

**LTC14D086**

**Title:** *QAA Quality Code: Mapping document for Chapter B4: Enabling student development and achievement*  
**Author:** Rachel Paley, Learning and Teaching Manager  
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**Circulation:** LTC – 3 December 2014  
**Agenda:** LTC14A002  
**Version:** Final  
**Status:** Open

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### **Issue**

As set out in the University's Implementation Plan for the QAA Quality Code, the implementation group have now completed the mapping process for Chapter B4: Enabling student development and achievement.

The group is confident that the University is fully compliant with Chapter B4 meeting the overall expectation which is that 'Higher Education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential' and the document maps the University against the eight indicators set out in the chapter.

The outstanding actions noted in the mapping document relate to quality enhancements which can be achieved, rather than deficiencies in meeting the requirements of Chapter B4.

### **Recommendation**

The mapping document is an item to report.

### **Resource Implications**

There are no resource implications associated with this document.

### **Risk Implications**

There are no material risk implications associated in approving this document.

### **Equality and Diversity**

There are no equality and diversity implications associated with this document.

### **Timing of decisions**

Approval of this document at the meeting of 3 December 2014, will allow the work of this group to continue.

### **Further Information**

For further information, please contact Rachel Paley, Learning and Teaching Manager.  
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### **Attachments**

Chapter B4 mapping document.

**Chapter B4 : Enabling student development and achievement**

The Expectation:

**Higher education providers have in place, monitor and evaluate arrangements and resources which enable students to develop their academic, personal and professional potential.**

