

Action plan¹

Creative Academy Slough Borough Council action plan relating to the Review of Specific Course Designation March 2018						
Recommendation, affirmation or good practice	Intended outcomes	Action to be taken	Date for completion	Action by	Reported to	Success indicators
The QAA review team identified the following features of good practice .						
The model of learning and teaching practice which successfully prepares students for employment (Expectation B3).	To assure and enhance academic quality for learning and teaching	Actively engage industry partners on timetable through masterclasses. Engage industry mentors to keep up to date with sector needs; develop new opportunities to work in the dance sector.	Complete Review yearly - ongoing	Senior Lecturer Dance	Creative Academy Manager	Statistics showing industry engagement and graduate destinations.
The very high level of support for students that makes a significant positive contribution to their personal, professional and academic	To assure and enhance academic quality enabling student development and achievement.	To ensure that levels of support remain consistent by developing staff to keep retention rates high, replacing staff when necessary and recruitment of the right numbers of students to ensure class sizes promote quality	Complete Review yearly - ongoing	Creative Academy Manager / Quality Assurance Manager	Council Senior Management Team	Data monitoring and planning to ensure every student has a personal tutor, mentor and opportunity to access all support.

¹ The Academy has been required to develop this action plan to follow up on good practice and address any recommendations arising from the review. QAA monitors progress against the action plan, in conjunction with the Academy's awarding body.

development (Expectation B4).		learning.				
The systematic commitment to provide a wide range of extracurricular activities that enriches the student experience (Expectation B4).	To assure and enhance academic quality enabling student development and achievement.	Additional technique classes to be evaluated yearly to ensure they enrich the programme and changes made to keep content current to industry needs. Create evaluation sheets for non-modules.	Jan 2019 And after each semester	Business support Officer & Senior Lecturer Dance / Tutors	Creative Academy Manager	Positive evaluation and feedback of all additional technique classes
The work of the Wellbeing Team and range of support provided, which enhances the quality of students' learning opportunities (Enhancement).	To ensure the quality of learning opportunities through enhancement and development meeting the needs of students	The Wellbeing team ensure team meetings take place and all future support provided is tailored by student need and aspiration. Identify trends that could lead to issues and act upon.	Oct 2018 And Yearly after	Well Being Lead / Creative Academy Manager	Creative Academy Manager	Team meeting minutes evaluated and outcomes followed up in action plan
The QAA review team makes the following recommendations						
implement a formal process for the confirmation of assessment outcomes at key points in the academic year (Expectation B6).	To assure and enhance academic quality in assessment of students and the recognition of Prior Learning	To develop a quality cycle linked to the universities teaching and assessment policies. Implement during the year to ensure outcomes are being met	Complete & added to the Quality Enhancement Strategy	Quality Assurance Manager & Creative Academy Manager	Creative Academy Manager	Mapping dates for this to take place on the academic timetable throughout the academic year
review recruitment and selection	To assure and enhance academic quality in	To review and amend procedures and	Complete & Review	Business Support	Quality Assurance	Ask for student opinions on

procedures to ensure that prospective students have timely access to audition and selection information (Expectations B2 and C)	Recruitment, Selection, and Admission to Higher Education. Assure valid, reliable, useful and accessible information about our provision.	information sent to prospective students including audition invitations and offers. Create audition and starter packs and send within 5 working days.	annually	Officer	Manager	content, any queries on information re-check to ensure it is clear.
clearly articulate the difference between the complaints processes of the individual organisations and the relationship between them (Expectation B9)	To assure and enhance academic quality in academic appeals and student complaints.	To separate the complaint procedures to ensure prospective students and current students have a clear understanding on whom to complain to and how if necessary	Complete & review annually	Quality Assurance Manager / Business Support Officer	Creative Academy Manager	Ensure obligations to OIA are met, and Slough BC, University of West London agree them
develop and implement a public information policy which clarifies Academy responsibilities and stakeholder requirements (Expectation C).	Assure valid, reliable, useful and accessible information about our provision	The development of a public information policy that adheres to Slough Borough Council policy and is fit for purpose for Creative Academy.	Complete & review annually	Business Support Officer	Quality Assurance Manager	Policy to be agreed with Slough BC communications
formalise procedures to ensure more	To assure and enhance academic quality in Programme Monitoring	To develop a quality cycle enabling reviews of key quality assurance	September 2018 – procedures	Quality Assurance Manager	Creative Academy Manager	Agree quality cycle with University of

<p>effective oversight of key quality assurance processes internally and within Slough Borough Council (Expectations B8 and B6).</p>	<p>and Review and Assessment of Students and the Recognition of Prior Learning,</p>	<p>procedures annually</p>	<p>required? For discussion at next board CA Manager agreed mapping of dates.</p>			<p>West London to ensure quality assurance is being met at periodic reviews</p>
<p>The QAA review team affirms the following actions already being taken to make academic standards secure and/or improve the educational provision offered to students</p>						
<p>the actions being taken to develop the online alumni network to promote professional opportunities, raise student aspirations and contribute to the currency of the professional environment (Expectation B4)</p>	<p>To assure and enhance academic quality in enabling Student Development and Achievement.</p>	<p>The development of a social media team who work with the alumni and students to ensure maximum exposure raising professional opportunities and visibility.</p>	<p>Complete & ongoing</p>	<p>Social Media team</p>	<p>Creative Academy Manager</p>	<p>To evaluate the number of interactions on various social media platforms.</p>
<p>the progress being made to formalise the enhancement process (Enhancement).</p>	<p>To ensure enhancement is at the forefront of academic provision, and a policy to underpin this.</p>	<p>To complete the enhancement policy and golden thread from a working draft to a fully functional policy.</p>	<p>Sep 2018 – reviewed in Aug 2018, awaiting approval</p>	<p>Creative Academy Manager</p>	<p>Council Senior Management Team</p>	<p>To evaluate enhancement changes at staff meetings and away day ensuring they are effective.</p>

