

LTC12D018

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Issue

An update on Partnerships Office activity from June to October 2012.

Recommendation

The Learning and Teaching Committee is asked to note the Partnerships Office activity from June to October 2012.

Resource Implications

Not applicable.

Equality and Diversity

Not applicable.

Further Information

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Background

The Learning and Teaching Committee receives a report at every meeting providing an update on Partnerships Office activity.

Discussion

1. QUALITY ASSURANCE AND QUALITY ENHANCEMENT ACTIVITY

1.1 Training and Workshops

During the 2011/12 academic year the Partnerships Office organised and delivered a number of events to develop and enhance both academic and administrative practices with colleagues from a range of our partner institutions including:

- Professional Misconduct and Unsuitability Committee training at City College Norwich (CCN) on 27 April 2012 - by Professor Nigel Norris, UEA and Partnerships Office, UEA
- Dissertation Workshop on 1 May 2012 – colleagues from University Campus Suffolk (UCS), CCN, Cambridge Access Validating Agency (CAVA), Easton College and University of Essex
- Sharing Good Practice in Validations Workshop on 28 June 2012 – colleagues from UEA, UCS, CCN, CAVA and University of Essex
- The Effective Self-Assessment Review and Evaluation Process at Great Yarmouth College – Sally Walker UEA and Fiona Fisk UCS on 2 July 2012

1.2 Staff studying for a UEA Award

There are currently 9 members of staff at partner institutions registered on UEA awards as follows:

- Postgraduate Research – 6
- Masters – 2
- Graduate Diploma – 1

2.3 Mapping Against the Quality Assurance Agency (QAA) Quality Code

All partner institutions are working to the schedule below to map their activities to the QAA Quality Code which will be considered at Joint Boards of Study/Joint Committees as outlined, with follow-up action monitored through subsequent boards:

Chapter/Part	Consultation on Draft	Publication by QAA	Mapping to JBOS
Chapter B7: External examining	July - August 2011	Oct 11	Autumn 2012
Part C: Information about higher education provision	December 2011 - January 2012	Mar 12	Autumn 2012
Chapter B11: Postgraduate research programmes	January - February 2012	Jun 12	Spring 2013
Chapter B5: Student engagement	February -March 2012	Jun 12	Spring 13
Chapter B3: Learning and teaching	May - June 2012	Sep 12	Spring 13
Chapter B10: Collaborative provision	August - October 2012	Dec 12	Summer 13

Chapter B4: Student support, learning resources and careers education, information, advice and guidance	October - November 2012	Mar 13	Summer 13
Chapter B9: Complaints and appeals	November - December 2012	April 13	Autumn 13
Part A: Setting and maintaining threshold academic standards	January - February 2013	Jul 13	Autumn 13
Chapter B6: Assessment of students and accreditation of prior learning	March - April 2013	Jul 13	Autumn 13
Chapter B1: Programme design and approval; and	May - June 2013	Sep 13	Spring 14
Chapter B8: Programme monitoring and review	May - June 2013	Sep 13	Spring 14
Chapter B2: Admissions	June - July 2013	Oct 13	Spring 14

2. **INTERNATIONAL PARTNERSHIPS**

The Partnerships Office set up the Agreements database for all teaching related agreements in April 2010. All of the agreements that were held by Partnerships/Vice-Chancellors Office and the International Office were collated and when this was completed by September 2010 we had approximately 95 agreements recorded on the database.

The next stage of the process was to contact each school with a list of agreements that we held asking them to confirm which agreements should be retained and for those that had expired, if any should be renewed and this was undertaken in January 2012.

To ensure a more strategic approach to new agreements, it was agreed by the Vice-Chancellor in January 2011 that all agreements should be approved in principle by him (or in very special cases an approved nominee) and that there should be a strong reason for proposing an agreement. Since this time 23 agreements have been signed. The Partnerships Office is currently monitoring the progress of 289 active agreements held on the database.

Any member of staff contemplating an agreement is advised to contact the Partnerships Office at an early stage to facilitate discussions. The database and associated guidelines and forms for establishing new teaching related partnerships are available here:

<http://www.uea.ac.uk/partnerships/agreements>

The Partnerships Office also keeps a working record of agreements currently under discussion. This is available from the Partnerships Office on request.

