PARTNERSHIPS FORUM

MINUTES

Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Andrew Baxter</td>
<td>Canterbury College</td>
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<tr>
<td>Rachel Mann</td>
<td>Canterbury College</td>
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<td>Anna Webber</td>
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<td>Valerie Ainscough</td>
<td>Chaucer College</td>
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<td>Joanna McPherson</td>
<td>Circus Space</td>
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<td>Tim Roberts</td>
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<td>Simon Parker</td>
<td>CDD</td>
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<td>John Davies</td>
<td>Pearson Education</td>
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<td>Mike Mulchay</td>
<td>FDGP</td>
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<td>Harry Kelly</td>
<td>GSK</td>
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<td>Sue Sedwell</td>
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<td>Lynn Shaw</td>
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<td>Kath Abiker</td>
<td>K College</td>
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<td>Mavernie Cunningham</td>
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<td>Stephen Lambert Humble</td>
<td>KSS Deanery</td>
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<td>Julie Amber</td>
<td>LAMDA</td>
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<td>Helen Angove</td>
<td>LCDS</td>
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<td>Nicola Hedley</td>
<td>LCDS</td>
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<td>Alan Ashfield</td>
<td>MidKent College</td>
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<td>Steve Casey</td>
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<td>Sue Graham</td>
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<td>Hannah Perry</td>
<td>Northern School of Contemporary Dance</td>
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<td>Russell Trigg</td>
<td>Northern School of Contemporary Dance</td>
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<td>Amanda Britton</td>
<td>Rambert School of Ballet &amp; Contemporary Dance</td>
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<td>Louise Naylor</td>
<td>UoK</td>
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<td>Jane Anderson</td>
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<td>Vanessa Nedderman</td>
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<td>Ruth Westbury</td>
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<td>Margaret Anderson</td>
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<td>Jo Dunlop</td>
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<td>Richard Griffiths</td>
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<td>Andrew MacGregor</td>
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<td>Debbie Reed</td>
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1. Welcome and Apologies for Absence

- Malcolm Dixon introduced the forum and order of the day. It was noted that this year it had been decided to combine both the Validation Forum and HE in FE Forum into one Partnerships Forum.

- As part of the welcome it was reported that the QAA are going through a process of revising each section of their Code of Practice – which had been renamed the UK Quality Code, and that this may have future implications on partners.

- It was also reported that changes were being made at Kent in relation to classifications, and the impact of these changes on partners would be explored later on the agenda.

2. Minutes of the meeting of the HE in FE Forum held on 26 January 2011 and the Validation Forum held on 17 February 2011

2.1 To confirm the minutes of the last HE in FE Forum meeting and to consider any matters arising from the minutes.

- The minutes of the last HE in FE Forum were confirmed as an accurate record.

2.2 To confirm the minutes of the last Validation Forum meeting and to consider and matters arising from the minutes.

- The minutes of the last Validation Forum meeting were confirmed as an accurate record.

3. Developments and updates from partner institutions since the last Forum

3.1 To note the register of the University’s current partnerships

- The University’s Collaborative Provision Register was circulated, and partners were requested to inform the Quality Assurance and Validation Office of any required amendments.

3.2 To receive oral updates from each partner institution representative on good practice which has been identified in the past year.

Each partner was invited to update the forum on any developments of significance in the last year.

- Conservatoire for Dance and Drama (CDD) – CDD reported that grade descriptors had now been put in place for each level of qualification offered following feedback from the QAA as part of the 2010 Collaborative Provision Audit of the University of Kent.
CDD are also monitoring the new fees regime, and the impacts that this may have on recruitment of students.

- **Northern School of Contemporary Dance (NSCD)** – NSCD reported that they now have a new Principal in post – Janet Smith. In light of this, NSCD would be reviewing and developing its structures and curriculum this year.

  It was noted that the NSCD is also due to under-go Periodic Programme Review before the end of 2012.

- **K College** – The College had recently undergone its IQER review by the QAA which had been a positive experience and had provided feedback on the College’s Quality Assurance systems. The review had identified areas of good practice, specifically the dissemination of good teaching and learning practice within the College.

- **ifs School of Finance** – It was reported that the *ifs* were now entering into exit arrangements with the University following the achievement of their own Degree Awarding Powers.

  The *ifs* had recently been through a periodic review, which had been combined with the successful validation of their Level 5, Professional Diploma in Banking Practice and Management.

