

CURRICULUM AND QUALITY COMMITTEE REPORT

Subject: Internal Review Progress Update	Purpose: For Approval <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/>
Prepared by: Heather Anderson	Date: 24 May 2018
Purpose: To provide the Curriculum and Quality Committee with a progress report on Internal Reviews 2 and 3 of 2016-17.	
Linked to Strategic Goal 3: Provide a high quality College experience.	
Executive Summary: <p>Progress reports have been provided for Internal Reviews 2 and 3 of 2016/17, the recommendations of which are almost complete.</p>	
Recommendation: <p>N/A</p>	
Previous Committee Approvals: <p>None</p>	
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>
Not for publication <input type="checkbox"/>	

INTERNAL REVIEW MONITORING (2016-2017)

INTERNAL REVIEW 2 – How good are our work placement experiences in developing the employability skills of our learners? ()			
Observation and Risk	Recommendation	Management Response	Progress Report
Existing Work Placement booklet to be adapted and this will enable the requirements of the Work Placement standards to be embedded into college documentation	3. Adapt “Your College Work Placement” booklet to include: <ul style="list-style-type: none"> • Reflection of learners current progress within the work experience journey, • IV’d assessments for SCQF Level 3,4 and 5, Reflection of learning during period of work placement 	Response: The new units are being developed but it is not appropriate to include them into the booklet. This would require a different booklet for each SCQF level.	The Level 3, 4 and 5 are currently being developed. It was agreed that Level 6 will also be developed. The Work Placement booklet is being updated to include the type of work experience: Inspiration, Simulation and Placement.
		To be actioned by: Employer Engagement Co-ordinator, CAF HOF	
Create a method of planning and recorded Employer Inspiration activities to ensure this is consistently available to all full time programmes	6. An annual cycle of Employer Inspiration activities should be created for all programme areas with a minimum of two activities per year	Response:	The Employer Engagement Co-ordinator attends every 2nd Head of Faculty meeting to plan and report on employer activities including work placement experiences
		To be actioned by:	
All activity relating to work placement must be recorded and reported to SFC	12. An Employer Engagement Protocol to be developed which includes the Employer Engagement/Placement Database	Response:	A draft Employer Engagement Protocol has been developed and will be considered at the next Senior Leadership Team meeting in October.
		To be actioned by: No later than:	

INTERNAL REVIEW 3 – How good are we at using technology to enhance learning? (C Elliott)

Observation and Risk	Recommendation	Management Response	Progress Report
Staff commented on the requirements of a cohesive approach to the use of technology to support learning and to ensure that learners with learning support needs have the opportunity to access technology to help them succeed. Requirement to have a clear link to the use of technology to individual objectives as part of the staff review process. It was felt that appropriate CPD should be put in place to allow staff to develop the skills and confidence they require to deliver technology enhanced learning.	Recommendation 1 1b. Deliver CPD to academic staff to increase awareness of the assistive technology available to support learners. Evaluate metrics to demonstrate staff engagement with this CPD. 1c. Establish baseline for teaching staff relating to VLE standards. 1d. Clear objectives to be set for teaching staff relating to the use of technology to enhance learning and teaching to be monitored using the SPDR process.	Response Agreed.	1b. ISLT team deliver support for learners with support needs through Assistive Technology Technician. 1c. Information issued to staff on Moodle baseline requirements. Response to be assessed by December 2017. Response assessed – feedback provided to sample of lecturers against moodle baseline requirements. 1d. The College's lesson plan has been revised to include a section on learning technology. The new staff observation process will also include learning technology used to support learning and teaching and this will be linked to the SPDR process.
		To be actioned by: ISLT team & L&TDD December 2017	

Explore opportunities to mentor staff including class observations (both of mentor and mentee lessons).	Recommendation 2 2b. Set up a College Teaching Observation team and within the new process include an evaluation of the effective use of technology as part of the Enhance.	Response Head of HR & L&TDD November 2017	Partly Achieved 2b. Observation team to be set up by November 2017 and training by Education Scotland to be carried out for all HOFs and Programme Leaders. L&T Steering Group set up and preparing to carry out observations by end February 2018.
The importance of appropriate response and support to requests from ISLT was raised to reduce any barriers to using technology to enhance learning and teaching.	Recommendation 3 3b. ISLT will identify how effectively it is responding to helpdesk requests relating to technology through a set of metrics.	Response Agreed. To be actioned by: Conor Bradley 3b November 2017	In Progress 3b. ISLT is currently preparing a report that will include this data. ISLT report outs now in place including metrics around percentage of tickets completed on time. Report outs shared at SLT quarterly.
Staff commented on the need to identify a range of funding approaches (including BYOD strategies) to ensure that all students have access to modern technology and to ensure that ISLT is able to purchase and test new learning technology equipment and services.	Recommendation 6 6a. Work to ensure that all learners in receipt of appropriate bursary funding are provided with a mobile device to ensure access to the College's key learning technologies.	Response Agreed. To be actioned by: Clare Nairn November 2017	Partially Achieved 6a. Devices ordered for bursary pilot groups and also learners in Access and Digital Media programmes. Bursary devices deployed to 5 access groups and one digital media group. Further bursary laptop provision planned for next year.
Pursue opportunities to increase the proportion of staff using eAssessment both formative and summative.	Recommendation 11 11b. ISLT to write a policy	Response Agreed.	In progress Delayed due to resource constraints

	<p>document for e-Assessment at Borders College.</p> <p>11c. ISLT to develop metrics to show increased e-Assessment usage.</p>	<p>To be actioned by:</p> <p>Conor Bradley February 2018</p>	<p>Partially Achieved 11c. Metrics collected and these need to be shared a the Digital Development Group. eAssessment metrics now to be measured and recorded by staff as part of 30% online learning by 2022 project.</p>
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