HE Quality Assurance Policy

1. Policy Statement

1.1. Weymouth College is committed to the provision of the highest quality educational experience for its students.

1.2. The College acknowledges that this will only be achieved through the establishment of a culture of high quality delivery and continuous improvement in all areas of its work. The College together with University and awarding body partners have, therefore, developed systems and processes for the assurance of quality, and its systematic enhancement.

2. Reason For The Policy

2.1 The College is responsible for assuring itself and its stakeholders that the academic standards of all its higher education provision are:
- appropriate to the level of the named award; and
- comparable to the standards of similar awards on offer elsewhere across the UK higher education sector.

2.2 The College is also responsible for ensuring that students are well supported in their learning: through excellent teaching, well-structured assessment, appropriate resources, and high quality support and guidance.

2.3 The Quality Assurance Framework is tested, not just through the internal audit system but also through regular engagement with the University of Plymouth as their partner Higher Education Institution (HEI) and awarding bodies.

3. Policy Objectives

Setting and Maintenance of Standards

3.1 All programmes are developed with reference to the Quality Assurance Agency (QAA) Code for Higher Education. Most specifically, programmes make reference to the level of modules/units and the award(s) to which they lead; the content of programmes and modules; the extent to which the aims and objectives of the programmes and the modules are met.

3.2 Each programme is required to go through a validation process which provides amongst other things an independent evaluation of the programme aims and objectives, and their appropriateness. The validation process also considers the relevant learning outcomes and assessment criteria.

3.3 Once validated an External Examiner is appointed and through regular engagement is required to confirm that marking standards are appropriate, and comparable to national standards.

Assuring and enhancing academic quality

3.4 Quality assurance mechanisms are those which enable the College to confirm the quality of education provided. The intention of the Quality Audit process is to ensure that the College meets or exceeds the expectations of its students and to promote the highest quality learning experience. Alongside this, there are specific aims and objectives, which are planned to enhance the quality of the student experience, and to identify and disseminate examples of innovative and successful practice.

3.5 The validation mechanism (Internal/External) ensures the approval of new programmes which consider the resource and staffing requirements of the intended programme. This consideration is then extended at validation, where the quality and coherence of the student experience as a whole is considered.

3.6 Once a new programme has been approved, there are a range of annual mechanisms to assure the quality of the student experience. The College clearly identifies through its

Charter that students are co-responsible for their learning and behaviour. Nevertheless, the College accepts the importance of the student experience to the values of the College, and consequently secures feedback in a variety of ways. These include:

- the Student Perception Questionnaire (SPQ) for University of Plymouth partner students;
- Pearson BTEC Higher Nationals Annual Student Survey;
- National Student Survey [NSS] for final year students;
- College Student Module/Unit Survey;
- Programme Team Meetings;
- Termly College Student Representative Meetings.

Through these processes students are invited to record their satisfaction or any issues with any particular experience at the College, or to make suggestions for the enhancement of the service provided.

3.7 The Student Complaints Procedure is an integral part of the quality assurance system. Complaints are monitored through the HE Registrar and the Performance and Delivery team. The Student Complaints Procedure both enables students to secure redress (where appropriate) for any grievance, and the College to learn from the experience of one of its key stakeholder groups.

3.8 All programmes are monitored on an annual basis through External Examiner visits and reports. Any actions arising from these reports are the direct responsibility of the course teams and should feed into Annual Reports and Action Plans.

3.9 Annual evaluation of a programme is provided through the Annual Programme Monitoring (APM) process for University of Plymouth programmes and the Online Annual Programme Monitoring Report (APMR) for Pearson programmes. These written reports provide an opportunity for reflection and analyses of various elements of a programme.

3.10 Actions arising from these annual reports feed into the College Higher Education Development Plan which is submitted to the College Governing Body at the end of November/early December for scrutiny and sign-off.

3.11 These annual reports are further scrutinised by the awarding bodies.

3.12 University of Plymouth Faculty Partnership Managers (FPMs) are responsible for reporting back on outcomes for programmes at the Joint Board of Studies (JBS) meetings usually held in December/January annually. During this meeting the College Higher Education Development Plan is also discussed and scrutinised.

3.13 After a period of no more than five years, the University of Plymouth (UoP) carries out a Periodic Review of partner provision using quantitative and qualitative information to assess the on-going suitability of the partner to provide UoP approved programmes.

3.14 With the move from Qualification Credit Framework (QCF) to Regulated Qualifications Framework (RQF) Pearson will require centres to go through a re-approval process.

4. Definitions

4.1. None

5. Policy Owner

5.1. Vice Principal Curriculum

6. Who Will Need To Know About This Policy

- Higher Education Staff
- Higher Education Students

7. Responsibility

7.1. Vice Principal Curriculum

8. Related Policies

- HE College Charter
- HE Students Complaints Policy

Policy Title:	HE Quality Assurance Policy	Policy Owner:	Vice Principal Curriculum
		Policy Author:	HE Registrar
Status:	FINAL	Approval Date:	16th May 2018
EIA Required Yes or No due regard given	Due Regard given	Review Date:	31st May 2020
Yes - EIA Date:			

9.   History

This policy was adopted and approved on:

Signed: *Nigel Evans*   Date: 16th May 2018

Nigel Evans, Interim Principal

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