and all institutes and centres are contributing to an on-going annual review of research outputs and environment. The review will take place in December each year with the first scheduled for December 2015. Each review will identify on an annual basis any additional support needs.
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