Navitas Provider Action Plan in response to the QAA High Education Review 2016

Updated 12 February 2018

HER Report – point identified	Action	Success indicator/evaluation	Oversight and Governance	Status February 2018
The Centre of Excellence in Admissions (now called Admission and Recruitment Centre, ARC) which underpins the sound administration of the recruitment process (Expectation B2)	A.1 Share the innovations and developments arising from the Centre of Excellence with the wider Global Navitas network A.2 Continue to develop awareness / training programmes to further develop relationships with key stakeholders, both internally and externally	S.1 Exchange and dissemination of effective practice arising out of the ARC is evidenced across the Navitas global network S.2 Uptake of development events for key stakeholders	Director of Marketing meetings – The UPE DMA meetings will evaluate these activities and report to Navitas UPE Leadership Team Navitas UPE Learning and Teaching Forum for Admission matters The Forum will feed up to the Navitas UPE Learning and Teaching Committee	**Update: February 2018** Good practice is shared across the network at regular intervals.
The oversight, monitoring and coordination	A.3 Navitas will review and revise the Learning	S.3 Navitas review of network Annual Monitoring process and	Academic Registry has oversight.	**Update: February 2018** A review team that reports to the L&T Committee will update and refresh the

of learning opportunities and teaching practices across the network which enables consistency and enhancement of student learning opportunities (Expectation B3)	and Teaching Strategy and ensure activity that enables a consistent and supportive learning environment and enhancement of learning opportunities	reports provide positive activity in Colleges S.4 Positive feedback from College CET on effectiveness of the Learning and Teaching Strategy		Strategy this year. The Strategy will be informed by a number of other changes in the regulatory landscape and innovations in learning and teaching. Deadline: September 2018
The Independent Learning Charter which enshrines Navitas UK's commitment to its values and practices, enabling students to develop their academic and personal potential (Expectation B4)	A.4 Continue to encourage student engagement with the Independent Learning Charter and support the enhancement of learning opportunities	S.5 Navitas Annual Monitoring Processes and College Enhancement Team meetings will make reference to discussion and action around the Independent Learning Charters.	The ILC is reviewed by Colleges and annually by the Learning and Teaching Committee.	**Update February 2018:** Learning and Teaching Committee will be discussing the status of the College ILCs, and evaluating the effectiveness of them at its March meeting. Deadline: March 2018
The provision of the Interactive Learning Skills and Communication (ILSC) modules which prepare students effectively for transition to university study	A.5 Review and revise the ILSC curriculum across FHEQ 3, 4 and 6/7 in consultation with ILSC teaching staff via a dedicated teacher forum	New and improved module descriptors that better prepares students for transition to University stages of study.	The Navitas UPE Academic Registry has oversight of the curriculum. Changes are presented to the Learning and Teaching Committee for discussion and scrutiny.	**Update February 2018:** The ILSC level 3 module has been rewritten and reviewed by a University partner. The curriculum for levels 4, 6 and 7 will be updated in 2018 and all revised modules will be rolled out within the Academic Year 2018-2019. Deadline: September 2018

(Expectation B4)				
The Student in Jeopardy programme which identifies student needs and provides the support required to enable them to succeed (Expectation B4)	A.6 Continue to review and share best practice across the network in regards to the Student in Jeopardy programme to support students	S.8 Successful student outcomes – % pass rates, retention rates and progression rates	The Academic Registry is responsible for the design and updating of the ILSC modules, working with Navitas Global Learning and Teaching Services . Changes are presented to the Navitas UPE Learning and Teaching forum. The Forum reports to the Navitas UPE Learning and Teaching Committee	**Update: February 2018** 1 The SiJ issue that has been this year's focus is Retention: The Learning and Teaching Forum has initiated a College-wide project dealing with Retention Rates. It will draw on the findings of the Navitas Australia Retention Drivers project. Part of the March 2018 DASS forum away-day will be dedicated to this project. Actionable insights will be presented to the Learning and Teaching Committee in March/April 2018.

2 Another focus is Student Attendance: The L&T Committee is currently investigating the correlation between attendance and academic performance. The L&T forum will present results of the pilot study to the L&T Committee in June 2018. 3 A wider ongoing project is the management of student performance data and metrics. Deadline for Review: December 2018 |
| Navitas UK's framework for responsive, flexible and timely feedback on | A.7 Review the Navitas 'Assessment and Feedback Guidance' to ensure it | S.9 Successful student outcomes – % pass rates, retention rates and progression rates | Colleges L&T Committee, L&T Boards and Navitas UPE L&T forum assessment project. | **Update: February 2018** A review of all assessment practices has been scheduled for the Learning and Teaching Forum Away-Day in March 2018 and |

