

**LTC11D106**

**Title:** *QAA Quality Code – A Plan for Implementation*  
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**Date:** 14/06/2012  
**Circulation:** Learning and Teaching Committee – 27 June 2012  
**Agenda:** LTC11A006  
**Version:** Final  
**Status:** Open

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**Issue**

A rationale for implementation of the QAA Quality Code accompanied by time based plan of actions.

**Recommendation**

Members are asked to endorse the proposed plan for the implementation of the Quality Code and to note the attached timetables for action.

**Resource Implications**

N/A

**Risk Implications**

N/A

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

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**Background**

Members of LTC will be aware that the QAA's Academic Infrastructure, the existing national framework for quality assurance and enhancement is being replaced by the QAA Quality Code.

This paper sets out a plan for ensuring that the University both engages with the process by which the content of the Quality Code will be finalised and ensures that our own quality assurance and enhancement structures operate in accordance with the expectations set out in the Quality Code.

## Discussion

The introduction of the QAA Quality Code is to be a staged process (see attached timetable) and it is important that the University is fully engaged with the development of the content of the Quality Code and moves efficiently to implement each Chapter as it is finalised.

The Quality Code when complete will consist of three parts:

Part A – Threshold Academic Standards

Part B – consisting of 11 chapters as follows:

- B1 Programme Design/ Approval
- B2 Admissions
- B3 Learning & Teaching
- B4 Student Support
- B5 Student Engagement
- B6 Assessment and APL
- B7 External Examining
- B8 Programme Monitoring & Review
- B9 Complaints & Appeals
- B10 Collaborative Arrangements
- B11 Research Degrees

Part C – Information About Higher Education Provision

The bulk of the Quality Code, and of the work required to ensure our alignment with its requirements falls under Part B. Each chapter within Part B consists of an Expectation and explanatory Indicators.

The Expectation is a statement of what the University should be able to demonstrate in respect of each topic for which there is a Chapter. For example, the Expectation under Chapter B& External Examining reads:

Higher Education providers make scrupulous use of external examiners

In terms of Institutional Review (IRENI) it is against the set of Expectations detailed in the Quality Code that we will be audited. The Indicators are intended to provide a guide to the ways in which an institution might best enact, and evidence when required, alignment with the requirements of the Quality Code. Although there is no requirement to evidence our alignment with the Expectation of each element of the Quality Code it would seem sensible to make use of this guidance.

The proposed plan for implementation is straightforward. For each chapter of the Quality Code the University should:

- Report the consultation document to LTC
- Engage with the consultation process
- Report our consultation response to LTC
- Report the finalised chapter to LTC
- Establish a sub-group to:
  - o Map the Expectations and Indicators to existing documentation and practice
  - o Determine where any gaps exist between the requirements of the chapter and our practice
  - o Construct processes/ regulations to address those gaps for approval by LTC
  - o Produce a Mapping Document for that chapter
- Report to LTC on the completion of the mapping document and of any necessary actions emerging from the process

The implementation of the Quality Code will be overseen by the Academic Director of Taught Programmes (Dr Adam Longcroft) and Head LTS [East] (Mr Jon Sharp). ADTP and Head LTS

will co-opt other members of staff as appropriate when establishing sub-groups to map each chapter.

The proposed timetable for implementation, based on the current QAA timetable for release of consultative chapters, and the spreadsheet that will record completion of implementation tasks are attached for information.

C.J. Sharp (Head LTS [East])  
15/06/12

QUALITY CODE Implementation Plan

CHAPTER	Consultation Process				Implementation Process				
	Report to LTC	Respond to QAA	Response reported to LTC	Final Version to LTC	Mapping to Regs, COPs, Practice	Mapping document reported to LTC	Required Actions noted to LTC	Report on completion actions to LTC	Mapping document, amended COP on LTS website
B7 - External Examiners	Completed	Completed	Completed	Completed	08/12	09/12	09/12	09/12	12/12
Part C - Information	Completed	Completed	Completed	Completed	09/12	09/12	12/12	12/12	01/13
B11 - Research degrees	Completed	Completed	Completed	09/12	12/12	01/13	01/13	03/13	04/13
B5 - Student Engagement	Completed	Completed	Completed	09/12	12/12	01/13	01/13	03/13	04/13
B3 - Learning & Teaching	Completed	07/12	09/12	09/12	12/12	01/13	01/13	03/13	04/13
B10 - Collaborative Arrangements	09/12	11/12	12/12	01/13	04/13	04/13	04/13	06/13	07/13
B4 - Student Support	09/12	12/12	12/12	03/13	05/13	06/13	06/13	09/13	10/13
B9 - Complaints and Appeals	09/12	12/12	12/12	03/13	05/13	06/13	06/13	09/13	10/13
Part A - Threshold Standards	03/13	05/13	06/13	09/13	12/13	01/14	01/14	03/14	04/14
B1 - Programme Design/ Approval	03/13	05/13	06/13	09/13	12/13	01/14	01/14	03/14	04/14
B6 - Assessment & APL	06/13	08/13	09/13	12/13	04/14	04/14	04/14	06/14	07/14
B8 - Monitoring & Review	06/13	08/13	09/13	12/13	04/14	04/14	04/14	06/14	07/14
B2 - Admissions	06/13	08/13	09/13	12/13	04/14	04/14	04/14	06/14	07/14



**OTHERS**

**Title**

Guidance on International Students  
Guidance on Entrepreneurship Education

**Action**

forwarded to LTC  
forwarded to LTC

QAA's Timeline for Introduction of Quality Code						
Chapter	Aug - Dec 2011	Jan-Jul 2012	Aug-Dec 2012	Jan-Jul 2013	Aug-Dec 2013	Jan-Jul 2014
B7	Final version	Implementation				
Part C	Consultation launched	Final version	Implementation	Implementation		
B11	Consultation launched	Final version	Implementation	Implementation		
B5	Consultation launched	Final version	Implementation	Implementation		
B3		Consultation launched	Final version	Implementation		
B10			Consultation & Final Version	Implementation	Implementation	
B4			Consultation launched	Final version	Implementation	Implementation
B9			Consultation launched	Final version	Implementation	Implementation
Part A				Consultation launched	Final version	Implementation
B1				Consultation launched	Final version	Implementation
B6				Consultation launched	Final version	Implementation
B8				Consultation launched	Final version	Implementation
B2				Consultation launched	Final version	Implementation