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CURRICULUM AND QUALITY COMMITTEE REPORT

Subject: Current Performance Indicators	**Purpose:** **For Approval** ☐ **For Discussion** ☒ **For Information** ☐
Prepared by: Heather Anderson	**Date:** 27 February 2017

Purpose: To inform the Curriculum & Quality Committee of the Early Withdrawal figures for those courses on the Courses for Concern list, the Courses for Praise and Key Strategic Indicators as at end of February 2017.

Executive Summary:

To inform the Curriculum & Quality Committee of the actions identified by SMT to improve the Early Withdrawal figures for those courses on the Courses for Concern list. Courses for Praise are those courses which have improved their early retention of students and for Courses within Care and Access Faculty, who have had no courses identified as a concern.

The most update to date Key Performance Indicator Snapshot is also included. This summary sheet also contains current recruitment for 2017-18.

Recommendation:

Previous Committee Approvals:

For publication ☐	**For publication with redactions** ☐	**Not for publication** ☐

Signed:

Author

COURSES FOR CONCERN AND PRAISE – EARLY WITHRAWAL 2016-17

DEFINITION OF EARLY WITHDRAWAL

Number of students withdrawn prior to student funding point x 100
Number of students who enrolled on the course

ACTUAL COMPARISON AT 23 FEBRUARY 2017

Early Withdrawal	Actual % EW 2015-16	Actual % EW 2016-17	% Change	Sector Average % EW 2015-16	2015-16 Variance from Sector Average	Target % EW 2016-17	Variance from target
FEFT	6.7	7.2	0.5	9.0	-1.8	6.5	0.7
No EW	70 students	71 students	1 more				
No Enrolled	1039	988					
HEFT	2.8	5.1	2.3	4.6	0.5	4.0	1.1
No EW	6 students	11 students	5 more				
No Enrolled	213	215					

The table above shows the College Early Withdrawal Figure has slightly increased for Higher Education Full Time (HEFT) by 2.3% and for Further Education Full Time (FEFT) by 0.5%. The college continues to compare very favourably against the sector average for FEFT which is 1.8% better than the sector and is only 0.5% less than the sector for HEFT. HE is 1.1% below our target and FE is 0.7% less than the target for 2016-17.

I have included the actual numbers who enrolled and the number who withdrew early within the table. These indicate that only 1 more FE students and 5 more HE students left early compared to the previous year.

The table below shows the comparison by Faculty of 2015-16 to 2016-17.

FACULTY	TYPE	2015-16 EW	No of Students	2016-17 EW	No of Students	%+ change 15-16 to 16-17	Change in no of students
CAF	FEFT	6.1	15	6.2	14	0.1	1 less
	HEFT	0	0	5.4	3	5.4	3 more
CEL	FEFT	5.5	23	7.3	31	1.8	8 more
	HEFT	0	0	0	0	0	No change
CIS	FEFT	8.5	32	7.7	26	-0.8	6 less
	HEFT	4.2	6	5.8	8	1.6	2 more
			76		**82**		**Overall 6 more left early**

There has been a significant improvement in the Early Withdrawal rate for FEFT within Creative Industry, Sport and Business faculty together with Construction, Engineering and

Land based Faculty who have had no HEFT students withdrawing early. There has been a more significant increase in the number of students who have withdrawn early from FE programmes within Construction, Engineering and Land based Faculty.

The reason for withdrawal can be seen in the table below:

Withdrawal Reason			**Total Number 2016/17**	**Total Number 2015/16**	**Difference on the previous year**
Entering Employment			31	27	4
Returning to School			2	2	0
Dissatisfied with Course			3	3	0
Personal Domestic	Relationship	1	23	34	-11
	Mental Health	8			
	Pregnancy	1			
	Poor Physical Health	3			
	Children Issues	2			
	Other Carer Support Issues	3			
	Work Related	3			
	Housing	2			
Finance	Not Entitled to Bursary or EMA		1	1	0
	Bursary or EMA withdrawn		1		1
Withdrawn by College for poor attendance			16	2	14
Withdrawn by College for poor achievement			1		1
Transfer to another college			1	2	-1
Unknown			2	5	-3
			81	**76**	**5**

The figures indicate that 4 more students entered employment (31 in total). This is a positive destination for those students and they have gained the experience and confidence to apply for jobs. There has been a significant increase in the number of students being withdrawn due to poor attendance but those leaving for Personal/Domestic reasons have decreased.

ACTION 1

The Principal has instigated a review of attendance monitoring reports which will be monitored on a weekly basis at course and faculty level. The current system monitors student attendance for each individual student and is useful for course

tutors but doesn't provide course level attendance. Together these two attendance reporting mechanisms will identify the courses for which attendance is a significant issue.

The categories for withdrawing due to Personal/Domestic reason has been expanded to enable better identification of the issues the students are experiencing. There were 8 of the 23 students who left due to mental health issues and the following is being action to help support students:

ACTION 2

VP Quality and Innovation is holding discussions with the NHS and Social Work Department to gain advice on how the college can be a mentally healthy institution for both staff and students. This will involve raising mental health awareness and providing mental health first aid training. SMT is also working closely with the Student Association who is holding regular events focussed on promoting good mental health.

ACTION 3

A tracking system to identify "At Risk" students is being designed. This will be used to allocate resources to those most at risk or withdrawing and to ensure close monitoring of those individuals is undertaken.

The courses shown in Appendix an are those with an Early Withdrawal rate of 15% or above for Full Time Courses. The courses in bold were also identified last year. The NC Brickwork CITB BR1 is an apprenticeship course and the reasons for the 2 withdrawals are because the apprentices lost their job due to the closure of a large building company.