students' work, which contributes to effective learning (Expectation B6)	is current and supportive of student ability to succeed	S.10 High student satisfaction %		third meeting in Summer 2018. This will include the preparation of an updated "Assessment and Feedback Guidance" and Feedback. Deadline: December 2018
The explicitness, clarity and transparency of Navitas UK's Assessment Regulations which meet the needs of a variety of audiences (Expectations B6 and C)	A.8 Review and revise the Navitas Policy and Procedures to ensure they are aligned to the partner University, QAA Quality Code, are current and supportive of student ability to succeed	S.9 Successful student outcomes – % pass rates, retention rates and progression rates S.10 High student satisfaction %	Academic Registry undertakes policy reviews; L&T Committee receives and scrutinises new policies and regulations and then presents them to their own College L&T committee for approval and implementation.	**Update: February 2018:** The NPR policies and procedures are currently being reviewed by the Academic Registry - February 2018. These updated documents will be presented to the Colleges to give them the opportunity to review their own CPRs. Any further changes to CPRs will then be presented for review at the March Learning and Teaching meeting. Deadline: March 2018
The College Enhancement Teams which ensure students have a significant role in enhancement within each college (Enhancement)	A.9 Continue to provide a platform and support to encourage student participation in the Navitas quality agenda	Increase participation of Student Voice in Student Enhancement Activities	College Enhancement Teams; Navitas UPE Learning and Teaching Forum	**Update: February 2018** Navitas students have a number of opportunities to contribute to the quality and enhancement agendas. Our intention is for this to become more focussed and therefore we are reviewing the efficacy of the CET mechanism to determine whether it should be retained or subsumed into a wider learning and teaching structure. Deadline: September 2018
The facilitation	A.10 Continue to	S.12 Facilitate events (student	Navitas Learning and Teaching	**Update: February 2018**

and exchange of good practice across embedded colleges through conferences, the Centre for Excellence (now known as the Admissions and Recruitment Centre) and other networking	provide a platform for staff to exchange good practice and ensure participation in the Navitas Learning and Teaching Committee / Forum	conference, social events, networking activities) to encourage further engagement with student cohort S.13 Creation of a Learning and Teaching Forum across the network	Forum; Annual L&T Conference' Learning and Teaching Committee	The LTC and L&T forums have opportunities and provision for dissemination of good practice. Ideas will be evaluated and assessed to see whether they have been rolled out across the College network. In addition, a learning and teaching conference with particular reference to the sharing of best practice is scheduled for autumn 2018. Potential themes include Student Retention, Digital and IT Literacy and Student Wellbeing and Disability Management. Deadline: Autumn 2018
Further embed digital learning in the Navitas College curriculum	A.11 Review technology across the College network and provide support to encourage academic staff to employ innovative teaching methods	S.14 Successful upgrade of MOODLE to 3.0 across the network S.15 Academic staff uptake of a range of CPD activities for teaching staff High level of satisfaction with online learning demonstrated in student surveys.	College Enhancement Teams; Navitas UPE Learning and Teaching Forum	**Update: February 2018:** The review process started at the October 25 Learning and Teaching Forum where the JISC Student Benchmarking framework was adopted and certain priorities were identified. These priorities will be discussed and/or implemented in Colleges via their College Learning and Teaching Committees. In addition, UK colleagues are engaging more frequently with Learning and Teaching Services in Australia. For example, the annual Teacher IT Survey is instrumental

				in monitoring the effectiveness of classroom-related IT practices. They have also shared some examples of good practice with Navitas colleagues on the global learning and teaching site: http://learningandteaching-navitas.com/ site.
The effective use of tracer data to enhance student learning opportunities. (B8)	A.12 Disseminate student outcomes and achievements via an Annual Report	S.16 Tracer data will track students' performance as they progress through the University and compare College students with those directly recruited to the University	College L&T Boards; Navitas UPE L&T Committee; Academic Advisory Committees in Partner Universities; Navitas Annual Learning and Teaching Board	**Update: February 2018** Tracer Data was shared at the January 2018 Learning and Teaching Committee meeting and at AAC meetings. Colleges present action plans to Learning and Teaching Committee to address data. It also appears in the Group Learning and Teaching annual report. A new template has been drafted and will be adopted by partner universities in 2018. This will provide for more sophisticated data.

Additional Action Points Arising from UNIC QAA Visits 27-28 November 2017

Action point taken from UNIC QAA visit report 27 28 November 2017:

Review all amended Navitas UK Policy and Regulations (NPR) and | A.13 The Academic Registry updates NPRs and circulates to College Directors/Principals. Colleges will then assess whether the revised NPR requires a level of customisation for their partnership. If so, the necessary changes are made | Coherent and up-to-date set of NPRs/CPRs | Navitas UPE Academic Registry | **Update February 2018** NPRs are in the process of being reviewed by the Academic Registry and presented to Colleges in late February. Colleges will review their own CPRs by the end of March and then report any |

ensure that all locally contextualised versions are approved in accordance with the Navitas procedure (A2.1)	and then revised CPRs are sent to Academic Registry for review, sign off and oversight.			modifications directly to the Academic Registry at the March L&T meeting. Deadline: End March 2018
Action point taken from UNIC QAA visit report 27 28 November 2017: Ensure that final approval of programmes is formally notified to relevant committees in accordance with Navitas procedures. (A3.1, B1)	A.14 To be included in the UNIC action plan for QAA review later in the year.			
Ensure that all college versions of Navitas UK Policy and Regulations (NPR) are fully documented in accordance with Navitas policy and are made accessible to those responsible for academic standards and quality (C)	A.15 To be included in the UNIC action plan for QAA review later in the year.			