




Enhancement Action Plan

Findings	Action to be taken	Date for completion	Action by	Success indicators	Progress
Recommendations					
Ensure that the outcomes of student feedback are made easily and readily available to all students (Expectation B5)	Minutes of Course Management Committee (which include the outcomes of student feedback) to be made available to students via the library noticeboard and via corporate network storage.	April 2018	SFOT Coordinator	Minutes will be readily available for viewing by students.	Completed - CMC minutes now available to all on library noticeboard following each meeting and stored on corporate network storage.
	Future enhancement: minutes to be made available via course homepage of VLE	September 2018	SFOT Coordinator Systems Coordinator	Minutes will be available together with other key course materials via the VLE. Analysis of viewing metrics will measure level of engagement.	Updating of software in progress – due Sept 2019
Ensure the scrupulous and widest possible use of external examiner feedback throughout the academic year (Expectation B7)	Feedback received to be highlighted within the March staff meeting, and at subsequent meetings throughout the academic year.	April 2018	Training Programme Director via Tutor Meeting	Tutor Meeting minutes will record feedback recommendations and serve as a reminder of policies	Completed - Highlighted at March Tutors' Meeting. July 2018 report discussed at Tutors' Meeting in September 2018.
	Marking teams to ensure that feedback received is being utilised, and that EE recommendations are being actioned.	July 2018	All tutors	EE report will indicate whether previous recommendations are being consistently followed.	Completed - July 2018 EE report indicates that recommendations are being followed.
	Course Leader to ensure that moderation records align with feedback recommendations.	July 2018	Training Programme Director	Moderation records will indicate instances where practice diverges from EE recommendations, and provide an explanatory rationale.	Completed - Notes made by TPD on moderation sheets to provide rationale for divergence. Now an embedded task.

Consolidate enhancement activities in order to manage the further development of learning opportunities (Enhancement)	Outline enhancement strategy, clarifying the nature of contributory activities and consolidating existing enhancement/ action plans.	April 2018	Training Programme Director Assistant Training Programme Director SFOT Coordinator	Strategic clarity will be given in relation to the development of enhancement activities. Consolidated enhancement plan will provide a single point of reference for continuous improvement monitoring.	Completed - Enhancement strategy has been included within Staff Handbook. Consolidated plan is now in operation, and will be updated as existing plans are revised and new areas of enhancement are identified.
	Enhancement activities to be clearly identified in agenda items for the Tutors' Meeting and Course Management Committee, consolidating reporting, review and strategic planning of relevant activities.	April 2018	SFOT Coordinator	Meeting agendas will offer a clearer indication of activities which contribute towards overall enhancement of learning opportunities.	Completed - Meeting agendas and minutes now identify enhancement areas.
Extend the sourcing of external examiners in readiness for the selection of a new appointee the following year (Expectation A3.4)	Utilisation of networking opportunities to identify potential sources for future external examiners.	December 2018	Senior Leadership All staff to utilise networking opportunities	A variety of additional sources will have been identified to facilitate future selection of an external examiner.	Completed - Possible sources identified: Bible College Principals and Ministry & Practice Research Group
Good practice					
The carefully tailored academic, pastoral and learning support that meets the individual needs of students from a range of backgrounds (Expectation B4)	Further enhancement of academic support networks, tailored to each individual, alongside pastoral support mechanisms.	September 2018	All staff (tutors and Pastoral Support Officers)	Continuing positive feedback in relation to holistic support via course evaluations and other student engagement mechanisms.	Completed - Practice now embedded
	Identification of additional	September	Training Coordinator	Positive feedback in relation to	Completed - Optional

	learning support needs, particularly in relation to anticipated introduction of course-wide VLE.	2018	(Learning Support)	study skills programme. Level of engagement with full range of VLE functions.	sessions offered
Affirmation					
The recent and ongoing development of journals/reflective logs to enhance learning among the student body (Enhancement)	Teaching teams to consider the role of journals/logs as part of programmed learning activities.	September 2018	All tutors	The contributory role of journals/logs within the overall programme of learning activities will be further refined, and expanded where appropriate.	Completed
	Consideration to be given as to whether formative/summative assessment might expand utilisation of journals/ logs.	July 2019	All tutors	If appropriate, assessment tasks utilising journals/logs will be identified and be approved for use from the 2019-20 academic year.	Completed – change of assessment mode has incorporated use of learning logs.

29 March 2018	Initial plan produced
4 April 2018	Amended (version 2)
19 April 2018	Approved by student representatives
12 Sept 2018	Progress updated
19 August 2019	Progress updated

Signed:	
	Lieutenant-Colonel Mike Caffull Principal
Date:	20/04/2018