Chapter Champion for Implementation: Rachel Paley

The Indicators	Indicator Lead	Location of Evidence	Actions	Who	By When	Notes and progress
<b>1</b> Through strategic and operational planning, and quality assurance and enhancement, higher education providers determine and evaluate how they enable student development and achievement.	Rachel Paley					
<b>Planning and Resourcing</b>						
	Corporate Plan	<a href="https://www.uea.ac.uk/documents/3154295/0/UEA+Corporate+Plan+2012-2016.pdf/271f7944-1e5d-441c-bc27-9bbaa661e856">https://www.uea.ac.uk/documents/3154295/0/UEA+Corporate+Plan+2012-2016.pdf/271f7944-1e5d-441c-bc27-9bbaa661e856</a>				
	Learning and Teaching Strategy with implementation plan	<a href="http://www.uea.ac.uk/learningandteaching/documents/learningteaching/UEA+Learning+Teaching+Strategy+2014-19">www.uea.ac.uk/learningandteaching/documents/learningteaching/UEA+Learning+Teaching+Strategy+2014-19</a>	See strategy document for timelines	See document	Ongoing	
	Student Charter	<a href="https://www.uea.ac.uk/about/our-university/student-charter">https://www.uea.ac.uk/about/our-university/student-charter</a>				
	Widening Participation strategy	<a href="http://www.uea.ac.uk/about/corporate-social-responsibility/widening-participation">www.uea.ac.uk/about/corporate-social-responsibility/widening-participation</a>				
	Strategy for Enhancing student Progression and Employability	Plans being developed by Faculties and Schools. Oversight by PVC Academic.	See strategy document for timeline	See document	Ongoing	
<b>Evaluating Effectiveness</b>						
	Student Surveys, SES, NSS, PTES, PRES, ISD Survey	<a href="http://www.uea.ac.uk/planning/biu/surveyoffice/STUDENT+EXPERIENCE+AND+FEEDBACK">www.uea.ac.uk/planning/biu/surveyoffice/STUDENT+EXPERIENCE+AND+FEEDBACK</a>	Annual action plans on SES, NSS, PTES and biannual action plan on PRES	LTC	Annually	
	Course Monitoring and Module Review	<a href="http://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate">http://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate</a>				
	Performance statistics (module, stage, good honours)	Business Intelligence Unit Blackboard site				
	Graduate destinations and employability statistics	Business Intelligence Unit blackboard site				
	continuation rate	Business Intelligence Unit blackboard site				
	Periodic course review	<a href="http://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate">http://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate</a>				
	Committee structure - Learning and Teaching Committee	<a href="https://www.uea.ac.uk/committeefice/ueacombds">https://www.uea.ac.uk/committeefice/ueacombds</a>				
	Student Experience Committee - feeds into LTC					
	Student Affairs Group - reviews provision of services / faculties etc.	<a href="https://www.uea.ac.uk/committeefice/ueacombds">https://www.uea.ac.uk/committeefice/ueacombds</a>				
	Employability Executive	Terms of Reference on the Blackboard site				
<b>2</b> Higher Education providers define, coordinate, monitor and evaluate roles and responsibilities for enabling student development and achievement both internally and in cooperation with other organisations.	Richard Maguire and Rachel Paley					
There are clearly defined roles and responsibilities for everyone involved in enabling student development and achievement						
	Dean of Students	<a href="http://www.uea.ac.uk/dos/Policies/Statement+of+Service">www.uea.ac.uk/dos/Policies/Statement+of+Service</a>				
	Personal Advisers	<a href="https://intranet.uea.ac.uk/services/students/Staff/Role+Descriptions">https://intranet.uea.ac.uk/services/students/Staff/Role+Descriptions</a>				
	Senior Advisers	<a href="https://intranet.uea.ac.uk/services/students/Staff/Role+Descriptions">https://intranet.uea.ac.uk/services/students/Staff/Role+Descriptions</a>	Advising review	Caroline Sauverin/PVC Academic	Dec-2014	
	Disability Liaison Officers	<a href="https://intranet.uea.ac.uk/services/students/Staff/Role+Descriptions">https://intranet.uea.ac.uk/services/students/Staff/Role+Descriptions</a>				
	Careers Service	<a href="http://www.uea.ac.uk/careers/">www.uea.ac.uk/careers/</a>				
	PGR Supervisors	<a href="https://portal.uea.ac.uk/documents/6207125/6535957/Research%2BDegrees%2BCode%2Bof%2BPractice.pdf/2b8b200e-ea87-4b40-ab4f-2f9ce9e23124">https://portal.uea.ac.uk/documents/6207125/6535957/Research%2BDegrees%2BCode%2Bof%2BPractice.pdf/2b8b200e-ea87-4b40-ab4f-2f9ce9e23124</a>				
	LTS Staff	Clear roles and responsibilities. Job descriptions, Staff induction, training plan, briefing sessions.	Organise annual briefing sessions for LTS staff from DOS and Careers	Rachel Paley	Nov-2014	
	PGR Service Staff	Clear roles and responsibilities. Job descriptions, Staff induction, training plan, briefing sessions.				
	Union of UEA students	<a href="http://www.ueastudent.com/main-menu/your-union">www.ueastudent.com/main-menu/your-union</a>				
	Admissions staff	Clear roles and responsibilities. Job descriptions, Staff induction, training plan, briefing sessions.				
	School based admin staff	Staff induction, training plan.				
	Security staff	Staff induction, training plan.				
	All other staff	Staff induction				
Student development and achievement arrangements are communicated to students so that they are aware of the opportunities and enabled to access them	Prospectus and admissions information	<a href="http://www.uea.ac.uk/study/undergraduate/student-life">www.uea.ac.uk/study/undergraduate/student-life</a>				
	pre-arrival information	<a href="http://www.uea.ac.uk/current/information-for-new-students">www.uea.ac.uk/current/information-for-new-students</a>	Review of communications to incoming students underway	Suzy Gook	implement September 2015	

