

LFA Operational Plan 2018 / 2019 – revised 12/9/19

Analysis of Annual Return, Operational Plan and supporting documentation Actions To Be Taken will be considered and recorded in Executive Committee Meetings

UPDATED ACTION PLAN POINTS ARISING FOR DIPLOMA COURSES 2018 / 2019

RECOMMENDATION	ACTIONS TO BE TAKEN	DATE TO BE COMPLETED	PERSON RESPONSIBLE	SUCCESS INDICATORS
<p>Improve student engagement with wider research and practical understanding beyond the programmed workshops / lectures delivered on the Diploma – Particularly for Sound and Cinematography modules</p> <p>Expectation B4 – Enabling student development & achievement</p>	<p>Devise follow up exercises to be completed by students after key workshops and review available resources.</p> <p>Implement mandatory, student driven recap sessions at key stages during the course</p>	<p>09/2019 – Ahead of FDIP36 intake</p> <p>Completed 05/19</p>	<p>Course Leader, Diplomas / tutors</p>	<p>Students receive enhanced learning experience demonstrated by greater student satisfaction in the module feedback</p>
<p>Develop more robust methods of implementing second Marking on to the Diploma courses –</p> <p>Expectation B6 – Assessment of students &</p>	<p>Engage in best practice discussion with partners at the University of Derby</p> <p>Develop a course specific action plan to define clear targets for the percentage</p>	<p>09/2019</p> <p>09/2019 – Ahead of next years course committee</p>	<p>Senior Management team / Course Leader, Diplomas / BA Course Leader</p> <p>Senior management team / Course Leader,</p>	<p>Input from partner University will ensure great understanding of current best practices</p> <p>Defining a clear benchmark to target will ensure</p>

the recognition of prior learning	<p>of student to be second marked</p> <p>Course deliverers to discuss potential methods of monitoring assessment within Course Delivery Meeting.</p>	Completed 12/2018	<p>diplomas, BA Course Leader</p> <p>Course leaders / Vice Principal</p>	<p>robustness / tangibility of the process</p> <p>The involvement / collaboration of the course deliverer team will provide more information strategic points at which second marking would be tangible</p>
<p>Increase Tutor engagement with the tutor site / updating CPD and facilitate training. Conduct increased number of peer reviews</p> <p>Expectation B3 – Learning & Teaching</p>	<p>Redo tutor inductions for long term tutors at LFA to re-establish the importance of collecting up to date and accurate information</p> <p>Become more active in sharing information of opportunities to enhance CPD</p> <p>Where necessary provide tutors with training on how to utilise the tutor site</p>	<p>Completed 11/2018</p> <p>09/2019</p> <p>12/2019</p>	<p>Course Leader, Diplomas</p> <p>Senior management, Course leader, Diplomas, BA Course Leader</p> <p>Angela Peters, Marketing Course leader, Diplomas</p>	<p>Areas of good practice identified in future QAA review.</p> <p>Feedback from tutors in Course Committee 09/19</p> <p>Feedback from tutors in Course Committee 09/20</p>

<p>Undertake review of interview process to ascertain relevance and efficiency of procedure. Consider how we record details of recognised prior learning and gain feedback on student experience.</p> <p>Expectation B2 – Recruitment, Selection & Admission to Higher Education</p>	<p>Discuss process with students, tutors and staff and propose new process to be implemented via Exec Committee approval.</p>	12/19	Admissions Leader	Feedback from students on clarity of recruitment & induction process.
<p>Filmmaking Diploma PCR (Expectations B8 and A2.2).</p>	<p>See specific PCR action plan</p>	TBC	Diploma Team	See specific PCR action plan
<p>Complete Periodic Course Review of Screenwriting Diploma (Expectations B8 and A2.2).</p>	<p>Follow procedure set out in LFA QAE Handbook</p>	12/19	Course Leader, Diplomas	Action points implemented in Exec Committee.
<p>Devise and implement more effective engagement with alumni networks.</p> <p>Expectation B4 – Enabling student</p>	<p>Propose ways in which alumni community can be utilised more.</p> <p>Alumni email updates to graduates</p>	<p>Part completed 1/19</p> <p>7/19</p>	<p>Senior Management Team</p> <p>Marketing Team</p>	<p>Offering advice to prospective students and work opportunities to graduating students.</p> <p>Connecting graduates</p>

development & achievement	Alumni survey	10/19	Marketing Team	
Wellbeing support for students to enhance the student attainment, communication and soft skills	Piloting different approaches to wellbeing through workshops and subscriptions	08/20	Diploma Team, BA Team	Student feedback Course Team and Tutor feedback in module reports
New Governance Structure	Enhance governance structure in line with The Code published by the Committee of University Chairs (CUC) 2018.	01/2020	Senior Management Team	Through Review mechanism of new structure