

Higher Education Review of Basingstoke College of Technology (2014)

Action Plan

The Quality Assurance Agency for Higher Education (QAA) conducted a Higher Education Review (HER) at Basingstoke College of Technology (BCoT) from 22nd to 24th October 2014. This action plan outlines the steps BCoT will take to both build on the good practice identified and act upon the recommendations made. The full HER report can be found at <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10000560>

Good practice	Action to be taken	Date for completion	Action by	Success indicators
The College's responsiveness to student needs in order to provide an effective learning environment and materials to enhance their learning experience (Expectation B4).	Document with new guidance in the teacher handbook how BCoT responds to the needs of HE students, through course review and evaluation, the effective implementation of the learning, teaching and assessment strategy and through robust quality assurance procedures.	September 2015	Higher Education Manager	Teacher handbook for the new 2015/16 academic year is amended to reflect current good practice in responding to student needs.
The openness of staff at every level, enabling early resolutions of problems and reducing the potential for student complaint and appeal (Expectation B9).	Instigate a cross-college consultation on how the informal mechanisms that have evolved from the 'open door' policy might inform the development of more formal procedures to engage HE learners at BCoT.	September 2015	Higher Education Manager	Report on the consultation with recommendations available for the consideration of the BCoT Board of Corporation (meeting on October 14 th 2015).

Recommendation	Action to be taken	Date for completion	Action by	Success indicators
<p>The College should make clear and transparent to students the admission procedures to be undertaken in order to be accepted onto a course (Expectations B2 and C).</p>	<p>Conduct a review of admission procedures and their supporting documentation (<i>to include internal documentation, prospectuses, and the BCoT and UCAS website</i>) and revise either as appropriate, so as to ensure consistency, transparency and fairness across the college.</p>	<p>April 2015</p>	<p>Higher Education Manager</p>	<p>Review to be completed in time for the printing of the 2016/17 prospectus. (May 2015).</p>
<p>The College should consider taking steps, as its higher education provision develops, to engage higher education students within the formal representative and committee structure (Expectation B5)</p>	<p>Hold a formal consultation exercise with students, staff and governors on how the learner voice of HE students can best be expressed through the Learner Councils, Learner Parliament, the Higher Education Forum and the Board of Governors.</p>	<p>September 2015</p>	<p>Higher Education Manager</p>	<p>Report on the consultation with recommendations available for the consideration of the BCoT Board of Corporation (meeting on October 14th 2015).</p>

Recommendation	Action to be taken	Date for completion	Action by	Success indicators
The College should formalise its approach to enhancement so as to support the growth of its higher education provision (Enhancement).	Revise templates and guidance documentation for key activities to include specific references to Enhancement in HE provision. These should include: <ul style="list-style-type: none"> • Self-Assessment Reports (SARs) • Business Planning • Course Review & Evaluation • Course Validation and Revalidation 	September 2015	Higher Education Manager	Revise templates and guidance documentation available for the new 2015/16 academic year and amended to capture instances of enhancement in higher education provision.

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Principal
Basingstoke College of Technology