3. **UEA PARTNERSHIPS HANDBOOK**

The Partnerships Office has undertaken a review of the UEA Partnerships Handbook which provides a guide to validation as conducted by UEA. It is intended to function as a guide to the structures, procedures and practices of validation and to offer helpful contextual information and advice to participants in

the validation process. The Handbook should be regarded very much as a working document providing practical information and guidance to ensure that policy and procedures meet the Quality Assurance Agency for Higher Education (QAA) Quality Code requirements and is informed by UEA's policies and procedures..

The updated UEA Partnerships Handbook is available to view here:

<https://intranet.uea.ac.uk/partnerships/policyandforms/UEA+Partnerships+Handbook>

4. UNIVERSITY CAMPUS SUFFOLK

4.1. Joint Academic Committee

The unconfirmed minutes of the meeting of the Committee held on 29 May 2012 are available to view at:

[http://www.uea.ac.uk/partnerships/committeepapers/ucsccommittees/Joint+Academic+Committee+\(JAC\)/JAC+MINUTES+29-05-12+with+links](http://www.uea.ac.uk/partnerships/committeepapers/ucsccommittees/Joint+Academic+Committee+(JAC)/JAC+MINUTES+29-05-12+with+links)

The next meeting of the Committee is Wednesday 7 November 2012.

4.2 Proposed Great Yarmouth College and Lowestoft College Merger

A consultation has been launched into how Great Yarmouth and Lowestoft Colleges could share staff and even merge under the auspices of one body. The corporations of the Colleges have drawn up draft collaboration models which look at the pros and cons of six ways the Colleges could operate.

The models start with a "stand-alone" version in which there are no changes the current system to finish with a "merger" model which proposes the idea of Yarmouth and Lowestoft campuses coming under the auspices of a new College corporation.

An update will provided following discussion on the outcome of the consultation by the College Corporations.

4.3 QAA Integrated Quality Enhancement and Review

The following UCS network colleges have completed the Summative Review phase of the Integrated Quality Enhancement and Review and the reports are available as outlined below:

- UCS Otley:

http://www.qaa.ac.uk/InstitutionReports/reports/Documents/RG1011_Otley_College.pdf

- UCS Bury St Edmunds:

http://www.qaa.ac.uk/InstitutionReports/reports/Documents/RG943West_Suffolk.pdf

4.4 Postgraduate Research Students

There are currently three postgraduate research students registered at UEA, one on the Norwich Medical School and two in Norwich Business School.

4.5 Validation and Revalidation Events

The following programmes are proceeding to validation or are due for re-approval in the 2012/13 academic year (all at UCS Ipswich except where indicated otherwise):

Re-approval

- Cert HE Social Pedagogy / FdA Supporting Inclusive Learning and Practice/ BA(Hons) Inclusive Practice and Integrated Working (UCS Lowestoft)
- FdA/BA (Hons) Business Management (UCS Bury St Edmunds)
- FdA Early Years Practice (previously titled FdA Children's Care, Learning and Development) (UCS Bury St Edmunds, UCS Great Yarmouth, UCS Ipswich and UCS Lowestoft)
- FdA Health Administration
- FdA Healthcare Practice (with speciality)
- FdA Management (Uniformed Public Services)
- FdSc Operations Engineering/ BEng (Hons) Operations Engineering
- FdA Public Health Practice
- FdA Salon Management (UCS Bury St Edmunds)
- FdA Visual Media Production (UCS Great Yarmouth)
- BSc (Hons) Adult Nursing; BSc (Hons) Child Health Nursing; BSc (Hons) Mental Health Nursing
- BA (Hons) Business Management/ BA (Hons) Business Management with minor routes in Finance; Marketing; Human Resources; Entrepreneurship
- BA (Hons) Children's Care, Learning and Development(UCS Bury St Edmunds and UCS Lowestoft)
- BSc (Hons) Midwifery (Shortened)/ BSc (Hons) Midwifery
- BA(Hons) Person-Centred Counselling (UCS Great Yarmouth)
- BA (Hons) Professional Studies (UCS Bury St Edmunds, UCS Great Yarmouth and UCS Otley)
- BSc (Hons)/PgD Specialist Community Public Health Nursing
- PGCE (North East Essex Secondary SCITT)