	induction programmes (various by School /level UG/PGT/PGR)	<a href="http://www.uea.ac.uk/current/information-for-new-students/induction">www.uea.ac.uk/current/information-for-new-students/induction</a>			
	student handbooks (UG/PGT)	<a href="http://www.uea.ac.uk/newstudents">http://www.uea.ac.uk/newstudents</a>			
	student handbooks (PGR)	<a href="http://www.uea.ac.uk/pgr">www.uea.ac.uk/pgr</a>			
	course handbooks	<a href="http://www.uea.ac.uk/learningandteaching/students/gettingstarted/handbooks/undergraduate">www.uea.ac.uk/learningandteaching/students/gettingstarted/handbooks/undergraduate</a>			
	DOS handbooks and website	<a href="http://www.uea.ac.uk/dos">www.uea.ac.uk/dos</a>			
	International students -bespoke induction and guide to living in UK	<a href="http://www.uea.ac.uk/services/students/international">www.uea.ac.uk/services/students/international</a>			
	Student Charter	<a href="http://www.uea.ac.uk/calendar/section3/regs(gen)/the-student-charter/The+Student+Charter">http://www.uea.ac.uk/calendar/section3/regs(gen)/the-student-charter/The+Student+Charter</a>	Communication plan for student charter	Becky Fitt	Completed September 2014
	Website and portal	Communications to students via portal			
	Emails sent to students	ARM and LTS	Communications Review	Michele Pavey (LTS)	Nov-2015
	Social media	Facebook, Twitter (including separate Careers Service stream)	Communications Review	Michele Pavey (LTS)	Nov-2015
	Careers Service re-launch	Careers Central			
	location of buildings	Key support buildings more accessible to students (e.g. Student Advice Centre, Careers Central)			
Student development and achievement arrangements are communicated to staff so that they are clear about their role and able to direct students appropriately	Adviser training	Regular training offered and on demand by DOS and CSED	Review of Advising	PVC Academic support Caroline Sauverin	Dec-2014
	Adviser guidance document and policy	<a href="https://intranet.uea.ac.uk/services/students/Staff">https://intranet.uea.ac.uk/services/students/Staff</a>	Review of Advising	PVC Academic support Caroline Sauverin	Dec-2014
	New staff induction	<a href="http://www.uea.ac.uk/csed/Programme+13-14/induction#introconf">www.uea.ac.uk/csed/Programme+13-14/induction#introconf</a>			
	CSED training courses	<a href="https://intranet.uea.ac.uk/csed">https://intranet.uea.ac.uk/csed</a>			
	Briefing sessions for LTS staff		Arrange annual briefings	Rachel Paley	Jan-2015
	Training for resident tutors	Training provided to all resident tutors by Dos			
	Careers 'Adviser Resources'	guidance for Advisers - evidence in folder	Preparation of careers information for Advisers	James Goodwin	Completed September 2014
	L&T strategy	<a href="http://www.uea.ac.uk/learningandteaching/documents/learningteaching/UEA+Learning+Teaching+Strategy+2014-19">http://www.uea.ac.uk/learningandteaching/documents/learningteaching/UEA+Learning+Teaching+Strategy+2014-19</a>	Implementation Plan	See details in plan	Academic year 2014/15
	Guide to staff 'responding to students in difficulty'	<a href="https://intranet.uea.ac.uk/dos/respondingtostudents">https://intranet.uea.ac.uk/dos/respondingtostudents</a>	Review and update of guide	Annie Grant	Dec-2014
There is clarity of the various roles e.g. the Senior Adviser / Personal Adviser/DOS/Careers/UUEAS	It is made clear in role descriptions and various policies and procedures (see examples)		Review of Advising	PVC Academic support Caroline Sauverin	Dec-2014
There is good communication between all involved in enabling student development and achievement	Membership of key committees	<a href="http://www.uea.ac.uk/learningandteaching/students/studying/qualityassurance">www.uea.ac.uk/learningandteaching/students/studying/qualityassurance</a>			
	Student Affairs Group	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
	Student Experience Committee	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
	Learning and Teaching Committee	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
	Student Survey	Business Intelligence Unit Blackboard site			
	Employability Executive	Blackboard site			
	SSLCs	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>	Review of SSLCs	Louise Bohn	Jan-2015
	FTLQCs (report into LTC)	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
There is oversight of arrangements for student support	Student Experience Committee	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
	Learning and Teaching Committee	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
Arrangements and policies are reviewed and monitored	LTC Schedule of review	provide document link?	Schedule of review	LTC	Annually
	Student surveys and action plans SES, NSS, PTES, PRES	<a href="http://www.uea.ac.uk/planning/biu/surveyoffice/STUDENT+EXPERIENCE+AND+FEEDBACK">www.uea.ac.uk/planning/biu/surveyoffice/STUDENT+EXPERIENCE+AND+FEEDBACK</a>	Annual action plans on SES, NSS, PTES and PRES	LTC	Annually
	User statistics from DOS reviewed at LTC	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds/ltc">https://www.uea.ac.uk/committeeoffice/ueacombds/ltc</a>		LTC	Annually
	DLHE statistics	Business Intelligence Unit Blackboard site			
Policies are developed with key stakeholders including students and student representatives	All policy working groups include representation and report to LTC	<a href="https://www.uea.ac.uk/committeeoffice/ueacombds">https://www.uea.ac.uk/committeeoffice/ueacombds</a>			
	Where relevant, groups include employers and/or professional bodies				
Policies make clear to students where they can get support	See examples	link to a few key documents			
Students are made aware of their responsibilities to engage with opportunities offered	Student Charter (revised May 2014)	<a href="https://www.uea.ac.uk/about/our-university/student-charter">https://www.uea.ac.uk/about/our-university/student-charter</a>	Communication plan	Becky Fitt with Student Union	Completed September 2014
	student handbooks	<a href="http://www.uea.ac.uk/newstudents">www.uea.ac.uk/newstudents</a>			
	Employability opportunities	Careers Central			
	Involved in all key committee and decision making, policy development				
Partnership contracts and MoUs are recorded		Reference to Chapter B10 mapping document			

