



LONDON BRIDGE BUSINESS ACADEMY

RECOMMENDATIONS	ACTIONS (Plan 2017)	TARGET DATE	REPORTED TO	EVALUATION (PROCESS OR EVIDENCE)
<ul style="list-style-type: none"> Ensure that there is a clearly articulated and formalised plan to enable students to complete their programme of study by the expected end date of their course (Expectation B4) 	<p>The Academy will develop a new schedule to allow more subjects and extra hand in dates</p> <p>The academy will arrange meetings with students to inform them accordingly</p> <p>Academy will devise planning documents for any students struggling with completion.</p> <p>Academy will provide additional resources.</p> <p>Academy will review processes in place.</p>	<p>April -August 2017</p> <p>December 2017</p>	<p>Head Of Administration</p> <p>Dos</p>	<p>Feedback collected from the planning meetings</p> <p>Monitoring the progression made as a result,</p> <p>Students Reps feedback on the process</p> <p>Admin feedback to be considered regarding amount of work handed in and completion rates,</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 provided at the end of their course.</p> <p>This summary will be representative of student's results every term.</p> <p>Prepare a End Of Course students survey so students are aware they have completed their studies at LBBA.</p> <p>Prepare a Journey planner for students explaining the different stages of their life at LBBA. (starting from Induction)</p>	<p>Jan 2017</p>	<p>Head Of Administration</p>	<p>Feedback from students reps</p> <p>Administration feedback</p>
<ul style="list-style-type: none"> Schedule the Quality Committee meetings to maximize student attendance 	<p>Academy to plan Quality Committee meetings in accordance to student and</p>		<p>Dos</p> <p>Student reps</p>	<p>Attendance</p> <p>Minutes form meetings</p>



<p>(Expectation B5)</p>	<p>staff holidays</p> <p>Academy to schedule meetings and make them more convenient for student reps to attend.</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 devise and implement Training to exam board on terminology such as Deferral and Referral to be used</p> <p>Academy to consult Btec to check on the terminology used and to implement the suggestions.</p> <p>Decisions made by exam board to be communicated to students using the expected BTEC terminology such as referral and not resubmission.</p>	<p>AUGUST 2017</p>		<p>BTEC</p> <p>Students reps to be informed of the changes in terminology to prevent any confusion.</p>
<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 	<p>Academy to review the role of the Committee and exam board,</p> <p>Academy to review any more resources needed.</p>	<p>Sept 2017 – DEC 2017</p>	<p>Committee Exam Board</p>	<p>Minutes</p>



<p>Academy's quality assurance system (Expectations A2.1, B6 and B8)</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 forms relating to assignment extensions and late submissions of work</p> <p>Academy to check with student reps to ensure they are fair and work.</p>	<p>Dec 2017</p>		<p>Student reps feedback on processes and forms.</p> <p>Update students portal</p>
<ul style="list-style-type: none"> develop a strategy to ensure the sustainability of the performance review process (Expectation B8 and enhancement 	<p>Academy to ensure all the information fed into the performance review continues to be achievable and on time.</p> <p>Academy to utilise the information from the formative feedback provided to students .</p> <p>Academy to consider methods to enhance the performance review if proposed growth is seen.</p>	<p>DEC 2017</p>	<p>Dos</p>	<p>Performance review monitor and check for–improvements</p>