**Action Plan** Union School of Theology relating to the Higher Education Review (AP) April 2018

Draft 20.09.18

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| **1. Findings** | **2. Actions to be taken** | **3. Date for completion** | **4. Action by** | **5. Success indicators** | **6. Progress (including date of review)** |
| **Good practice** |  |  |  |  |  |
| the comprehensive framework that supports Learning Communities and enriches the experience of distance learners (Expectation B4) | regular observation of Learning Communitiesmeet Lead Mentors at start of academic yearcontinuous monitoring of student progressImplementation of Policy of linking an assigned UST tutor to each learning community | ongoingSep18ongoingFeb19 | ProvostProvost, Programme LeaderLead MentorsProgramme Leader | observation of Learning Communities; feedback formsobservation of Learning Communitiesattendance registers, personal conversationsannual report from faculty members about assigned Learning Communities | Jan19completed Sep18Jan19Jan19 |
| **Affirmation of action being taken** |  |  |  |  |  |
| the work underway to fully implement a formalised process for the design, development and approval of programmes and any subsequent modifications (Expectation B1) | a full implementation of the Policy for Programme Design, Redesign and Development and its related processes | Jun19 | Programme Committees, ASM, QAC, Academic Board | examples of successful design or redesign and development of programmes | Jan19 |
| the continuing commitment to embedding processes that ensure all students are fully engaged in the life of the School (Expectation B5) | Ensuring student class attendance meets required levelsmonitoring and ensuring student representation on various academic committees | ongoingongoing | Programme Leader, Pastoral DeanAcademic Dean | Attendance registers for classes, PDPMinutes of committee meetings | Jan19Jan19 |
| the introduction of recently developed arrangements for placement providers (Expectation B10) | monitoring and review of the suitability of placement locations and providers through debrief of studentstraining/induction of placement providers | ongoing | Pastoral DeanProgramme Leader | review of placement module by BA Programme Committee | Jan19Jan19 |
| **Recommendations** |  |  |  |  |  |
| establish a process to use the expertise of placement providers to enhance student experience and employability (Expectation B10) | develop the described process and present to the BA Programme Committee and QAC | Jul19 | Pastoral Dean, Programme Leader | BA Programme Committee, QAC, Academic Board | Jan19 |