- **GlaxoSmithKline (GSK)** – It was noted that revisions were being made to modules this year in order to avoid duplication of material and that GSK would be undergoing its Periodic Programme review in the summer of 2012.

  It was also noted a paper on the Postgraduate Certificate in Professional Development (Research Chemistry) had been published in a work based learning journal last year and that GSK had reached the regional finals of the National Training Awards based on their Postgraduate Certificate Programme.

- **Kent Sussex and Surrey Deanery (KSSD)** – It was reported that last year the Dental Deanery had received approval to become a Validated Partner. There had also been the registration of the first 60 students on the Postgraduate Certificate in Primary Dental Care for Foundation Dentists, which the Deanery would be looking to develop into a Diploma and a Masters Degree in the future.

- **Faculty of General Dental Practice** – It was noted that a cohort of students had successfully completed the Masters in Primary Dental Care recently and that another cohort would be commencing in September 2012.
• **London School of Contemporary Dance** – LCDS reported that they had appointed a new Learning Resource Manager to look into the development of digital resources.

It was noted that LCDS had also been revising committee structures, to increase student representation.

• **Rambert School of Ballet and Contemporary Dance** – Rambert reported that they were in the process of preparing for their periodic programme review in May 2012.

Work had also been carried out on developing Rambert’s career development planning for BA students, with the addition of mock auditioning and graduates coming in to speak with students about their experiences.

• **Circus Space** - Circus Space noted that they had been implementing the recommendations of their Periodic Programme Review.

It was reported that the first group of postgraduate students were now going through the PG Cert in Circus Arts.

A cycle of teacher training had also been commenced and work was being carried out with student representatives including giving them the opportunity to contribute directly to monitoring reports.

• **London Academy of Music and Dramatic Arts** – LAMDA noted they were implementing actions from their recent Periodic Programme Review and looking for more student involvement in the production of their Annual Monitoring Report.

It was reported that LAMDA had received approval for a new MA in Classical Acting. It was also noted that the ‘Buddy’ system in place with graduate and final year students mentoring other students, had been identified as good practice and is continuing.

• **Mid Kent College** – It was reported that the College were currently looking at ways to enhance the involvement of students in areas such as the staff student-liaison committees. It was also noted that the College had purchased UCA’s Maidstone Campus, which would provide a Higher Education centre for the College, a new senior post of Director of Higher Education was also being recruited to.

• **Canterbury College** - It was noted that the College had recently been through an Ofsted Inspection. It was also reported that a number of staff are completing PhD’s in Education.
• **Chaucer College** – It was reported that Chaucer College had recently been visited by the QAA as part of an assessment of their Educational Oversight Review and were awaiting the results of their assessment.

4. **QAA Collaborative Provision Audit – Dr Louise Naylor (Head of the Unit for the Enhancement of Learning and Teaching) and Malcolm Dixon**

4.1 Update regarding the actions taken by the University of Kent as a result of the 2010 Collaborative Provision Audit.

Malcolm Dixon reported on the actions that had been taken in follow up to the advisable and desirable recommendations made to Kent as part of the recent Collaborative Provision Audit of the University.

**Advisable Recommendations**

In relation to the two Advisable recommendations that:

- Conjoint programme approval panels have a Kent Chair.
- External examiner reports are completed in sufficient detail.

It was reported that the requirement to have a Kent Chair of conjoint programme approval committees had been added to the Kent Code of Practice.

It was also noted that External Examiner reports not completed in sufficient detail are being returned therefore Partners were asked to ensure their External Examiners complete full reports.

**Desirable Recommendations**

In relation to the Desirable recommendations that:

- Specific requirements are applied to the management of the teaching and assessment of non-English programmes offered.
- Possible conflicts of interest for external examiners are identified and considered during their appointment and tenure.
- Greater consistency is achieved in the implementation of Kent’s requirements regarding Staff/Student Liaison Committees at partner institutions.
- The mechanism which oversees the feedback from students reported by partner institutions is reviewed.
- It considers how its strategic aim of fostering and supporting research-led teaching might apply in partner institutions.
- It reviews the process for the termination of partnership arrangements to ensure that students’ interests are protected.
• It shares external examiner reports with students.
• It adopts a more systematic approach for the checking of the accuracy and completeness of the information which partner institutions publish on their web sites.

