

<p>April 2017</p> <ul style="list-style-type: none"> clarify and consistently implement the processes used to communicate with each student as to his/her status on the course (Expectation B4) 	<p>Academy will devise and implement procedures :</p> <p>Prepare an end of course results summary for all Students to be provided at the end of their course.</p> <p>End Of Course students survey for students on completion.</p> <p>Prepare a Journey planner for students explaining the different stages of their life at LBBA. (starting from Induction)</p> <p>Training to clarify and implement processes used to communicate with each student.</p> <p>Evaluation of the processes used by students</p>	<p>April 2017</p> <p>By end of the year</p>	<p>Dos</p>	<p>Feedback from students reps to evaluate processes</p> <p>Administration feedback</p>
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<p>April 2017</p> <ul style="list-style-type: none"> • Schedule the Quality Committee meetings to maximize student attendance (Expectation B5) 	<p>Academy to plan Quality Committee meetings in accordance to student and staff holidays</p> <p>Academy to schedule meetings and make them more convenient for student reps to attend.</p> <p>Academy to email student representatives if they may not be able to attend due to academic commitments (Emergency Committee meetings)</p>	<p>Jan 2017</p>	<p>Dos</p> <p>Student reps</p>	<p>Attendance at meetings</p> <p>Minutes from meetings</p> <p>Student Representatives</p>
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<p>April 2017</p> <ul style="list-style-type: none"> ensure the consistent use of terminology in exam boards' decisions in line with the BTEC centre guidance (Expectation B6) 	<p>Academy to improve exam board minutes to provide more details of decisions made the timescales and the terminology</p> <p>Academy and the exam board to jointly improve on the use of terminology in exam boards to be in line with BTEC centre guidance</p> <p>Academy to check with examiners for evaluation and the terminology</p> <p>Any changes made to the terminology to be communicated to students.</p> <p>Review the policies that may be related by the next review date</p>	<p>April 2017</p> <p>December 2017</p>		<p>BTEC</p>
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<p>By September 2017</p> <ul style="list-style-type: none"> refine and embed further the role of the key Quality Committee and exam boards to ensure a robust framework underpins the Academy's quality assurance system (Expectations A2.1, B6 and B8) 	<p>Academy to refine and improve the role of the Committee and exam board,</p> <p>Minutes from the meetings to improve and provide more details and documentation of the discussions that took place.</p> <p>Develop reporting processes to avoid over reliance on one specific role.</p> <p>Review any policies related and monitor</p>	<p>September 2017</p> <p>April 2018</p>	<p>Dos Committee</p>	<p>Minutes of Committee and exam board meetings,</p> <p>Dos to evaluate the actions and if are being effectively monitored between the Exam board and Committee</p> <p>BTEC (Exam Board)</p>
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<p>By September 2017</p> <ul style="list-style-type: none">• rationalise and clarify to students and staff the processes relating to assignment extensions and late submission of work (Expectation B6).	<p>Academy to review and revise processes relating to assignment extensions and late submissions of work</p> <p>Academy to ask Committee to evaluate any changes made to the processes relating to assignment extensions and late submissions of work and make suggestions</p> <p>Academy to check with students if changes are fair and work for them.</p>	<p>June 2017</p> <p>Dec 2017</p>	<p>Dos</p>	<p>Committee</p> <p>Student reps feedback on processes and forms.</p> <p>Update students portal</p>
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<p>• September 2017</p> <p>develop a strategy to ensure the sustainability of the performance review process (Expectation B8 and enhancement</p>	<p>Academy to ensure all the information fed into the performance review is checked at regular intervals and continues to be achievable.</p> <p>Committee to be kept informed of the information collected and of any concerns</p> <p>Academy to train administration staff to ensure the sustainability of the performance review.</p> <p>Academy to consider solutions to ensure the sustainability of the performance ' review if proposed growth is seen.</p>	<p>DEC 2017</p>	<p>Committee</p> <p>Dos</p>	<p>Information needed</p> <p>Feedback forms</p> <p>Surveys and other information has it been collected and on time</p>
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