3	A commitment to equity guides higher education providers in enabling student development and achievement.	Rachel Paley							
<p>Evidence in support of this commitment includes:</p> <p>University's Single Equality Action Plan. <a href="http://www.uea.ac.uk/equality/policiesandactionplans">http://www.uea.ac.uk/equality/policiesandactionplans</a>.</p> <p>Equality and Diversity Committee <a href="https://www.uea.ac.uk/hr/public/eo">Equality of Opportunity web pages: https://www.uea.ac.uk/hr/public/eo</a></p> <p>Bronze Award, Athena Swan: <a href="http://www.uea.ac.uk/committeeoffice/ueacombds/edc/edc1415/101114">http://www.uea.ac.uk/committeeoffice/ueacombds/edc/edc1415/101114</a></p> <p>IT Access Policy – IT &amp; Library. <a href="http://www.uea.ac.uk/equality/athenaswan">http://www.uea.ac.uk/equality/athenaswan</a></p> <p>Access agreement with OFFA <a href="https://www.uea.ac.uk/is/strategies">https://www.uea.ac.uk/is/strategies</a></p> <p>University WP strategy iii) University's ACCESS Agreement with OFFA. <a href="#">Insert hotlink to OFFA Agreement.</a></p> <p>Widening Participation Group iv) University's WP Strategy <a href="http://www.uea.ac.uk/about/corporate-social-responsibility/widening-participation">http://www.uea.ac.uk/about/corporate-social-responsibility/widening-participation</a></p> <p>Statement regarding equal access in UEA Corporate plan v) Statements regarding equal access in UEA Corporate Plan. <a href="http://www.uea.ac.uk/documents/3154295/3352666/UEA+Corporate+Plan+2012-2016.pdf/271f7944-1e5d-441c-bc27-9bbaa661e856">http://www.uea.ac.uk/documents/3154295/3352666/UEA+Corporate+Plan+2012-2016.pdf/271f7944-1e5d-441c-bc27-9bbaa661e856</a></p> <p>Equality data produced by Equality and Diversity Office vi) Equality Data produced by Equality &amp; Diversity Office. <a href="http://www.uea.ac.uk/equality/equality-information">http://www.uea.ac.uk/equality/equality-information</a></p> <p>Provision of HE Bursaries, Fee-Waivers etc. vii) Provision of HE Bursaries, Fee-Waivers etc.</p> <p>Strategic Partnerships FE/HE Colleges to promote equality of access to HE viii) Strategic Partnerships with regional FE/HE Colleges that promote equality of access to HE. See Partnerships web pages: <a href="https://www.uea.ac.uk/partnerships">https://www.uea.ac.uk/partnerships</a></p> <p>Staff training on equality and diversity ix) Provision of staff training on equality/diversity. <a href="http://www.uea.ac.uk/equality/training">http://www.uea.ac.uk/equality/training</a></p> <p>Statistics of uptake of training at 20.11.14 <a href="http://www.uea.ac.uk/committeeoffice/ueacombds/edc/edc1415/101114/edc14d006dividerf">http://www.uea.ac.uk/committeeoffice/ueacombds/edc/edc1415/101114/edc14d006dividerf</a></p> <p>Individual arrangements are put in place for exams for those students that need them. exam concessions arranged via the Dean of Students Office: <a href="https://portal.uea.ac.uk/dos/wellbeing/disability/dyslexia-dyspraxia-and-ad-h-d/exam-concessions">https://portal.uea.ac.uk/dos/wellbeing/disability/dyslexia-dyspraxia-and-ad-h-d/exam-concessions</a></p> <p>Reasonable adjustments are put in place for students that need them (identified during admissions phase when possible) <a href="https://lred.uea.ac.uk/web/hub/dos/wellbeing/disability">https://lred.uea.ac.uk/web/hub/dos/wellbeing/disability</a></p>									

