

Brit College Action Plan - 2016

Brit College Action Plan

Good Practice	Action to be taken	Date for completion	Action by	Success Indicators
A detailed programme specification and other documentation of high quality, which are valued by students and extend beyond its formal obligations to the awarding organisation (Expectation A2.1)	Introduce other useful documents, in particular unit handbooks	September 2016	Vice Principal	Clear information about all units delivered, available to students well in advance of the delivery of the units. Positive feedback in student satisfaction surveys
Embedding employability awareness and skills within the curriculum (Expectation B3)	Introduce the Work-based experience unit to current Year 2 students	June 2016	Vice Principal	Work-based experience taught as part of the curriculum.
An inclusive and supportive learning environment fit for the purpose of meeting the expectations of its diverse intake (Expectation B4)	Formally draft student support roles and responsibilities, and place them into student and staff handbooks and onto the VLE	June 2016	Director of Business and Compliance	Student and staff surveys show increased staff and student awareness of the support available to students.
	Staff training on customer service and on how to assume broader supportive roles that continue to meet the expectation of the diverse intake	July and on-going	Director of Business and Compliance	Student satisfaction surveys show satisfied students.

Affirmation	Action to be taken	Date for completion	Action by	Success Indicators
Active and purposeful steps to put in place a systematic approach to engaging with local employers as a means of increasing the employability of its students (Expectation B4)	Set-up an Employer's Forum	September 2016	Chief Executive	An employer's forum becomes functional and offers advice on the curriculum. Student destination data showing increased student employability

Recommendation	Action to be taken	Date for completion	Action by	Success Indicators
Formalise internal programme approval procedures (Expectation B1)	Develop and implement programme approval procedures. Integrate programme approval into the Academic Calendar	June 2016	Vice Principal	Systematic approach to programme approval through the Annual Monitoring Review process, Academic Board and Academic Management Team (minutes of meetings). Programme approval becomes part of the Academic Calendar
Articulate and disseminate the provider-level approach, including leadership responsibilities, to enhancing the quality of student learning opportunities (Expectation Enhancement)	Revise the enhancement policy to embed continuous improvement in all college activities	June 2016	Vice Principal	Updated policy
	Disseminate the enhancement policy to all stakeholders			Staff and student surveys indicate enhancement procedures are fully understood
	Embed enhancement in all staff responsibilities			Job descriptions and appraisals that include enhancement
	Implement a provider-level enhancement action plan			All committees discuss enhancement as a standard agenda
Produce and embed a clear and detailed retention strategy which enables the identification of at-risk students with a view to further improving the current retention rate (Expectation B2)	Revise the Retention Policy to include a traffic light system of classifying at-risk students	February 2016	Attendance and Retention Team	At-risk students are identified and return to college. Improved retention rates. Improved student submission rates for assessments. Higher achievement levels.
	Implement procedures to engage continuously with at-risk students: Home visits, individual action planning	March 2016	Vice Principal	
	Staff training on student welfare and engagement			
	Create a calendar for extra-curricular activities and disseminate to students and staff			
Systematise internal procedures to ensure that they are consistently recorded and contribute optimally to the enhancement agenda (B9, B4 and Enhancement)	Redraft and implement student support policy to include recording of the nature and frequency of informal complaints.	July 2016	Director of Business and Compliance	The nature and frequency of student complaints are clearly identified and understood, and all complaints systematically addressed
	Systematically record, monitor and evaluate the nature and frequency of informal complaints from students	September 2015	Director of Business and Compliance	

Developmental Area	Action to be taken	Date for completion	Action by	Success Indicators
Give students and staff access to all relevant policies	Upload relevant policies to the VLE Inform staff and students	June 2016	Operations Manager	Students and staff are familiar with policies, especially the Complaints and Academic Appeals policy. Increased compliance with policies.
	In particular, disseminate and explain Complaints and Academic Appeals policy to all staff and students	June 2016	Director of Business and Compliance	
Enhance employability through internships, work experience, career service and regular Master classes	Introduce the Work-based experience unit	June 2016	Vice Principal	Work-based experience taught as part of the curriculum
	Signpost students to career advice services within Tower Hamlets and the local area	August 2016	Director of Business and Compliance	Students and staff are aware of places they can source Career Advice Services
	Continue to provide at least one master class every term; planning these in advance on the Academic Calendar	Immediate and on-going	Director of Business and Compliance	Students access a range of master classes from experts in different fields every term and are aware of these well in advance
Formalise Teacher Development Days (include a workshop on integrating formative assessments into class)	Schedule Teacher Development Days into the Academic Calendar	Starting September 2016 and on-going	Academic Director	Teacher Development Days become part of the Academic Calendar, organised well in advance
	Carry out a workshop to demonstrate how formative assessment can be given on the VLE	March 2016	Operations Manager	All formative assessments become available and accessible to students on VLE
Carefully word marketing materials to avoid incentivising students	Review all marketing materials to remove wording that may incentivise students	July 2016	Director of Business and Compliance	Marketing materials are clear and only show course information