

## **College Annual Monitoring and Enhancement Plan**

### **Introduction**

The London College UCK is a medium sized, not for profit independent College situated in Cranford, West London with approx. 900 full-time equivalent higher education students.

The mission statement of the College is, 'We will become the institution of opportunity that is renowned for our widening participation. We will develop our students and staff to reach for vocational excellence and become recognised as a leading alternative provider of quality higher education programmes and to be an employer-focused institution connected with our local communities, providing teaching and learning which opens doors and meets the needs of employers'.

### **Changes since the last Annual Monitoring process**

The college has appointed a new Principal who has been in post since September 2017

In September 2017, the college moved in to a purpose built new building which is fully DDA compliant with access to lifts and its improved facilities including lecture theatre to accommodate 60 learners, large classrooms, large library resource center, spacious and well equipped laboratories, and student common area are much more appealing to existing students and would indeed enhance their overall learning experience.

The College currently runs 17 Pearson Edexcel Higher National Certificate/Diploma programmes. The College also operates 6 top-up degree programmes validated by The University of Derby. The College has at its heart, widening participation by enabling students within the Greater London area to study for higher education qualifications. The college also has approval for a range of 3 year degree programs with the University of Derby for first teaching in September 2018.

The College has a successful QAA HER review in April 2016 and monitoring review in April 2017 which resulted in a commendable outcome.

Course Leaders produce annual monitoring reports at programme level. The College Annual Monitoring and Enhancement plan has been devised based on the outcomes of the programme level AMR, committee meetings, student feedback, and external examiner reports.

This plan is used and updated throughout the year by the Head of Quality to record actions and progress

| Areas for Improvements / Enhancement         | Action to be taken  | Target Date                                    | Lead Responsibility   | Current progress / Evaluation   |
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| <b>Teaching and Learning</b>                 | <ul style="list-style-type: none"> <li>• All teaching staff to undergo formal teaching observation</li> <li>• All staff to complete and receive a peer observation from Course leaders or Senior Staff members.</li> <li>• Formal appraisal process which supports staff to reflect on their achievements, identify new ideas to support student learning and highlight any areas for staff development.</li> <li>• An individual action plan is put in place based on the outcomes of observation</li> </ul> | Ongoing – to be completed end of each semester | Course Leaders, Head of Quality, Principal                            | All staff undergo teaching observation each semester. All tutors have been observed and appraised.  |
| <b>Attendance, Retention and Achievement</b> | <ul style="list-style-type: none"> <li>• Attendance to be monitored regularly by the programme team within each term.</li> <li>• 70% attendance is a minimum requirement for progression.</li> <li>• Attendance correlates to progress and achievement</li> <li>•</li> </ul>  | Ongoing  | Programme Leader, Student Engagement Officer, Student Support Manager | Student Engagement officer has been appointed to ensure periodic review.  |
| <b>Assessment</b>                            | <ul style="list-style-type: none"> <li>• Assessments are revised each semester to review and upgrade assignment briefs ensuring they remain fit for purpose.</li> <li>• Assignment briefs are released via Moodle where learners are able to access the briefs.</li> <li>• There is greater emphasis placed on encouraging students to make links between theory and practice using a wide range of assessment activities to meet different students' needs including 'real world'</li> </ul>                 | Ongoing  | Head of Quality, Programme Leaders, Examinations Officers             | <p>Assignments are designed and standardised both internally verified and externally checked (through Pearson)</p> <p>Assignment marking to be completed within 3 weeks of final submission.</p> <p>Assessments submitted via Turnitin, plagiarism detection software</p> |

