

LFA Operational Plan 2018 / 2019

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>04/2019 – Ahead of FDIP35 intake</p>	Course Leader, Diplomas	Students receive enhanced learning experience demonstrated by greater student satisfaction in module feedback.
<p>Develop more robust methods of implementing second Marking on to the Diploma courses –</p> <p>Expectation B6 – Assessment of students & the recognition of prior learning</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 of student to be second marked</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, diplomas, BA Course Leader</p>	<p>Input from partner University will ensure great understanding of current best practices.</p> <p>Consistency and clarity of assessment process is referenced by student feedback in module reports.</p>

	Course deliverers to discuss potential methods of monitoring assessment within Course Delivery Meeting.	12/2018	Course leaders / Vice Principal	
Increase Tutor engagement with the tutor site / updating CPD and facilitate training. Conduct increased number of peer reviews Expectation B3 – Learning & Teaching	Redo tutor inductions for long term tutors at LFA to re-establish the importance of collecting up to date and accurate information Become more active in sharing information of opportunities to enhance CPD Where necessary provide tutors with training on how to utilise the tutor site	09/2019 09/2019	Course Leader, Diplomas Senior management, Course leader, Diplomas, BA Course Leader Course leader, Diplomas	Areas of good practice identified in future QAA review.
Undertake review of interview process to ascertain relevance and efficiency of procedure. Consider how we record and use details of recognised prior learning and gain feedback on student experience.	Discuss process with students, tutors and staff and propose new process to be implemented via Exec Committee approval	30/6/19	Admissions Leader	Strong feedback from students on clarity of recruitment & induction process.

Expectation B2 – Recruitment, Selection & Admission to Higher Education				
Complete Periodic Course Review of Screenwriting Diploma (Expectations B8 and A2.2).	Follow procedure set out in LFA QAE Handbook	30/8/19	Course Leader, Diplomas	Action points implemented in Exec Committee.
Devise and implement more effective engagement with alumni networks. Expectation B4 – Enabling student development & achievement	Propose ways in which alumni community can be utilised more.	30/10/18	Senior Management Team	Offering advice to prospective students and work opportunities to graduating students leading to increased employment rate statistics.