It was reported that:
• Changed procedures had been brought in for Schools to assess any conflicts of interest for External Examiners.
• Template agendas were being introduced to ensure consistency across the staff student liaison committees and that good practice in involving students in setting of agendas was being encouraged.
• The Office of Quality Assurance and Validation are looking at ways to assess the accuracy and completeness of information carried on partner websites.
• Mechanisms had been introduced for overseeing feedback from partners such as minutes of staff student liaison committees, and a summary of feedback coming from the relevant academic School.
• Learning and Teaching Board are discussing the mechanisms for sharing External Examiner reports with students.
• More guidance is being developed on exit arrangements.

In addition to the update on actions taken, Dr Louise Naylor noted that one of the areas of good practice identified in the University’s Collaborative Provision Audit was the quality enhancement carried out by collaborative partners.

5. To receive an update on the outcomes from Kent’s Working Group for Classification Methodology – Malcolm Dixon

5.1 Malcolm Dixon presented changes on the classification methodology that are being introduced by the University for undergraduate students in the 2011/12 and 2012-13 academic years.

The presentation set out a staggered timetable for introducing the respective changes to Kent students and to students of the Validated and or Franchised partners. However, it was noted that only where marks are recorded on Kent’s Student Data System would there be an immediate impact arising from the changes, in terms of the automatic rounding of marks on the SDS, and that the University would contact partners in advance of any further changes being introduced which would apply to them.
The background behind the proposed changes was explained, highlighting that they are intended to be of benefit to students in ensuring consistency across the University.

The eight areas of change were detailed as being:

- Changes to Stage Weighting.
- A change to marks achieved on placement becoming pass or fail.
- The introduction of a categorical marking scale to improve consistency, and avoid marks at border lines.
- Introduction of a revised rounding algorithm.
- Introduction of universal preponderance with all students being classified using preponderance and the average method, with the best result being used for classification.
- Standardised parameters for preponderance.
- Removal of Viva Voce to determine students who are on a borderline.
- Introduction of Module Boards to assess performance across all modules.

It was noted that changes at this stage would only apply to undergraduate programmes.

6. The Impact of the White Paper on Collaborative Provision – David Nightingale (Senior Deputy Vice-Chancellor)

6.1 David Nightingale presented a summary of the changes from the Government’s 2011 White Paper ‘Students at the Heart of the System’ and the effect this would have on collaborative partners.

The headline aims of the White paper were highlighted as:

- To introduce a more affordable & sustainable HE system.
- To Open up the Higher Education market to Further Education and alternative providers.
- To free 85,000 student numbers from current controls in 2012/3.
- To allow unrestrained recruitment of circa. 65,000 AAB+ candidates.
- To create a flexible margin of 20,000 places for HEIs and others with average fee below £7500.
- To change the data landscape of Higher Education.
- To improve data provision for students and stakeholders.
- To rationalise the collection of information from HEIs.
- To consult on a single regulatory framework.
- To introduce risk based quality regime.

It was noted that the key impacts of the paper would be:

- Increased completion for AAB+ students and increased incentives to AAB+ students, such as scholarships.
- That Science based student numbers would be protected but reduced number of places for non science programmes.
• Continuing uncertainty beyond the next academic year.

It was highlighted that there would specific impacts on collaborative partners, in particular a change in the way partner college numbers are managed - with the likelihood of a mixed economy of franchised and validated students studying the same Kent programmes, at the same partner college, which would require careful management to ensure consistency of the student experience.

Another key impact of the white paper would be the Key Information Set (KIS). The KIS has been introduced in order to provide information to prospective students, to help them decide where to study. This information would include areas such as student satisfaction, costs of living, financial support available, employment outcomes, study hours, learning and teaching methods, and assessment methods.

It was noted that the KIS data was due to be submitted by September 2012, and would relate to undergraduate programmes. In relation to the Collaborative Partners, it was highlighted that the partners were required to make their own submissions, where applicable, to HEFCE on KIS data.

7. Workshops

7.1 Attendees were invited to attend workshops in the following areas for the afternoon session of the forum:

i. Running Effective Boards of Examiners.
ii. Research Led Teaching.
iii. Edexcel Update - Current developments including Pearson plans around Level 6.
iv. Key Information Sets.

It was reported that where available presentations from these sessions would be circulated with the minutes.

8. Key Links

8.1 A summary of resources for partners was provided, in the form of links to the Validation and Partner College Handbooks, as well as the Collaborative Policies and Procedures. In addition the approval requirements of minor and major changes to existing programmes were detailed to members of the forum.

9. Any Other Business

9.1 There were no items of further business tabled for consideration.

Date of the Next Meeting - Thursday, 14 March 2013