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# **Self-Assessment Procedure**

**Self-Assessment Stakeholder Group**

**Terms of Reference and Membership**

## **Membership**

A Self-Assessment Stakeholder Group is to be established in the 2021/22 academic year to oversee the continuous self-assessment and quality improvement of the University’s management and delivery of apprenticeships.

The Group will have the following **membership**:

**Chair:** Director & Dean Global and Lifelong Learning (GLL) (or nominee)

**Secretary:** Quality, Improvement and Compliance Officer, Global and Lifelong Learning,

**Programme and Administration Manager** – Global and Lifelong Learning

 **Business and Relationships Manager** – Global and Lifelong Learning

**Administrative Representative** - from Division offering apprenticeships at Kent (to speak for and canvas views of other administrative teams supporting apprenticeships in Divisions at Kent)

**Academic Representative** - from Division offering apprenticeships at Kent (to speak for and canvas views of other apprenticeship delivery teams in Divisions at Kent)

**Quality Assurance and Compliance Officer** with responsibility for Ofsted

**Representative from Kent Union**

## **Terms of Reference**

1. To oversee the University’s Self-Assessment process for the self-assessment of all apprenticeships provision at Kent.
2. To identify case studies of good practice, and areas of weakness requiring improvement to be included in the University’s annual Self-Assessment Report and Quality Improvement Plan, using internal and external sources of evidence including:
* Qualification Achievement Rates (QAR) provided by the Education and Skills Funding Agency (ESFA)
* Student Success Data (such as Student Numbers, Withdrawal Rates, Success Rates, Destinations data broken down by course and student characteristics)
* External Examiner Reports
* Module/Course Feedback
* Employer Survey Returns
* Subcontractor Information
* Self-Assessment Mapping Documents provided to Divisions and Business and Relationships team in GLL.
* Focus groups or other bespoke feedback activities
1. To ensure the production of an annual Self-Assessment Report and Quality Improvement plan for approval by the Apprenticeships Governance Committee in the summer term of each academic year;
2. To carry out a grading of the University against the 4-point grading scale provided within Ofsted’s Education Inspection Framework;
3. To report annually to the Apprenticeships Governance Committee on the impact on the learner experience of actions taken under the Quality Improvement Plan and recommend further actions where necessary;
4. To maintain an understanding of the latest developments within Self-Assessment for apprenticeships and to reflect these in the development of self-assessment reports;
5. To identify any areas of weakness or other issues requiring immediate attention and escalate these to the appropriate role holders/bodies within the University;
6. To consider any other relevant matters that may come up during the course of self-assessment;
7. To agree a schedule of meetings sufficient to complete the annual process of self-assessment in line with the agreed University self-assessment cycle:
* Autumn Term – Stakeholder Group meets to assess evidence, including annual Divisional and GLL mapping documents, and determine case studies for inclusion in that year’s Self-Assessment Report.
* Spring Term – Self-Assessment report drafted by GLL with input from the Stakeholder Group which meets to monitor progress of the report, assess any new evidence available and agree Quality Improvement Plan.
* Summer Term – Self-Assessment report and Quality Improvement Plan submitted for consideration to the AGC for sign-off and approval, with any amendments or queries referred to GLL/the Stakeholder Group as required.

## **Suggested Reference Points**

 [Education Inspection Framework](https://www.gov.uk/government/publications/education-inspection-framework)

 [Further Education and Skills Inspection Handbook](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif)