

**LTC14D021**

**Title:** Partnerships Office – Update on Partner Progress on Mapping to the QAA Quality Code

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### **Issue**

An update on the process for ensuring that Partner Institutions are considering the expectations and indicators of the published codes of practice and ensuring that they have the appropriate policies and procedures in place and identifying areas for development and enhancing.

The success of this work to date is highlighted through the QAA Review for Specific Course Designation at Mountview Academy of Theatre Arts, which took place in January, identifying this as an area of good practice.

### **Recommendation**

Recipients are invited to note the timetable for work including work completed to date

### **Resource Implications**

The work will be met within Partnerships Office existing resource

### **Risk Implications**

The new QAA review methodology “Higher Education Review” draws heavily on demonstrating engagement with the Quality Code. This process will demonstrate that partners are fully engaged and will therefore be low risk

### **Equality and Diversity**

There are no Equality and Diversity Implications

### **Timing of decisions**

n/a

### **Further Information**

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## **Background**

During the Academic Year 2012-13, UEA partner institutions started the process of working towards compliance to the emerging sections of the Quality Code. A timetable for submission to JBOS was provided to each partner.

Whilst the initial mapping identified where action needed to be taken as a priority, it became evident in practice that a different approach needed to be put in place to make the task a developmental one that can be embedded within the partner institution, rather than a "checklist" which is signed off at the appropriate JBOS.

With this in mind, UEA Partner lead administrators are working individually with partners outwith the JBOS meetings to comprehensively review procedures and practice against the relevant areas of the Quality Code. A summary report on progress is made to each JBOS, and a complete mapping of each section is produced together with an over-arching action plan and timetable which is monitored through the JBOS.

Partnerships are also producing an overarching partnerships mapping which will draw out emerging themes and will identify areas for review and potential to share good practice with colleagues based at UEA

UCS are undertaking their own review (with regular reports to the Partnerships Management Group) as part of their move towards independence.

## **Attachments**

Schedules detailing how the timescales for each partner approaching the exercise are attached. Work completed to date is indicated in italics.

Appendix 1 - Mountview

Appendix 2 - INTO UEA

Appendix 3 – Institute of Health and Social Care Studies

Appendix 4 – Easton and Otley College

Appendix 5 – City College Norwich

**Appendix 1**  
**Mountview Academy of Theatre Arts**

<b>Chapter/Part</b>	<b>Publication by QAA</b>	<b>First Draft Produced</b>	<b>Approval of mapping by JBOS</b>	<b>First review of Action</b>
Chapter B7: External examining	Oct 2011	<i>Autumn 2012 JBOS</i>	<i>October 2013 monthly meeting</i>	<i>Autumn 2013 JBOS</i>
Part C: Information about higher education provision	Mar 2011	<i>Autumn 2012 JBOS</i>	<i>October 2013 monthly meeting</i>	<i>Autumn 2013 JBOS</i>
Chapter B11: Postgraduate research programmes	Jun 2012	<i>Not applicable</i>	<i>Not applicable</i>	<i>Not applicable</i>
Chapter B5: Student engagement	Jun 2012	<i>8 November 2013</i>	-	<i>Autumn 2013 JBOS</i>
Chapter B3: Learning and teaching	Sep 2012	<i>Spring 2013 JBOS</i>	<i>8 November 2013</i>	<i>Autumn 2013 JBOS</i>
Chapter B10: Managing HE Provision with Others	Dec 2012	<i>September 2013 monthly meeting</i>	-	<i>Autumn 2013 JBOS</i>
Chapter B4: Enabling Student Development and Achievement	Mar 2013	<i>October 2013 monthly meeting</i>	-	<i>Autumn 2013 JBOS</i>
Chapter B9: Complaints and appeals	April 2013	<i>September 2013 monthly meeting</i>	-	<i>Autumn 2013 JBOS</i>
Part A: Setting and maintaining threshold academic standards	Jul 2013	<i>March 2014 monthly meeting</i>	-	<i>Summer 2014 JBOS</i>
Chapter B6: Assessment of students and accreditation of prior learning	Jul 2013	<i>March 2014 monthly meeting</i>	-	<i>Summer 2014 JBOS</i>

