

2019 BBC INTERNAL ACTION PLAN



BELFAST BIBLE COLLEGE

with reference to

QAA HERAP REVIEW: 3-5 October 2016

QAA MONITORING VISIT: 3 October 2017

QAA MONITORING VISIT: 2 October 2018

QAA MONITORING: 12 September 2019

Reviewed by Student QAA Representatives on:	6/3/17
Approved by Senior Management Team on:	7/3/17
The final version of this Action Plan will be published on the College website on or before 8/3/17 Published on College website on:	7/3/17 Updated 17/12/2020

This document sets out Belfast Bible College's response to the QAA reports published at <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10000620#.WLAfFW-LS70>

This Action Plan outlines Belfast Bible College's internal quality assurance process and also responds to QAA Recommendations, considering how they will be implemented and outlining how QAA Points of Good Practice can be maintained and developed.

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Recommendation in QAA 2016 HERAP Report:	Action to be taken:	QAA target completion date:	Action by:	Reporting to:	Success indicators/evaluative procedures:	Comments, inc. notes of completion
1: Formalise procedures through the committee structure to ensure more effective oversight of key quality assurance processes (Expectations B8, A2.1, A3.1, B1)	Put a system in place to ensure that the following QA items: <ul style="list-style-type: none"> • Module feedback • External Examiners' Reports and responses • UOC SSCG & SSOF • AER/APR are reported to the UOCPC and escalated where necessary to the EDC and SMT	March 2017	UOCPL (WF)	UOCPC/ EDC	Minutes of the relevant meetings	Relevant paperwork reported to UOCPC held on 12/10/16 and 1/3/17 and reported to the EDC held on 8/3/17. Process now in place. 21/3/17
	Review of Committee schedule to ensure the most appropriate alignment of BBC and Partner Universities.	August 2018	DE / AR	EC	Minutes of relevant meetings. Student reps and student feedback available as needed in Committee cycle.	Adjustments for 2018/19 business (complete September 2018).
	Review at end of academic year for further enhancement if needed.	June 2019	DE/AR	EC	Reviewed by DE. Current cycle of meetings aligns with Partner Universities schedule.	Complete June 2019



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2: Provide formal, structured training for student reps to equip them to fulfil their role in educational enhancement and QA effectively (Expectation B5)	Training programme developed, based on UOC Student Rep training materials and discussions with current student reps (April 2017)	April 2017	UOCPL (WF); Admin (SS)	DE	Production of materials; reported to UoC PC	Complete (May 2017)
	Training for student reps completed following selection of reps and within the first 3 weeks of the autumn semester (Oct 2017)		UOCPL/ WF	DE	Minutes of following UoC PC	Complete (October 2017)
	Training reviewed with student reps in the light of their experience as student reps and training programme revised as appropriate (May 2018)		UOCPL/ WF	DE	Review with student reps at the end of the year following implementation Subsequent review of materials if required.	Review Complete (June 2018)



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3: Develop and implement systematic processes and procedures for assuring the quality of the students' placement experience (Expectation B10)	Consultation of placement providers and analysis of current student feedback on placement provision (June 2017)	September 2017	Practical Training Co-ordinator (PTC) (EA)	DE/EDC	Evaluation of placement by students and by placement providers	Complete (June 2017)
	Review policy and procedures in the light of those in use in partner universities and best practice (June 2017)					Complete (June 2017)
	Amend policy and procedures where necessary (August 2017)					Complete (August 2017)
	Implement amended policy and procedures (September 2017)					Ongoing implementation of policy and procedures (September 2017)
	Review evaluations and enhance procedures as required (May 2018)					Initial review complete. (June 2018)
	Practical Training Co-ordinator post increased to full-time.					August 2018



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	Review II of placement provision by PTC.	January 2019	PTC	DE	Initial Review Jan 2019 Year Review in June 2019	Complete June 2019
	Implement outcomes of review II.	June 2020	PTC	DE	Review complete II and implemented in new UG programme – will roll out 2020-22.	Complete June 2020



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2016 POINTS OF GOOD PRACTICE (to maintain/develop)

GOOD PRACTICE in QAA 2016 HERAP Report:	Action to be taken:	Internal QA target completion date:	Action by:	Reporting to:	Success indicators/evaluative procedures:	Comments, inc. notes of completion
1. Extensive engagement with relevant internal and external stakeholders in relation to the approval of programmes that improves the quality of student learning opportunities (Expectation B1 and Enhancement)	Consultation re new MA development with potential employers and applicants (EAG).	April 2017	PGPL (CH)	EDC	Outcome of consultation reported to EDC	Consultation completed (April 2017). Reported to May EDC.
	Consultation re Placement Providers cf Action 3 Above	June 2017	PTC (EA)	EDC/DE	See Action 3 Above	Complete (June 2017)
	Linking student reps and student committee to enhance student voice.	June 2018	DE / UGPL / CL Facilitator	Principal	Evaluate by EC (DE) and SC consultation (CL Facilitator)	Complete (June 2018)
	PG student rep added to EC	September 2018	PGPL (CH)	EC/DE	PG Student Feedback was via PGPL. PG student Representative to be added in 2019-20	
		September 2019	PGPL (CH)	DE/EC	PG student Rep added to EC.	Complete (Nov 2019)



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Student feedback on MA initial modules.	March 2019	DE/EC	EC/SMT	Feedback gathered, review and enhancement as required. EC Minutes.	Review completed. Enhancement planned Sept 2019. Completed 2019-20.
Further feedback from first cohort of students	Feb 2020	PGPL (CH)	DE/EC	Feedback gathered, review and enhancement as required. EC Minutes.	Further enhancement planned academic year 2020-21. Completed
NSS survey: review and identify key areas to address and actions	September 2018	DE/EC	SMT	Ongoing review in light of NSS. Key element identified for action.	Yearly review completed October 2018.
Review NSS with student reps	October 2018	DE/UGPL	EC	Ongoing in yearly cycle.	Completed June 2019.
UG Revalidation: consultation with students and potential employers to shape new UG programme.	April-June 2019	DE/UGPL	EC	Material analysed by UGPL.	Completed Spring 2020.
UG Revalidation External Team Member	Feb 2020	DE/UGPL	EC	ETM involved in Revalidation proposals autumn 2019.	Completed Spring 2020.