4	Higher education providers inform students before and during their period of study of opportunities designed to enable their development and achievement.	Annie Grant / James Goodwin							
<p>Information about services is published and communicated to prospective and current students and the staff that support them</p> <p>Arrivals <a href="http://www.uea.ac.uk/newstudents">http://www.uea.ac.uk/newstudents</a></p> <p>Inductions <a href="http://www.uea.ac.uk/newstudents">http://www.uea.ac.uk/newstudents</a></p> <p>Personal timetables published to students in advance of arrival <a href="http://www.uea.ac.uk/learningandteaching/students/gettingstarted/timetables">http://www.uea.ac.uk/learningandteaching/students/gettingstarted/timetables</a></p>			<p>portal, web, prospectus, KIS Data, Student handbooks, School handbooks, induction material, email bulletins,</p>	<p>Arrivals - Communications Review</p>	<p>Suzy Gook (ARM)</p>	<p>Annually</p>			

5	To enable student development and achievement, higher education providers put in place policies, practices and systems that facilitate successful transitions and academic progression.	Annie Grant / James Goodwin							
<p><b>Before arrival</b></p> <p>Pre arrival information (Registration and induction information, timetables) <a href="http://www.uea.ac.uk/newstudents">http://www.uea.ac.uk/newstudents</a></p> <p>Admissions process for disabled students <a href="https://portal.uea.ac.uk/dos/wellbeing/disability/information-for-applicants">https://portal.uea.ac.uk/dos/wellbeing/disability/information-for-applicants</a></p> <p>Additional information to specific student groups (e.g. international students) <a href="http://www.uea.ac.uk/newstudents">http://www.uea.ac.uk/newstudents</a></p>									
<p><b>Initial and ongoing transitions</b></p> <p>New student's induction (including students starting at different entry points) <a href="http://www.uea.ac.uk/newstudents">http://www.uea.ac.uk/newstudents</a></p> <p>Peer Assisted Learning scheme (ongoing induction) and mentoring <a href="http://www.uea.ac.uk/learningandteaching/students/AdviceandSupport/PAL">http://www.uea.ac.uk/learningandteaching/students/AdviceandSupport/PAL</a></p> <p>Student Mentoring Scheme, focusing on UEA alumni mentoring UEA students: <a href="http://www.uea.ac.uk/business/students/student-mentoring_and">http://www.uea.ac.uk/business/students/student-mentoring_and</a>; <a href="http://www.uea.ac.uk/careers/students/opportunities/mentoring/programme">http://www.uea.ac.uk/careers/students/opportunities/mentoring/programme</a>.</p>									

Mentor training pack:  
<http://www.uea.ac.uk/business/students/student-mentoring/Mentor+Training+Pack>  
 Mentoring Scheme aimed at UEA students mentoring young (school age) children and raising their aspirations:  
<http://www.uea.ac.uk/study/info-for/teachers/pre-16-information/mentoring>  
 DOS mentors working with disabled students and students with SpLDs:  
[http://www.uea.ac.uk/services/students/disability/disability\\_SPLD](http://www.uea.ac.uk/services/students/disability/disability_SPLD)  
 DOS Language Buddies, aimed at supporting International Students:  
<http://www.uea.ac.uk/services/students/international/languagebuddy>  
 UEA Friends Scheme supporting effective integration of International Students:  
<http://www.uea.ac.uk/current/information-for-new-students/on-arrival/international/friends>  
<http://www.uea.ac.uk/current/information-for-new-students/on-arrival/international/friends>