Chapter B1: Programme design, development and approval	Sep 2013	<i>April 2014 monthly meeting</i>	-	<i>Summer 2014 JBOS</i>
Chapter B8: Programme monitoring and review	Sep 2013	October 2014 monthly meeting	-	Autumn 2014 JBOS
Chapter B2: Admissions	Oct 2013	October 2014 monthly meeting	-	Autumn 2014 JBOS

**Appendix 2  
INTO UEA**

<b>Chapter/Part</b>	<b>Publication by QAA</b>	<b>First Draft Produced</b>	<b>Approval of mapping by JBOS</b>	<b>First review of Action</b>
Chapter B7: External examining	Oct 11	<i>Autumn 2012</i>	<i>Summer 14</i>	Summer 15
Part C: Information about higher education provision	Mar 11	<i>Autumn 2012</i>	<i>Summer 14</i>	Summer 15
Chapter B11: Postgraduate research programmes	Jun 12	N/A	N/A	N/A
Chapter B5: Student engagement	Jun 12	<i>Spring 13</i>	<i>Summer 14</i>	Summer15
Chapter B3: Learning and teaching	Sep 12	<i>Spring 13</i>	<i>Summer 14</i>	Summer 15
Chapter B10: Managing HE Provision with Others	Dec 12	<i>Summer 13</i>	<i>Summer 14</i>	Summer 15
Chapter B4: Enabling Student Development and Achievement	Mar 13	<i>Summer 13</i>	<i>Summer 14</i>	Summer 15
Chapter B9: Complaints and appeals	April 13	<i>Autumn 13</i>	Autumn 14	Autumn 15
Part A: Setting and maintaining threshold academic standards	Jul 13	<i>Autumn 13</i>	Autumn 14	Autumn15
Chapter B6: Assessment of students and accreditation of prior learning	Jul 13	<i>Autumn 13</i>	Autumn 14	Autumn 15
Chapter B1: Programme design, development and approval	Sep 13	<i>Spring 14</i>	Spring 15	Spring 16

Chapter B8: Programme monitoring and review	Sep 13	<i>Spring 14</i>	Spring 15	Spring 16
Chapter B2: Admissions	Oct 13	<i>Spring 14</i>	Spring 15	Spring 16

**Appendix 3**  
**Institute of Health and Social Care Studies**

<b>Chapter/Part</b>	<b>Publication by QAA</b>	<b>First Mapping Draft Produced</b>	<b>Approval of mapping by JBOS</b>	<b>First review of Action</b>
Chapter B7: External examining	Dec 11	<i>Autumn 2012</i>	<i>Summer 13</i>	<i>Summer 14</i>
Part C: Information about higher education provision	Mar 12	<i>Autumn 2012</i>	<i>Summer 13</i>	<i>Summer 14</i>
Chapter B11: Postgraduate research programmes	Jul 12	N/A	N/A	N/A
Chapter B5: Student engagement	Jun 12	<i>Spring 13</i>	<i>Autumn 13</i>	Autumn 14
Chapter B3: Learning and teaching	Sep 12	<i>Spring 13</i>	<i>Autumn 13</i>	Autumn 14
Chapter B10: Managing HE Provision with Others	Dec 12	<i>Summer 13</i>	<i>Autumn 13</i>	Autumn 14
Chapter B4: Enabling Student Development and Achievement	Mar 13	<i>Summer 13</i>	<i>Spring 14</i>	Spring 15
Chapter B9: Complaints and appeals	April 13	<i>Autumn 13</i>	<i>Summer 14</i>	Summer 15
Chapter B6: Assessment of students and accreditation of prior learning	Oct 13	<i>Autumn 13</i>	<i>Summer 14</i>	Summer 15
Part A: Setting and maintaining threshold academic standards	Oct 13	<i>Summer 14</i>	Autumn 14	Autumn 15
Chapter B1: Programme design and approval; and	Oct 13	<i>Spring 14</i>	Spring 15	Spring 16

