

Internal Action Plan with reference to QAA HER (AP) June 2021



Reviewed by Student Representatives	01/09/2021
Approved by Senior Management	02/09/2021
Agreed by Staff	07/09/2021
Published on College website	07/09/2021

This document sets out Irish Baptist College's response to the QAA report published on 15th June 2021 (available at: <https://www.qaa.ac.uk/reviewing-higher-education/quality-assurance-reports/Irish-Baptist-College>).

The action plan outlines Irish Baptist College's internal quality assurance process and responds to the QAA recommendations and offers an update on the affirmation of action being taken.

QAA HER (AP) June 2021 Recommendations	Action to be taken	Target Completion Date	Action by:	Reporting to:	Success Indicators/Evaluative Procedures	Progress (Including notes of completion)
To further embed the processes for the monitoring and development of individual staff including peer observation and staff appraisal (Core Practice Q3)	<ol style="list-style-type: none"> 1) Consistently maintain the current pattern of staff appraisal. 2) Initiate a peer observation programme which will initially commence with visiting tutors in Semester 1 (October 2021) and move to full-time teaching staff in Semester 2. 	Initiated by October 2021 and completed by April 2022.	Principal (supported by teaching staff)	Finance and Staffing Committee and Management Committee	<p>Report of peer observation sessions to be reviewed by senior management and conclusions reported to relevant committees.</p> <p>Student feedback on tutors to be monitored in light of peer observation.</p>	<ol style="list-style-type: none"> 1) Plans are currently in place for peer observation of visiting tutors to commence in October 2021. 2) Plans yet to be finalised for peer observation of full-time teaching staff in second semester. But all tutors should be peer-reviewed by April 2022.
To ensure that the process for academic appeals is clearly articulated in student handbooks (Core Practice Q6)	<ol style="list-style-type: none"> 1) Insert a paragraph into the student handbook that articulates the academic appeals procedure and include a link to the relevant University of Chester Handbook. 	August 2021	Director of Training and Registrar	Staff Meeting	The necessary information is now included in the student handbook.	Action completed in August 2021.

To introduce and implement a formal process for postgraduate students to contribute fully to the quality enhancement processes (Core Practice Q5)	<ol style="list-style-type: none"> 1) Continue with individual module feedback. 2) Establish an annual online postgraduate student module review committee open to all postgraduate students. 	Established by October 2021 and completed by June 2022	Postgraduate Director	Staff Meeting and Board of Studies	Student engagement in the process.	<ol style="list-style-type: none"> 1) Initial plans are in progress. 2) Information will be circulated during the course of the year. 3) The target completion date of June 2022 permits the annual meeting to review all PG taught modules in a single academic year.
Affirmation						
The action taken to articulate and implement a more formal admissions policy (Core Practice Q 1)	<ol style="list-style-type: none"> 1) To formally document and articulate the admissions policy currently in operation. 2) Ensure consistent implementation of the documented policy. 	October 2021	Director of Training and Registrar	Principal and Management Committee	Student feedback on admissions process and experience.	The initial draft of this document has been drawn up. It will be revised and completed by October 2021.