The faculty staff have identified actions to reduce the withdrawal rate next academic year and this includes using the Student Survey shown in Appendix B with the courses identified as a course for concern.

COURSES FOR PRAISE

The table in Appendix C highlights a number of courses who have reduced the number of students withdrawing early compared to the previous year.

It is also good to note that none of the Care and Access Faculty courses have been identified as a Course for Concern for Early Withdrawal this academic year.

Appendix A Early Withdrawal 15% or greater for FT students

Dept	Course code	Course title	Level	Total Enrolment	No. Withdrawn Early	Early Withdrawal	Comment/Action
CEL	16CELNUFI	NC Preparation for the Armed Services - FT	FE	13	5	38	3 students left for employment. 2 students left because the course was not for them. Action: Improve marketing of the course to ensure students understand what the course entails before applying
CEL	16CELNDF	National Progression Award in Construction - Painting and Decorating – FT	FE	15	4	27	2 students left for employment. 1 student left for health reasons. 1 student moved out of the area.
CEL	16CELNBF	**National Progression Award in Construction - Brickwork – FT**	FE	4	1	25	Left for employment.
CEL	16CELNBC1	**NC Brickwork - CITB BR1**	FE	9	2	22	1 was withdrawn because the company went bust. 1 was removed from college by employer and may return next year
CIS	16CISNAFB1	**BTEC NQF Art and Design - FT - Level 1 - 2**	FE	14	3	21	A particularly challenging group. One enrolled but only attended a few times. The others had substance abuse and or mental health issues. Course tutor reports clearly indicated the CT process has been followed and students referred appropriately
CIS	16CISVHF1A	NVQ I Hairdressing - FT - Grp A	FE	14	3	21	Two previous Schools Academy pupils enrolled but only attended once. One student had very poor attendance. Course tutors arranged meetings with these students unfortunately they did not attend these meetings
CIS	16CISVCF1	NVQ I Certificate in Hospitality Services - FT	FE	15	3	20	The 3 students who withdrew have all been entered as "entering employment "
CEL	16CELVLF3	SVQ III Amenity Horticulture – FT	FE	5	1	20	Left for health reasons.
CIS	16BEFDBF1	HND Business - FT YR1	HE	20	4	20	4 left for employment including a husband and wife
CEL	16CELVHF1	SVQ I Amenity Horticulture – FT	FE	6	1	17	Enrolled but never attended
CIS	16CISCIF	HNC Interactive Media – FT	HE	12	2	17	1 placed on wrong level of course by interviewer who has now left the college. The 2nd student left due to mental health issues
CEL	16CELGFC	C and G Level 1 Certificate in Carpentry and Joinery - FT	FE	13	2	15	1 student left after 2 weeks and could not be contacted. 1 student returned to Portugal to look after a sick relative.

APPENDIX B

1 Very satisfied 2 Satisfied 3 Dissatisfied 4 Very dissatisfied

COURSE:

UNIT TITLE	SUBJECT RELEVANCE	INDIVIDUAL SUPPORT FROM LECTURER		CLASS ORGANISATION		TEACHING MATERIALS		METHODS OF TEACHING		PREPARATION FOR ASSESSMENT		COMMENTS
Course Tutor/PLP	1 2 3 4	1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		
	1 2 3 4	1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		
	1 2 3 4	1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		
	1 2 3 4	1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		
	1 2 3 4	1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		1 2 3 4		

General Comments

Appendix C Courses identified for Praise

Dept.	Course code	Course title	Level	Mode	Total Enrolment	No. Withdrawn Early	Early Withdrawal
CEL	16CELVAFH1	SVQ 1 Landscaping – FT	FE	FT	7	0	0
CEL	16CELVEF	SVQ III Electrical Installation	FE	FT	9	0	0
CIS	16BEFNBF	NC Business Management Level 6 - FT	FE	FT	22	2	9.09
CIS	16BEFNAF	NC Business Administration Level 5 - FT	FE	FT	18	1	5.56

Care and Access Faculty have no courses identified as a course for concern for Early Withdrawal

KEY STRATEGIC INDICATORS (CMT) – End of February 2017

Academic Year 2016-17		Sector Average 15/16	**College Target 16/17**	**Actual 16/17**
Activity Levels				
KPI 1	SFC Credit Target		25095	24690
Learner Success				28/02/2017
KPI 3	Early Withdrawal %			
	FEFT	9.0	6.5	7.2
	HEFT	4.6	4	5.1
	FEPT	3.1	8	5.7
	HEPT	2.9	4	3.4
	Further Withdrawal %			
	FEFT	16.5	15.5	10.9
	HEFT	12.6	14	10.2
	FEPT	6.1	4	4.1
	HEPT	6.1	9	6.6
	Partial Success%			
	FEFT	9.0	8	0
	HEFT	10.6	7	0
	FEPT	16.4	13	0.3
	HEPT	12.2	8	0
	Learner Success %			
	FEFT	65.5	70	0
	HEFT	72.1	75	0
	FEPT	74.3	75	25.6
	HEPT	78.8	79	27.6
Best Possible Learner Success				
KPI 3	Learner Success %			
	FEFT	65.5	70	82
	HEFT	72.1	75	85

Recruitment 2017-18	Admissions Target	Enrolment Target	Applications 28 Feb	Variance from Admissions
FEFT	1146	951	736	-410
HEFT	286	228	250	-36
Total	1432	1179	986	-446