Induction between years or at significant points  
 e.g. induction into final year or ahead of project work

Employability Executive  
 Faculty Employability Executives  
 Associate Dean Employability role  
 School Employability Directors  
 Faculty guide to developing student employability  
<http://www.uea.ac.uk/careers/student-employability>

[Link to terms of reference](#)  
[Link to description and frequency](#)  
[Link to role description](#)  
[Link to role description](#)

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**Academic progression and retention**

Academic advising system (robust referral needed)  
 Learning Enhancement support for students on placements  
 Arrangements are in place for students whose circumstances require them to have an interruption to their study or changes to study  
[https://www.uea.ac.uk/polopoly\\_fs/1.98440!academic%20advising%20leaflet.pdf](https://www.uea.ac.uk/polopoly_fs/1.98440!academic%20advising%20leaflet.pdf)  
<https://lred.uea.ac.uk/web/hub/dos/learning-enhancement>  
 Cross reference Chapter B11  
 Intercalation arrangements / Course transfer arrangements / Return to study process / concessions process

Higher education providers ensure all students have opportunities to develop skills that enable their academic, personal and professional progression.	Annie Grant / James Goodwin							
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**Developing academic skills**

school induction programmes and curriculum design  
 Learning Enhancement Team (including support for dyslexia)  
 Peer Assistant Learning (PAL) scheme  
 Digital Literacy Programme  
 Academic Advising  
[https://www.uea.ac.uk/services/students/let/study\\_resources?\\_ga=1.196702383.2013476181.1414957579](https://www.uea.ac.uk/services/students/let/study_resources?_ga=1.196702383.2013476181.1414957579)  
 cross reference  
<http://www.uea.ac.uk/committeoffice/ueacombds/issc/issc1415/230914/isc14d001>  
[https://www.uea.ac.uk/polopoly\\_fs/1.98440!academic%20advising%20leaflet.pdf](https://www.uea.ac.uk/polopoly_fs/1.98440!academic%20advising%20leaflet.pdf)

**Developing employability skills**

Corporate Plan 2012-15 employability section and new Corporate Plan  
<https://www.uea.ac.uk/documents/3154295/0/UEA+Corporate+Plan+2012-2016.pdf/271f7944-1e5d-441c-bc27-9bbaa661e856>

Faculty employability plans (in preparation)  
 SCI  
 HUM  
 SSF  
 FMH  
 School Employability Plans  
 Examples of programmes running in particular Schools?  
 Link to all documents? not extant for all Schools yet - need to check with ADEs  
 E.g. PSI, AMS, BIO

Associate Deans -  
 Employability  
 Apr-2015

Skills award  
[Documents in folder. Pilot scheme in March / April 2015](#)

Proposals being rolled out from March / April 2015  
 James Goodwin  
 Apr-2015

Graduate attributes framework proposal  
 Student Union plans to widen, deepen and strengthen student employment  
<http://www.ueastudent.com/main-menu/your-union/strategic-plan>

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**Facilitating career management**

UEA Careers Service website  
 CareerCentral Building  
 MyCareerCentral  
<https://lred.uea.ac.uk/web/careers/home>  
 See premises on The Street  
 Online Careers Portal - current students and staff are authenticated by single sign in  
<https://mycareercentral.uea.ac.uk/>  
 Careers skills workshops  
 Link to new workshops sheet  
 Careers advice and guidance  
 Careers fairs  
 Alumni talks and events  
 Employer presentations  
 Job vacancies  
<https://lred.uea.ac.uk/web/careers/students/advice-guidance>  
[Create a summary list of the main events each year](#)  
[Create a list of all School based and other alumni careers events](#)  
<T:\Employer Engagement\Employer Engagement Strategy and Actions\Employers to involve in workshops 2014.xlsx>  
 MyCareerCentral

This source will be replaced in MyCareerCentral  
 Liaise with Fran  
 Liaise with Fran

