

CURRICULUM AND QUALITY COMMITTEE REPORT

Subject: Learner Success Strategy	Purpose: For Approval <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input type="checkbox"/>
Prepared by: H Anderson	Date: 5 October 2017
Purpose: To seek approval of the Learner Success Strategy 2016-2020	
Linked to Strategic Goal 2: Deliver successful outcomes for all our learners.	
Executive Summary: This is a new strategy to support the strategic goal to deliver successful outcomes for all learners.	
Recommendation: Committee members approve this strategy.	
Previous Committee Approvals: Senior Leadership Team	
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>
Not for publication <input type="checkbox"/>	



Working Together

Learner Success Strategy 2016-2020

Draft

August 2017



Learner Success Strategy 2016-2020

1.0 Vision

- 1.1 The College is an institution where access to education and training and providing the best opportunity to succeed for all its students is at the core of its vision and purpose.
- 1.2 Wherever there are disadvantages creating barriers to learner success the College will make adjustments and provide services to ensure that equality of access and opportunity is preserved.
- 1.3 The College will focus on providing the utmost encouragement to learners, through the processes set out in this strategy, to make the most of the opportunities provided to achieve at the highest possible levels of success, commensurate with their abilities.

2.0 Introduction and Context

- 2.1 In its *Strategic Plan 2016 – 2020*, the College has set five Strategic Goals to: -
 - Respond to the needs of our region
 - Deliver successful outcomes for all learners
 - Provide a high quality college experience
 - Grow our business
 - Build sustainability

Each Strategic Goal has a number of ambitions with specific outcomes which the College aims to achieve.

- 2.2 To support these goals and ambitions, the College has agreed a set of eleven strategies relating to: -
 - Learning and Teaching
 - Learner Engagement
 - Learner Success
 - HR and Organisational Development
 - Information Systems and Learning Technology
 - Employer Engagement
 - Access and Inclusion
 - Estates
 - Marketing and Communications

- Finance
 - Procurement
- 2.3 The Learner Success Strategy has strong links to the College's Vision statement, ***"To be a college in which all learners succeed and which inspires growth, creates opportunities, raises aspirations and enhances lives"***.
- 2.4 Achieving the College's strategic goals of **1. Respond to the needs of our region, 2. Deliver successful outcomes for all learners** and **3. Provide a high quality college experience** will all be supported through implementing this strategy.
- 2.5 Learner Success is at the heart of what we do. It drives our approach to learning and teaching, assessment, admissions, learner engagement and attendance, student services and the wider curriculum. We plan to ensure students are on the right level of programme, are engaged with their studies and are well prepared for assessment.
- 2.6 We recognise that everyone does not come to college at the same starting point or as well prepared to start their studies. Through this strategy we will look to enhance our transitions work, in particular extending the transitions work we do with applicants and school pupils prior to them becoming students of the College.
- 2.7 We will use the data we collect to monitor attendance and progress of all our students continuously, ensuring that they also have easy and continuous access to this data. We will also use the data to understand better the correlations between individual characteristics and learner success, adjusting our services accordingly.
- 2.8 We have agreed measures and set targets both in our Strategic Plan and our Regional Outcome Agreement that will allow us to judge the impact our Learner Success Strategy is having on reducing withdrawals and improving learner success.
- 2.9 To achieve the aims of our strategy we will work with key stakeholders, including the local community planning partnership, local employers, staff, learners and schools. In particular, we will look to implement our strategy in partnership with our Students' Association.

3. Strategy Themes and Objectives

In supporting the Strategic Themes and Outcomes, the College has identified eight themes within this strategy. They are:

3.1. Transitions

This theme links directly to our Strategic Plan ambition to: **Provide appropriate, targeted support to learners from all backgrounds and experiences to ensure that opportunities for success are available to all.**

With regard to **Transitions**, the College will:-

- 3.1.1 Provide a wide range of programmes for senior phase pupils from the local secondary schools that are valued, prepare the pupils well for College or apprenticeship and have high levels of success.
- 3.1.2 Deliver short pre-entry programmes that are available to all applicants and which prepare prospective students for study and skills development.
- 3.1.3. Establish and maintain appropriate data sharing protocols with the local authority to allow for the transfer of information that will enhance transitions.
- 3.1.4 Liaise with schools in preparation for transition of students with known learning difficulties or disabilities in accordance with data sharing protocols.
- 3.1.5 Operate an admissions process that focuses on transition to the most appropriate programme for the applicant rather than on selection, and prepare the applicant well for becoming a student at the College, or for progress on to the next level.
- 3.1.6 Operate a transitions process that identifies students at higher risk of not succeeding prior to enrolment or during induction and provides targeted and appropriate early support.