Validation

- FdA Management for the Heritage Sector/ BSc (Hons) Management for the Heritage Sector
- BA (Hons) Business Management and Entrepreneurship (UCS Bury St Edmunds)
- BA (Hons) Fashion
- BA (Hons) Health & Wellbeing
- BA (Hons) History
- BA (Hons) Combined Routes: Legal Studies (UCS Bury St Edmunds)
- MA Community Leadership/MA Sustainable Business
- MA Event & Hospitality Management/ MA Tourism Management
- MA Healthcare Education
- MA Photographic Practice

5. CITY COLLEGE NORWICH

5.1 Transforming Education in Norfolk Group (TEN) and Norfolk University Technical College

- i) The Transforming Education in Norfolk (TEN) Group is a Federation of Norfolk based educational institutions which have aligned themselves together in a partnership which sets out to best serve the needs of students in the county. The shared aim is to create a learning ecosystem which stretches students, drives up standards and outcomes and prepares students for the next step in their education and/or work career.

The makeup of the group, as of June 2012, is:

- Wayland Academy
- City Academy Norwich
- City College Norwich
- Norfolk University Technical College (Norfolk UTC) – due to open in September 2014 (see below for the further details)
- Norfolk Educational Services – a new organisation which is to provide shared services across the member institutions
- Transforming Education In Norfolk – a new organisation (registered charity) which will act as the “parent” company to the group
- TEN Commercial Services – a new trading company to sell services to organisations outside of the Federation

TEN will have:

- Shared infrastructure – e.g. management information systems, finance and Human Resource systems, Virtual Learning Environments
- Shared staff, resources and facilities providing a wider range of opportunities for students – both pre and post 16
- Shared efficiencies, and therefore enhanced collective effectiveness, through the establishment of a shared services organisation providing all services other than those involved in direct Teaching and Learning activities
- Collective procurement of amenities, goods and services as required, providing economies of scale
- Shared CPD activities for all staff and common curriculum development opportunities
- Enhanced career progression opportunities for all staff, working within a wider and larger organisational group
- A collective greater influence on local educational policy and practice

- ii) Norfolk University Technical College (Norfolk UTC) is one of the new technical schools supported by the Government and will focus on Energy Engineering and Advanced Manufacturing. The lead sponsor is City College Norwich and the co-sponsor is the University of East Anglia. The main employer sponsors are Future Marine Services, Gardline and Lotus. There are also many other high profile employer partners. The start date for opening the new institution on a new site, also yet to be confirmed, will be September 2014. The College is currently in discussions with the Department for Education on the exact details of the project.

5.2 Joint Board of Study

The unconfirmed minutes of meeting of the Board held on 29 June 2012 are available to view at:

<https://intranet.uea.ac.uk/partnerships/committeepapers/ccn/ccnjbos/CCNJBOS11M003+-+FINAL+inc+E06+with+HC+additional+amendments+17.9.12>

The next meeting of the Board is 23 November 2012.

5.3 Revalidation Events

The following programmes are due for revalidation in the 2012/13 academic year:

- FdA Arts and Wellbeing
- FdA Early Years
- FdA Retailing
- BA (Hons) Applied Social Work
- BA (Hons) and FdA Business Management (including Finance & Accounting and HRM pathways)
- BA (Hons) Hospitality Tourism and Leisure Management

6. **EASTON COLLEGE**

6.1 Joint Board of Study

The unconfirmed minutes of the meeting of the Board held on 14 June 2012 are available to view at:

<https://intranet.uea.ac.uk/partnerships/committeepapers/eastoncollege/ECJBOS11M003+-+FINAL>

The next meeting of the Board is 8 November 2012

6.2 Validation Events

If the BSc Sports Progression Route is approved to proceed to validation at LTC's next meeting on 5 December 2012 then there will be validation event for this programme in early 2013 with a start date of September 2013.

6.3 Easton College and Otley College Merger

The new corporation has been established called Easton and Otley College and David Lawrence has been appointed as the Principal for both sites and the new staffing structure for both Colleges being finalised.

