

Mountview – QAA Report Action Plan 19/10/2018

| 1 Findings | 2 Actions to be taken | 3 Date for completion | 4 Action by | 5 Success Indicators | 6 Progress from Nov 2017 Review |
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| Good Practice | | | | | |
| The comprehensive and supportive processes for selection and admissions, which provide a positive introduction to the student learning experience (Expectation B2) | Analyse results from the new online application process in order to develop learning further | November 2018 | Academic Registrar | Analysis evidences prospective students have been dealt with more efficiently as a result of the online process | Partnership in place |
| | Partnering with the Diversity School Initiative | September 2019: annual review of 3 year cycle | Principal and Artistic Director | Increase in recruitment from diverse backgrounds | |
| The well-developed systems and resources for academic and pastoral support (Expectation B4 and Enhancement) | Continue roll-out of Mental Health First Aid training | November 2018 | Student Welfare Manager | Personal Tutors/staff across all areas are trained in Mental Health First Aid | Ongoing |
| | Research and connect with IAPT service in Southwark | November 2018 | Student Welfare Manager | Connections set up in Southwark | Initial research in place – Student Welfare Manager to confirm |
| The systematic approach to developing employability skills and industry-readiness (Expectation B4 and Enhancement) | Continue to track alumni activity on an annual basis and develop learning from their experiences | November 2018 | Industry Liaison Manager | Continued high level of employment and strong feedback from industry | Ongoing tracking |
| The comprehensive outreach activities and support systems for students from diverse backgrounds (Enhancement and Expectation B2) | Developing Community Academy on the new Peckham site | December 2018 | Head of Short Courses | Participant sign up and positive feedback | Ongoing |
| | Fundraising for student bursaries | December 2019 | | Securing new bursary opportunities | |

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| | Partnering with the Diversity School Initiative to strengthen our practice | November 2019 | Development Manager Principal and Artistic Director | Increased support to students from diverse backgrounds is reflected in students satisfaction | Partnership in place |
| The strategy for enhancement, and its implementation, which has enabled significant improvements to the student experience (Enhancement) | To follow through on opening the new Peckham facilities and monitor progress | September 2019 | Principal and Artistic Director | Positive feedback from students, staff, industry & community following successful launch | COMPLETE |
| Recommendations | | | | | |
| Work with its awarding body to clarify and record the process for updating and publishing the definitive programme record (Expectation A2.2) | Update the UEA Partnerships handbook | April 2018 | UEA Partnerships Manager | Updates reviewed and completed | <p>COMPLETE</p> <p>For all validated provision the University maintains the final record of a course as approved at validation, accompanied by any subsequently approved Changes to Validated Provision forms, to ensure that the University can track curriculum changes over the period of validation.</p> <p>Academic Partnerships receives updated student handbooks for all partner institutions at the start of each academic year.</p> |

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| | | | | | <p>Partner institutions are responsible for updating all course documentation, including but not limited to programme specifications, module definition forms and student handbooks, to reflect amendments approved via the Changes to Validated Provision process to ensure that students have access to up to date course documentation and information.</p> <p>https://portal.uea.ac.uk/partnerships-office/uea-partnerships-handbook/glossary</p> <p>https://portal.uea.ac.uk/partnerships-office/uea-partnerships-handbook/validation</p> |
| Fully articulate plans for the next stage of development of the intranet taking account of sector practice (Expectations B4 and C) | Write development plan | April 2018 | Project and Estates Director | Completed plan that articulates the next stage of development | COMPLETE |

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| Communicate to students and update documentation in the light of recent changes in external accreditation (Expectation C) | Circulate information via email and speak directly to student groups | April 2018 | Director of Academic Affairs | All students informed. | COMPLETE |
| | Course documentation to be updated | April 2018 | Director of Academic Affairs | All documentation updated | |
| Develop provision of electronic library resources, to increase availability of learning materials to support study at the forefront of the discipline (Expectation B4) | Ongoing sourcing of relevant electronic resources and building budget to develop them | September 2018 | Chief Operating Officer | Student and staff satisfaction, measured by a survey | Ongoing |
| Guide students who are considering employment outside of the industry towards appropriate careers advice (Expectation B4) | Develop more diverse careers guidance by identifying signposts to non-industry related fields of work and associated networks | September 2018 | Industry Liaison Manager | Network of sources established and case studies created | COMPLETE |