

| Liverpool John Moores University International Study Centre action plan relating to Higher Education Review (Embedded Colleges) of May 2016 | | | | | | |
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| Recommendation, affirmation or good practice | Action to be taken | Target date | Action by | Success indicators | Reported to | Evaluation |
| Good practice | | | | | | |
| The sharing of good practice through peer to peer observations with another International Study Centre(s) and University Faculty staff (Expectation B3) | Review, enhance and extend peer observation scheme to Engineering and Life Sciences subject areas; promote and encourage staff to attend internal and University Continuing Professional Development opportunities, e.g. funding and attendance at Study Group Annual Learning and Teaching conference and other networked best practice staff development workshops; encourage further engagement and integration between LJMUISC and Faculties via staff induction sessions and participation of LJMUISC staff in annual LJMUISC lesson observations; | Apr-17 | Head of Centre / Head of Curriculum/Link Tutors/HEI | Improved engagement between LJMUISC and University staff; greater sense of integration between LJMUISC and LJMUISC Faculties; feedback from staff; improved student outcomes | QAEG and RQAEG / Programme Board of Studies /LJMUISC/SG Operational Group/Student Committees | Centre Action Plan; Annual Monitoring Report; Annual Link Tutor Report; Staff Appraisals |

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| The integration of educational visits into the student learning experience (Expectation B4) | Further enhance the integration of learning outside the classroom activities into the curriculum and work with link tutors to embed a programme of transition activities across all programme areas; | Apr-17 | Head of Centre / Head of Curriculum/Link Tutors | Improved student outcomes and greater integration with Faculties across the University. | QAEG and RQAEG / AMB / Student Committees | Annual Monitoring Report; Programme Board of Study; student committee feedback; student survey feedback; |
| Recommendation | | | | | | |
| Ensure that definitive student progression data is clearly presented and analysed in annual programme monitoring reports (Expectation A3.3 and B8) | Request access to and training on LJMU data management systems - Modcat, Prodcats and CIS - to enable key ISC staff to download and evaluate final student progression data following Awards Boards and Discretionary Boards; agree a timescale with the University to share with LJMUISC final student progression data | Apr-17 | Head of Centre/LJMU International Admissions | clear and definitive completion and progression data which is clearly presented and analysed in Annual Monitoring Report. | Programme Board of Study/SG Academic Registry/QAEC/RAQAEC | Annual Monitoring Report |

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| Work with the University to enable data on student progression at the University to be shared with the Centre (Expectation B4 and B8) | Discuss with the University ways in which ISC students can be tracked and monitored following progression onto their degree course so LJMUISC can receive data on student performance | Apr-17 | Head of Centre/Head of Curriculum/LJM U & SG Operational Group | University performance data on LJMUISC students who have progressed onto their degree programmes will inform teaching, learning and assessment methods at LJMUISC | Academic Registry/Programme Board of Study/QAEG/RQAEG | Annual Monitoring Report/Module Monitoring Reports |
| Ensure that Centre Review recommendations are fully incorporated into the actions plans (Expectation B8) | Review and update Centre Action Plan to ensure all findings and recommendations from Centre Review audit are fully incorporated into the action plan. | Apr-17 | Head of Centre/Head of Curriculum | To ensure College Action Plan fully demonstrates tracking and progress of all findings and recommendations from Centre Review thereby evidencing ongoing programme monitoring and scrutiny | QAEG/RQAEG | College Action Plan |
| Affirmation | | | | | | |
| The steps being taken to improve student achievement in English Skills for University Study (Expectation B4) | Network wide revised language module (Academic English Skills) to be implemented 2015-2016 | Aug-17 | Head of Curriculum-English Language and Academic Skills | To improve student achievement and outcomes in English | HEI | Student outcomes in English language module |