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|                                      | scenarios.<br><ul style="list-style-type: none"> <li>• All submissions are made via TurnItIn using Moodle.</li> <li>• All marking and feedback is done on Promonitor.</li> </ul>   |                           |                                    | Feedback is available to view via ProPortal  |
| <b>Resources</b>                     | <ul style="list-style-type: none"> <li>• The college has improved facilities including lecture theatre and large classrooms</li> <li>• large library resource center</li> <li>• Well-equipped laboratories- e.g. Electronic, Electrical and Hydraulics</li> <li>• Student common area</li> <li>• Purchase of New Laptops</li> <li>• Purchase new books and references for new RQF qualifications and New Degree programs</li> <li>• Programme Leaders to inform librarian of any resource requests</li> <li>• Any new requests will be approved by the Academic Board</li> </ul> | End of Each academic year | Programme Leaders<br><br>Librarian | Feedback from module evaluation about resources will further monitored through course AMR<br><br>Overall students have indicated that resources are sufficient for their needs<br><br>College is premier member of EBSCO<br><br>Large printers and Photocopiers available for all students |

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| <p><b>Student Engagement / Support / Experience</b></p> | <ul style="list-style-type: none"> <li>• Module feedback collated and summarised at module level.</li> <li>• Comprehensive Induction programme for all learners in the college</li> <li>• 8 week study skills program embedded into the HNC/HND curriculum.</li> <li>• “You Said, We Did” posters are displayed throughout the College</li> <li>• All staff operate an “Open Door” policy for students.</li> <li>• Specific slots allocated for student support and engagement.</li> <li>• Access to study materials and academically accredited resources on VLE</li> <li>• Reasonable adjustments for Special Needs students</li> </ul> | <p>Ongoing – Review each semester</p> | <p>Principal, Course Leaders, Tutors, Student Support Unit, IT Department, Quality Office</p> | <p>All modules have undertaken end of module evaluations. The summary of student feedback is used as part of Annual Monitoring report</p> <p>Program handbooks are available on Moodle.</p> <p>Feedback from students in Student Council meetings is collated and responded to in “You Said, We Did” posters</p> <p>As extra support initiative, in addition to class teaching sessions, the timetable has specific slots allocated for student support and engagement.</p> |
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|  |  |  |  | <p>Students with special needs provision are supported through course based student consultation opportunities, specialist support, additional tutorials and get extended deadline for their assessment submissions.</p> <p>The college has a dedicated student support centre which acts as a one stop shop for all student requirements.</p> <p>Students with special educational needs are referred to a specialist service provider Randstad.</p> <p>Randstad refers students for DSA assessment, which is followed up by individual support plans.</p> |
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| <p><b>Staff development</b></p> | <ul style="list-style-type: none"> <li>• All staff are formally observed at least one a semester</li> <li>• Staff training sessions arranged in house on assessments, feedback, use of VLE, quality assurance.</li> <li>• Members of the staff are working towards achieving Fellowships and Senior Fellowships from the HEA.</li> <li>• Sharing of good practice through course and department meetings</li> <li>• Discussion of CPD and qualifications through the staff appraisal system</li> </ul> | <p>Ongoing – Review each year</p> | <p>Principal, Course Leaders, Tutors, Head of Quality</p> | <p>All staff have record and maintain log of CPD sessions and development undertaken</p> <p>Staff have attended mandatory training and development sessions in house.</p> <p>Staff have achieved Fellowships and Senior fellowships and more staff are working towards achieving them</p> <p>Staff attend sessions and events organised by HEA, Pearson, University of Derby, QAA as part of their CPD</p> <p>All tutors have been observed and appraised.</p> |
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| <b>Public Information Audit</b> | <ul style="list-style-type: none"> <li>• All published materials including programme handbooks, prospectus and leaflets will be reviewed regularly</li> <li>• The contents of the website are checked and reviewed regularly for accuracy</li> </ul> | Ongoing –<br>Review once<br>every semester | Registrar,<br>programme<br>Leaders, Head<br>of Quality | <ul style="list-style-type: none"> <li>• Programme handbooks are reviewed end of each year by the programme leaders</li> <li>• Prospectus and leaflets will be reviewed annual by the Marketing Department</li> <li>• The contents of the website are checked and reviewed regularly for accuracy by Registrar and Head of Quality.</li> <li>• All published materials will be finalised and signed off at the Academic Board by the Principal prior to it being published.</li> </ul> |
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