Chapter B8: Programme monitoring and review	Oct 13	<i>Spring 14</i>	Spring 15	Spring 16
Chapter B2: Admissions	Oct 13	<i>Spring 14</i>	Spring 15	Spring 16



**Appendix 4**  
**Easton & Otley College**

<b>Chapter/Part</b>	<b>Publication by QAA</b>	<b>First Mapping Draft Produced</b>	<b>Approval of mapping by JBOS</b>	<b>First review of Action</b>
Chapter B7: External examining	Oct 11	<i>Autumn 12</i>	<i>Summer 13</i>	Autumn 14
Part C: Information about higher education provision	Mar 11	<i>Autumn 12</i>	<i>Summer 13</i>	Autumn 14
Chapter B11: Postgraduate research programmes	Jun 12	N/A	N/A	N/A
Chapter B5: Student engagement	Jun 12	<i>Spring 13</i>	Autumn 14	Summer 15
Chapter B3: Learning and teaching	Sep 12	<i>Spring 13</i>	Autumn 14	Summer 15
Chapter B10: Managing HE Provision with Others	Dec 12	<i>Summer 13</i>	<i>Spring 14</i>	Spring 15
Chapter B4: Enabling Student Development and Achievement	Jun 12	<i>Spring 13</i>	Autumn 14	Summer 15
Chapter B9: Complaints and appeals	Sep 12	<i>Spring 13</i>	Autumn 14	Summer 15
Part A: Setting and maintaining threshold academic standards	Mar 13	<i>Summer 13</i>	Autumn 14	Summer 15
Chapter B6: Assessment of students and accreditation of prior learning	April 13	<i>Autumn 13</i>	Spring 15	Summer 15
Chapter B1: Programme design development and approval	Jul 13	<i>Summer 14</i>	Spring 15	Summer 15
Chapter B8: Programme monitoring and review	Jul 13	<i>Autumn 13</i>	Spring 15	Spring 15

Chapter B2: Admissions	Sep 13	<i>Summer 14</i>	Spring 15	Spring 16
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**Appendix 5**  
**City College Norwich**

<b>Chapter/Part</b>	<b>Publication by QAA</b>	<b>First Mapping Draft Produced</b>	<b>Approval of mapping by JBOS</b>	<b>First review of Action</b>
Chapter B7: External Examining	Oct 11	<i>Autumn 2012</i>	<i>Summer 2013</i>	Autumn 2014
Part C: Information about Higher Education Provision	Mar 11	<i>Autumn 2012</i>	<i>Summer 2013</i>	Autumn 2014
Chapter B11: Research Degrees	Jun 12	N/A	N/A	N/A
Chapter B5: Student Engagement	Jun 12	<i>Spring 13</i>	<i>Autumn 2013</i>	Spring 2015
Chapter B3: Learning and Teaching	Sep 12	<i>Spring 13</i>	<i>Autumn 2013</i>	Spring 2015
Chapter B10: Managing Higher Education Provision with Others	Dec 12	<i>Summer 13</i>	<i>Autumn 2013</i>	Spring 2015
Chapter B4: Enabling Student Development and Achievement	Mar 13	<i>Summer 13</i>	<i>Autumn 2013</i>	Spring 2015
Chapter B9: Academic Appeals and Student Complaints	April 13	<i>Autumn 13</i>	<i>Summer 2014</i>	Summer 2015
Part A: Setting and Maintaining Academic Standards	Jul 13	<i>Autumn 13</i>	<i>Summer 2014</i>	Summer 2015
Chapter B6: Assessment of Students and the Recognition of Prior Learning	Jul 13	<i>Autumn 13</i>	<i>Summer 2014</i>	Summer 2015
Chapter B1: Programme Design, Development and Approval	Sep 13	<i>Spring 14</i>	<i>Summer 2014</i>	Spring 2016
Chapter B8: Programme Monitoring and Review	Sep 13	<i>Spring 2014</i>	<i>Summer 2014</i>	Spring 2016

Chapter B2: Recruitment, Selection and Admission to Higher Education	Oct 13	<i>Spring 2014</i>	<i>Summer 2014</i>	Spring 2016
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