3.2. Managing Student Retention and Success

This theme links directly to our Strategic Plan ambition to: **Generate a high expectation culture for learners which raises aspirations and creates confident individuals.**

With regards to **managing student retention and success**, the College will:-

- 3.2.1 Monitor student attendance at college, faculty, programme and individual level and take action to intervene where attendance is below 85% in any one week.
- 3.2.2 Ensure that all staff involved in supporting students promote continuing good attendance at college as being one of the major factors for success.
- 3.2.3 Monitor student punctuality and take action where this is causing concern.
- 3.2.4 Regularly re-evaluate the risk profile of students, identifying those most at risk of not making adequate progress and providing targeted intervention by the Achievement Coaches.
- 3.2.5 Ensure that staff and students have live ongoing access to up to date information on individual attendance and progress against outcomes through an easily navigated online information system.
- 3.2.5 Undertake faculty and college progress reviews of all students on a termly basis to ensure that adequate intervention is being made where there are concerns about attendance or achievement.
- 3.2.6 Ensure that assessment of learning is well planned and learners are well prepared prior to summative assessment.
- 3.2.7 Ensure that all substantive full and part time programmes have a course tutor who provides guidance and support for learners related to their studies.
- 3.2.8 Provide a wide curriculum with programmes from SCQF Level 1 to 9 allowing learners to study at a level commensurate with the current level of knowledge and skill and to progress through well planned and structured stages.

3.3. Identifying and Managing Risks to Retention and Success

This theme links directly to our Strategic Plan ambition to: **Provide appropriate, targeted support to learners from all backgrounds and experiences to ensure that opportunities for success are available to all.**

With regards to **Identifying and Managing Risks to Retention and Success**, the College will:-

- 3.3.1 Create and operate a risk profiling tool that helps identify those students most at risk of withdrawal or failure to progress.
- 3.3.2 Risk profile all students enrolling on full time programmes and all substantial college-attended part time programmes at the point of enrolment.
- 3.3.3 Risk profile all programmes annually and allocate resources for student guidance and support accordingly.
- 3.3.4 Plan interventions on the part of course tutors and achievement coaches based on the risk profiling at student and programme level.
- 3.3.5 Ensure risk profiles are kept up to date based on the latest student data for attendance and success.

3.4 Student Responsibilities

This theme links directly to our Strategic Plan ambition to: **Generate a high expectation culture for learners which raises aspirations and creates confident individuals.**

All College staff will ensure that students are aware of their responsibilities:-

- 3.4.1 To attend all timetable classes, assessments, guidance, study sessions and work experience.
- 3.4.2 To inform the College of any reasons for non-attendance.
- 3.4.3 To prepare well for all assessments.
- 3.4.4 To know their assessment plan, progress to date and the units and outcomes still to be achieved.

3.5 Learning, Teaching and Assessment

This theme links directly to our Strategic Plan goal to: **Deliver successful outcomes for all learners.**

With regards to **Learning, Teaching and Assessment**, the College will:-

- 3.5.1 Recognise that the quality of learning and teaching is at the heart of engaging and energising students to attend regularly and make a success of their studies.
- 3.5.2 Monitor the quality of learning and teaching through self-evaluation processes and provide the necessary support and encouragement to staff to be innovative and engaging in their learning and teaching

approaches.

- 3.5.3 Ensure that all lessons are well planned and sequenced and adapted as necessary to meet the needs of individual learners.
- 3.5.4 Ensure that effective use is made of technology to enhance learning and teaching.
- 3.5.5 Ensure that assessments are well sequenced, assessment load is managed across the programme and students are prepared thoroughly. Assessment on demand is provided where this is appropriate.
- 3.5.6 Ensure that remediation and reassessment opportunities are provided promptly and in accordance with awarding body requirements.
- 3.5.7 Ensure that students are informed of outcome assessment results which are recorded within the management information system.
- 3.5.8 Ensure that students have ready ongoing access to their outcome and unit results through the management information systems online services.

3.6 Student Funding

This theme links directly to our Strategic Plan ambition to: **Provide appropriate, targeted support to learners from all backgrounds and experiences to ensure that opportunities for success are available to all.**

With regards to **Student Funding**, the College will:-

- 3.6.1 Provide advice to students during their application for funding support.
- 3.6.2 Ensure students receive the maximum level of funding available through either student funding, SAAS or the benefits system.
- 3.6.3 Ensure that care experienced students receive the maximum level of funding available in line with national policy.
- 3.6.4 Promote full attendance through the application of the 100% attendance rule.
- 3.6.5 Monitor student attendance weekly, only paying those with 100% attendance in accordance with the College policy.