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GOOD PRACTICE in QAA 2016 HERAP Report:	Action to be taken:	Internal QA target completion date:	Action by:	Reporting to:	Success indicators/evaluative procedures:	Comments, inc. notes of completion
<p>2. Proactive engagement with a wide range of staff development activities that ensures the ongoing enhancement of the quality of learning and teaching (Expectation B3 and Enhancement)</p>	<p>Continue current multi-faceted approach to staff development:</p> <p>1/ Training at BBC on selected issues of significance for staff e.g. joint marking exercise (25/1/17); Disability Training (15 /3/17).</p> <p>2/ Sharing of Best Practice and Peer review of teaching</p> <p>3/ Specific training as required by staff, highlighted via staff appraisal and/or Peer review of teaching</p> <p>4/ Engagement with broader academic community through attendance at conferences highlighted via staff appraisal</p> <p><u>Specific to 2018-19</u></p> <p>Faculty Discussion Meetings: 3 times per semester to discuss matters of educational interest</p> <p>Peer Review of teaching: in triads, including videoing of lecture.</p>	<p>On-going</p>	<p>DE</p>	<p>EDC/ SMT</p>	<p>Minutes of Best Practice meetings/ EDC</p> <p>Peer Review of teaching records</p> <p>Register of Staff Training undertaken</p> <p>Updated CVs of Faculty</p> <p>Evaluation in EC</p> <p>Evaluation in EC</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed June 2019</p>

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	<p>Staff Sabbaticals for 2 members of academic staff to facilitate development in subject specialisms.</p> <p>Specific to 2018-20 Faculty meetings with a focus on programme design for UG revalidation.</p> <p>Faculty meetings with a focus on on-line learning due to COVID.</p>				<p>New materials: lectures, writing.</p> <p>Revalidation of UG degree.</p> <p>Faculty use of new methods/tools /student feedback</p>	<p>Completed June 2019 2 new modules provided for students.</p> <p>Completed Spring 2020</p> <p>Ongoing</p>
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<p>3. Holistic approach to support within a community environment that enables students to develop their academic, personal and professional potential (Expectation B4)</p>	<p>Initial review of Community Life activities by December 2016 and ongoing enhancement of activities and how they enable student development</p>	<p>June 2017</p>	<p>CL Co-ordinator (PW)</p>	<p>DE</p>	<p>Student Survey</p>	<p>Student survey completed; ongoing enhancement in progress (May 2017).</p>
	<p>Explore options enhancing care of students through Pastoral Care and counselling provision</p>	<p>Sept 2017</p>			<p>Review of engagement with outside agencies in the enhanced provision of Student Care.</p>	<p>Complete. Partnership with outside agency formalised (March 2017)</p>
	<p>Enhancement: Developing students as leaders in college in CL events: worship leaders, FG leaders and Student Committee: mentoring and training.</p>	<p>June 2019</p>			<p>Review by CL Facilitator in consultation with students.</p>	<p>Complete June 2019</p>

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<p>4. Proactive approach taken in seeking and responding to student feedback that enhances the student educational experience (Expectation B5 and Enhancement)</p>	<p>Continue to respond to student feedback from surveys, Student Reps and Student Committee.</p> <p>Current Specific Consultations:</p> <ul style="list-style-type: none"> • Student Facilities • Worship events <p>Following student consultation: for 2018-19 Student worship evenings being planned Restructuring of World Focus</p> <p>See Good Practice 1 above for additional 2018-19 actions.</p>	<p>Ongoing</p> <p>June 2017</p> <p>June 2018</p>	<p>DE</p> <p>Principal</p> <p>CL Facilitator</p>	<p>EDC & sub-committees</p> <p>SMT</p> <p>Principal</p>	<p>Minutes of relevant committees</p> <p>Student Feedback and related action</p> <p>Student Feedback and related action</p>	<p>Committees for academic year complete</p> <p>Student feedback complete. Plans being developed for next year.</p> <p>Students actions completed and feedback has feed into the plans for 19/20</p>



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INTERNAL QA	Action to be taken:	Internal QA target completion date:	Action by:	Reporting to:	Success indicators/evaluative procedures:	Comments, inc. notes of completion
Alignment of BBC strategy and Educational Programmes (Expectation B8)	Evaluating current UG modules in the light of BBC strategy.	June 2019	Faculty	DE	Alignment of programme with BBC strategy document/EC discussion.	Completed
Review of Academic Student Support and enhancement needed (Expectation B5)	Enhancement of Student Support	June 2019	UG AoS	DE/EC	Increased clarity regarding provision of student support and student responsibilities / EC monitoring	Review Completed
	Increased resource for Personal Tutor Groups	June 2020	DE	Principal	Monitoring effectiveness of programme: UG/PG AoS	Ongoing
Integrity of Assessment Processes (Expectation B6)	Internal Training on use of Turnitin and analysing the data	October 2019	UG AoS	DE/EC	Increasing staff confidence in use of Turnitin and consistency of approach	Completed
Review of new programme (Expectation B5)	Review of MA programme:	April 2021	PGPL	DE/EC	Discussion in EC	Completed Dec 2020

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	completion of first cohort					
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