7. **MOUNTVIEW ACADEMY OF THEATRE ARTS**

7.1 Joint Board of Study

The unconfirmed minutes of the meeting of the Board held on 20 July 2012 2012 are available to view at:

<https://intranet.uea.ac.uk/partnerships/committeepapers/mountview/MVJBOS11M003>

The next meeting of the Board is 16 November 2012.

7.2 Institutional Review

Mountview's institutional review is scheduled to take place in May 2013

8. **INTO UEA (NORWICH AND LONDON)**

8.1 Joint Board of Study

The minutes of the meeting of the Board held on 25 April 2012 are available to view at:

<https://intranet.uea.ac.uk/partnerships/committeepapers/intouea/INTOJBOS11M002+-+updated>

The unconfirmed minutes of the meeting of the Board held on 27 June 2012 are available to view at:

<https://intranet.uea.ac.uk/partnerships/committeepapers/intouea/INTOJBOS11M003>

The next meeting of the Board is 28 November 2012.

8.2 INTO UEA Academic Development Sub-Group

The INTO UEA (Norwich and London) Joint Board of Study has established an INTO UEA Academic Development Sub-Group to:

- review the INTO UEA academic courses to ensure they continue to effectively prepare students for UEA, the balance of English language and subject content is appropriate and they and their regulations are consistent with UEA's New Academic Model;
- review the INTO UEA English language courses to ensure they continue to effectively prepare students for UEA and to work towards formal recognition/endorsement of the courses by UEA;
- consider how students' transition to, and support during, UEA study might be enhanced; and
- drawing on work in INTO, SSF, DOS/EDU and PO, make recommendations on the above to the INTO UEA (Norwich and London) Joint Board of Study.

8.3 Membership of the Sub-Group is as follows:

Chair - Ian Dewing, Senior Lecturer NBS, UEA Academic Link
Secretary - Hannah Coman, Partnerships Manager, Partnerships Office

INTO UEA Norwich -
Matthew Perry , Academic Director
Paul Hullock, Director of Study, English Language

INTO UEA London -
Sarah McKenzie, Academic Director
Paul Breen, Programme Manager, English Language

UEA Norwich -
Liz Phillips, Course Tutor CHE, UEA Academic Link
Graeme Richards, Lecturer CMP, UEA Academic Link
Laurence Daly , Senior Partnerships Manager, Partnerships Office
Mark Hitchcock, Faculty Manager, SSF
Roxanne Hickie, Progressions Officer

8.4 The Sub-Group had its first meeting on 19 July 2012 where it established its work programme, including actions, deadlines and it also identified key colleagues from UEA and INTO UEA Norwich and London that would be involved in the developments.

Since this meeting there have been a number of smaller meetings involving colleagues as outlined above that have focused on certain areas of the work programme and identifying further actions to be taken forward.

The full Sub-Group will be having its next meeting in early November to confirm progress made to date and completed/identified actions to report to the INTO UEA Joint Board of Study on 28 November 2012.

9. LONDON ACADEMY OF DIPLOMACY

9.1 Joint Board of Study

The unconfirmed minutes of the meeting of the Board held on Tuesday 17 July 2012 are available to view at:

<http://www.uea.ac.uk/partnerships/committeepapers/London+Academy+of+Diplomacy/LADJBOS11M003>

The next meeting of the Board will be at the beginning of December 2012.

9.2 Postgraduate Research Students

There are currently four postgraduate research students registered in the School of Political, Social and International Studies at UEA.

9.3 Rome Delivery

The Academy are developing a proposal to deliver the existing Masters programmes at Link Campus University in Rome. The approval process for this additional delivery centre was approved by LTC under Chair's action and the full proposal will be presented to LTC on 5 December.

10. INSTITUTE OF HEALTH AND SOCIAL CARE STUDIES, GUERNSEY

10.1 Joint Committee

The unconfirmed minutes of the meeting of the Committee held on 5 July 2012 are available to view at:

<https://intranet.uea.ac.uk/partnerships/committeepapers/guernsey/IHSCSJC11M003+-+Minutes+-+FINAL>

The next meeting of the Committee is 7 December 2012.