3.7 Learning Support (Shared with Access & Inclusion Strategy)

This theme links directly to our Strategic Plan ambition to: **Provide appropriate, targeted support to learners from all backgrounds and experiences to ensure that opportunities for success are available to all.**

With regard to **Learning Support**, the College will: -

- 3.7.1 Provide a learning support service that recognises the needs of individuals within the context of their difficulties or disabilities, chosen subject and level.
- 3.7.2 Provide appropriate assessment of need at the point of identification or request and make interventions that support the individual to gain independence in learning.
- 3.7.3 Agree learning support plans where necessary with the individual learners and teaching staff, setting out the goals and techniques to be used to support and promote their independence in learning.
- 3.7.4 Review individual learning support plans with the learners and teaching staff, ensuring that progress is being made and interventions are optimised to promote independence in learning.
- 3.7.5 Agree with the supported learner to the sharing of relevant information with other training or educational organisations and awarding bodies involved with their studies.
- 3.7.6 Conduct assessment of need, and data and information gathering to judge the requirements of the individual for assessment arrangements and make application to the awarding body where this is necessary.
- 3.7.7 Adapt assessment conditions to comply with any assessment arrangements put in place to ensure that learners have fair access to assessment.
- 3.7.8 Comply with the requirements of regulators and awarding bodies, ensuring the continuing integrity of qualifications while meeting our obligations under the Equality Act 2010.
- 3.7.9 Maximise the use of technology to promote independence in learning for learners with a learning disability or difficulty. Ensure all learners entitled to access learning support funding for either non-medical support or equipment through bursaries or DSA are actively supported and advised to do so.
- 3.7.10 Participate proactively in the transitions process with the local authority education and social work services for all students with a recognised learning support need.
- 3.7.11 Create and implement data sharing protocols with the local

authority education and social work services for all students with a recognised learning support need.

- 3.7.12 Ensure that services for students with sensory impairment meet their needs and comply with the requirements of the British Sign language (Scotland) Act 2015.

3.8 Student Support Services (Shared with Access & Inclusion Strategy)

This theme links directly to our Strategic Plan ambition to: **Provide appropriate, targeted support to learners from all backgrounds and experiences to ensure that opportunities for success are available to all.**

With regard to **Student Support Services**, the College will: -

- 3.8.1 Provide an advice service for all students that is easily accessible and covers a wide range of welfare issues.
- 3.8.2 Support the functioning of an effective Students' Association to act as advocate for individual students and as the collective voice of students with regard to the quality of services provided.
- 3.8.3 Work in partnership with our Students' Association to ensure that the range of support services provided to students by the College and the Association collaborate and complement one another.
- 3.8.4 Facilitate access to a wide range of third party welfare services in collaboration with the Students' Association.
- 3.8.5 Develop a whole-college approach to mental wellbeing.
- 3.8.6 Provide mental health first aid where necessary and take action to direct the learner to appropriate ongoing support.
- 3.8.7 Provide a C-Card service for sexual health in conjunction with NHS Borders and the Students' Association.
- 3.8.8 Provide ongoing support and advice with finance (including benefits), transport and wellbeing issues.
- 3.8.9 Advise on applications for bursaries, EMAs, SAAS and DSA.
- 3.8.10 Provide support for application to university or other higher education providers through UCAS.
- 3.8.11 Provide help and advice on transport related issues in conjunction with Scottish Borders Council.
- 3.8.12 Procure transport services where no public service exists or where students are unable to use these services for reasons of

disability.

4.0 Responsibilities

- 4.1 The Regional Board is responsible for setting and monitoring the strategy.
- 4.2 The Director of Business Improvement and Performance is responsible for ensuring the achievement of the outcomes associated with this strategy.
- 4.3 The Senior Leadership Team is responsible for ensuring the implementation and ongoing application of the strategy.
- 4.4 The Head of MIS is responsible for the development of the management information systems report and access to the online systems, apps and information.
- 4.5 All College teams are responsible for supporting the delivery of the objectives and targets of this strategy.
- 4.6 The HR department is responsible for the planning and delivery of any College-wide CPD associated with the strategy.

5.0 Monitoring and Review

- 5.1 The Regional Board and Senior Leadership Team will receive monitoring reports in accordance with its meeting cycle.
- 5.2 The Senior Executive Team will monitor and review progress through self-evaluation reports and will make recommendations for adjustment to the Director of Business Improvement and Performance where appropriate.
- 5.3 The Strategy will be monitored and reviewed annually by the authors.

6.0 Related Documents

(Available on the College Website at: www.borderscollege.ac.uk)

- 6.1 Strategic Plan 2016 – 2020
- 6.2 Regional Outcome Agreements
- 6.3 Learner Engagement Strategy
- 6.4 ISLT Strategy
- 6.5 Learning & Teaching Strategy
- 6.6 Access and Inclusion Strategy
- 6.7 Assessment Arrangements Policy & Procedure
- 6.8 Equality Outcomes and Action Plan
- 6.9 Corporate Parenting Plan
- 6.10 Borders College-SBC Data Sharing Protocol
- 6.11 Assessment Policy and Procedure
- 6.12 Equality, Diversity and Inclusion Policy
- 6.13 Student Admission and Interview Policy and Procedure
- 6.14 Student Enrolment and Induction Procedure
- 6.15 Student Guidance Policy and Course Tutor Guidelines