The Lanarkshire Board

FOR DISCUSSION/INFORMATION			
Meeting:	**Curriculum, Student Affairs and Outcomes (CSAO) Committee**		
Presented by	**Carolyn Laird**		
Author/Contact	**Carolyn Laird**	Department / Unit	**SMT (Learning and Teaching)**
Date Created	**07.11.2019**	Telephone	**2667**
Appendices Attached	**NCL Update Report from Internal Committees**		
Disclosable under FOISA		**Yes**	

1. **PURPOSE**

   To seek approval of the content of this report on internal committees related to learning and teaching activity.

2. **BACKGROUND**

   Internal committees meet several times a year, with a fixed schedule published at the start of the academic session. Committee/team meetings include staff from across the college related to, or with an interest in, the area under scrutiny. They report to NCL's Positive Change Team.

3. **DETAIL**

   The report covers the Academic Standards Planning and Monitoring Committee of 05.09.2019; the Corporate Parenting Team of 03.10.2019; the Learning and Teaching Team of 02.10.2019; the Learning and Teaching E-Technology Team of 28.10.2019 and the Learner Engagement Team of 04.09.2019.

4. **BENEFITS AND OPPORTUNITIES**

   The report highlights areas where changes to curriculum are being made, or where good practice is known or planned to have a positive impact on learners.

5. **STRATEGIC IMPLICATIONS**

   The report provides an overview of learning and teaching related activity relevant to the college and on-going quality enhancement or improvement.

6. **RISK**

   N/A

7. **FINANCIAL IMPLICATIONS**

   There are no financial implications.

8. **LEGAL IMPLICATIONS**

   There are no legal implications.

9. **WORKFORCE IMPLICATIONS**

   There are no workforce implications

10. **REPUTATIONAL IMPLICATIONS**

    There are no reputational implications.

11. **EQUALITIES IMPLICATIONS**

    There are no equalities implications other than what is identified in the committee meetings.

CONCLUSIONS/RECOMMENDATIONS

Please note the information contained in this report and raise or discuss any issues which may follow.

Introduction – Ref Agenda Item 8. NCL Update from Committees (For Information)

This summary will provide Board members with a brief update on Curriculum matters since the previous Curriculum, Student Affairs and Outcomes meeting.

Academic Standards Planning and Monitoring Committee – 5 September 2019

Approvals Report

- **Care and Science**

Approval had been granted for the delivery of Advanced Higher Biology for schools. However, it did not commence.

- **Engineering and Automotive**

Work Based Learning: Automotive Skills @ SCQF Level 4 and Work Based Learning: Construction Craft @ SCQF Level 5 project units were presented and approved for delivery as part of Customised Awards for schools – a development of a pilot for SDS and North Lanarkshire Council. Both programmes were commissioned by NLC to add on to the existing Skills for Work (SfW) provision already in place, to enhance employer related learning. The project is part SDS funded (one Unit) and part Credit-funded (the SfW units).

- **Service Industries**

Work Based Learning: Hospitality @ SCQF Level 4&5 was presented and approved for delivery in schools, as above. It was highlighted that two schools in the area are building Restaurants, which may increase future delivery in this area.

The City and Guilds Culinary Skills programme offers the learner both Chef and Front of House training. It was highlighted to the meeting that the Professional Chef learners would prepare and serve a meal for MSPs in Holyrood on 9 October 2019.

Unit Approvals - Care and Science
- Dental Nursing: Oral Health Promotion and Dental Public Health - updated, the code changed and added to the HND framework.
- The Managing Quality Improvement in a Dental Practice - updated and re-branded.
- Dental Nursing: Graded Unit 2 - code changed.

Supported Learning
- A range of 31 Supported Learning Alternative Context Units was presented to the meeting for approval, and it was highlighted that the introduction of these programmes would augment and supplement what the Faculty have already developed to ensure the curriculum meets the needs of the learner and assessments would be delivered at SQA Level 1&2.   The progression from one unit to the next and the requirements for delivery from SQA was queried. Units were approved for delivery on the condition that the unit specification requirements are met. The Supported Learning Faculty will liaise with the Managing Information Systems (MIS) team prior to delivery each year in order to identify which learners have to undertake the Alternative Context. It was noted that an SQA officer had sent a communication to the college providing an alternative direction to that stated in the unit specification, but the ASPMC made the decision to use the instructions stated in the unit specification.
- 4 ASDAN units were presented to the meeting - all were auto approved (ASDAN: Towards Independence: Horticulture; ASDAN: FOCUS: Numeracy (Progression); ASDAN: FOCUS: Communication (Introduction); ASDAN: FOCUS: Meal Prep and Cooking). NCL may look at Faculty approval for the ASDAN Units for the future, with the documents submitted and processed by the Quality Team. Feedback on this to be given at the next ASPM Committee.

- The <u>Steps to Work Award at SCQF Level 2</u> was presented to be added to a new course 'Ready to Retail', to provide a progression route for learners working at level 2 who may, with additional support and input, be able to enter into employment. The course is in partnership with 'Bridge 2 Business'. Learners will move on to supported employment, part-time employment or engage with Fair Start Scotland. It was agreed that NCL would speak to J Speed from the Ravenscraig Park about the social enterprise kiosk at the new park being utilised for this programme in the future.

Computing and Creative Industries
- The <u>Computer Programming: Applied Mathematics</u> unit was approved noting that it was still to be approved by the awarding body. It was highlighted that it was an optional unit on the HNC Cyber Security framework to aid progression routes and would be delivered in Semester 2. Due to discussion on the verification group for this unit, it was suggested that a register is produced outlining the Faculties who service other Faculties verification groups.