Internships <https://www.uea.ac.uk/careers/graduates/internships>  
 Volunteering <https://www.uea.ac.uk/careers/students/opportunities/volunteering>  
 Mentoring <https://www.uea.ac.uk/business/working-with-students-graduates/mentoring>  
 Enterprise <https://www.uea.ac.uk/careers/students/opportunities/enterprise>  
 Cross reference to PGR  
 Advising [https://www.uea.ac.uk/polopoly\\_fs/1.98440!academic%20advising%20leaflet.pdf](https://www.uea.ac.uk/polopoly_fs/1.98440!academic%20advising%20leaflet.pdf)

Advising review

PVC Academic

Dec-2014

7	Higher Education providers ensure staff who enable students to develop and achieve are appropriately qualified, competent, up to date and supported.	Annie Grant / James Goodwin Careers Service						
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Careers adviser professional qualifications - <http://www.agcas.org.uk/pages/postgraduate-certificate-diploma-and-masters-in-careers-education-information-and-guidance-in-he>  
 AGCAS  
 Bespoke training - careers guidance [Link to most recent programme](#)  
 Bespoke training - group work [Link to most recent programme](#)  
 CSED Professional Development courses [https://www.uea.ac.uk/learningandteaching/staff/newstaff/staff\\_training](https://www.uea.ac.uk/learningandteaching/staff/newstaff/staff_training)  
 AGCAS national and regional courses/  
 conferences [http://www.agcas.org.uk/events?category=agcas\\_e](http://www.agcas.org.uk/events?category=agcas_e)  
 Annual appraisal  
 6 month review meetings  
  
**Academic**  
 Introductory conference for all new staff <https://www.uea.ac.uk/csed/Programme+14-15/induction#introconf>  
 MA HEP (professional development for early career) CSED <https://portal.uea.ac.uk/csed/qualifications/mahep>  
 Mandatory equality and diversity training (all staff)  
 robust recruitment procedures in place with Data held by Equality and Diversity Office  
 HR and all recruiting staff trained HR policies and procedures  
 Adviser training <https://ired.uea.ac.uk/web/hub/dos/information-for-staff>  
 Cross reference Chapter B3  
  
**Dean of Students Office**  
 professional qualifications information with DOS  
  
 Training, induction and appraisal for staff information with DOS

All careers advisers either already have, or are working towards a professional qualification  
 Next training Jan 2015  
 Last training summer 2014

8	Higher education providers make available appropriate learning resources and enable students to develop the skills to use them.	Rachel Paley						
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Computing and IT facilities and provision of physical and digital information resources  
  
 Specialist facilities are provided (e.g. labs, workshops etc.)  
 Informing students of available resources  
 Resources fit for purpose  
 Blackboard VLE and IT Services are accessible and inclusive  
 Students are inducted and trained on specialist resources  
 Strategic approach to digital communication with students

ISD Strategy <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/isd-strategy-2014-19>  
 ISD Programme of Work Information Strategy and Services Committee <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/isd-programme-of-work>  
<http://www.uea.ac.uk/committeeoffice/ueacombds/issc/isscmem>  
 Appointment of Academic Director of Learning and Teaching Enhancement and regular reports on e-learning into LTC  
 Digital Literacy Project See LTC committee papers for reports  
 ISD committee structure working with academic Schools of study <http://www.uea.ac.uk/committeeoffice/ueacombds/issc/issc1415/230914/isc14d001>  
 Course approval process ensures that needs taken into account [https://intranet.uea.ac.uk/is/committees?\\_ga=1.105175043.1810092644.1412158341](https://intranet.uea.ac.uk/is/committees?_ga=1.105175043.1810092644.1412158341)  
 link to course approvals <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/isd-communications-guidelines>  
 ISD Communications guidelines <https://portal.uea.ac.uk/library/information-skills/workshops>  
 Information skills workshops  
 Space Management Group  
 IT Access Policy – IT & Library. <https://www.uea.ac.uk/is/strategies>  
 induction programmes [uea.ac.uk/newstudents](http://uea.ac.uk/newstudents)  
 ARM student communication strategy Information held by ARM