Engineering and Automotive
- The <u>Thermofluid Unit Level 6</u> was approved. Levels 5 and 7 are already delivered within the College. Level 6 is aimed at SWAP Access courses and would run in Semester 2.

Supported Learning
- The <u>Employment Skills: Agriculture and Horticulture</u> Unit was approved.

Course Performance – 2018/19 Full-Time courses with a less than 60% success rate

The following courses were examined for each faculty, with issues highlighted and actions to improve discussed.

Care and Science
- HND Counselling
- NQ National 4 in Care
- NC Level 5 Applied Science

Engineering and Automotive
- Light Vehicle Maintenance and Repair Principles

Computing and Creative Industries
- HNC Computing
- HNC Music Business
- HNC Art and Design

Service Industries
- Beauty Therapy programmes
- Hospitality programmes
- Hairdressing programmes

Business, Social Science & Sport
- HNC Business
- HNC Social Science
- NC L5 Sport and Fitness

'Spotlight on the Curriculum' sessions were scheduled over the three weeks with each Faculty to discuss this area more in depth.

AOB

A discussion took place by the meeting on the Catering facility servicing the Engineering block at the Motherwell Campus, which is regularly closed due to staffing issues, and how the Service Industries Faculty may contribute.

The NCL Project Search programme has been put forward for an award.

Corporate Parenting Team – 3 October 2019

- **A presentation on universal credit** for all learners as well as specifically care experienced students was delivered by K Sands of Department of Work and Pensions.
- **Who Cares? Scotland -** Jacqueline McLachlan, Advocacy and Participation Worker and Laura Campbell, Development Officer for North Lanarkshire attended from Who Cares? Scotland. Jacqueline works as an advocate in education, social work or children's hearings settings. Care Experienced students may benefit from advocacy or participation in terms of ensuring they receive what they are entitled to. Staff who may make a referral should discuss and agree with the young person first. Laura co-ordinates and manages participation groups such as 'Today Not Tomorrow' (strategic Police Scotland group) and Care Review groups. The working group will take forward ways to publicise this with staff/learners.

A handout was given out to members due to the large agenda today to report on progress on actions from previous meetings.

Most actions were fully complete but some actions are still being progressed including:
- Compile finalised survey questions for care-experienced learners.
- Review Care Experienced Rejection Statistics for 19/20 to consider the need to improve information for prospective learners.
- Discrepancies between the care leaver and credits dashboards to be raised with MIS.
- Looking at engagement with children's houses and external care experienced support providers with possible taster sessions and/or a skillset for life event.
- MIS to make the Carers tab the same as the Care Experienced tab with the PI table.

Performance Indicators
The Care Leaver Dashboard was presented on screen for 2019/20 for 3 October figures.

Level and Mode	Early	Success	Unknown Result	Total
FE-FT	5		179	184
FE-PT		1	55	56
HE-FT	2		54	56
HE-PT			2	2
Total	7	1	290	298

Carers Trust Scotland student carer support policy – section 8
- Members were given a copy of section 8 of the Carers Trust Scotland student carer support policy. Members agreed that it would be useful if a guidance note for curriculum staff was developed. Working Group to take this forward.

Feedback on Who Cares? Scotland Module
- NB The videos included within the Corporate Parenting module are now unavailable. Who Cares? Scotland are working to rectify this. However, until then, the module is currently not useable in its current format. Laura and Jaqueline from Who Cares? Scotland will look into this and provide an update.
- The new Care Experienced graphic is now in place around the college campuses and is being used as part of induction.
- Members were given a copy of the Who Cares? Scotland Promising Practice handout and were asked to complete this if there are times when we are doing something well that should be publicised.

Learning and Teaching Team – 2 October 2019

SDS Activities
- The 2 planned external visitors from SDS were unable to attend the meeting. It was noted that SDS acknowledged the support and work of the College. SDS will attend the next meeting in January 2020. 2 papers were tabled at the meeting: one contained a brief summary in relation to 'My World of Work' with new features, policy drivers, NCL Progress, Dundee and Angus Progress and NCL Next Steps. The second paper contained a summary in terms of 'The 15-24 Learner Journey Review', highlighting the key priority, our ambition and providing 17 recommendations for improvements. An extensive summary in terms of the NCL Progress was delivered to the group,
- The importance of opening the application process early, allowing for the learners to be interviewed quicker was discussed by the meeting.
- The new 'student tracker' in terms of the development of Learning and Teaching for the Faculties was discussed.
- An update was presented to the group on the pilot for North Lanarkshire Council Customised Awards involving 'Skills for Work' and a project. It was noted that this is an employer-led project, which includes areas of Construction, Automotive and Hospitality.

HGIOC
- An HGIOC update was provided from the VP Curriculum. Members had a link to gain access to view the summary of the HGIOC reports. It was reported that the Education Scotland AA observations would take place week commencing 21 October 2019 at the Motherwell and Coatbridge campuses. The areas of Construction and Social Sciences would be observed at the Motherwell campus, and the areas of Care, Business Management and Administration would be observed at the Coatbridge campus. A full review would take place on 18 May 2020.

Professional Standards
- A Professional Standards update was presented to the meeting. A Short Life Working Group had been established in August 2019 covering all aspects.
- Evaluation of Learning and Teaching is under the remit of AP L&T with robust guidelines in place, which would be reviewed in August 2020.
- It was advised that a review of the objectives for Professional Development Reviews (PDR) would take place following a survey that had been circulated to staff to complete, with 162 responses received - a poor response rate.
- The observation of learning process was discussed and it was advised that additional feedback is required. It was confirmed that the notes of the meetings had been sent to the Heads of Faculties to share the information with their teams, noting that these minutes are available on The CLAN. The VP Curriculum is happy to answer any questions from staff.
- The GTC registration included in the lecturing contract was also referred to, noting the importance of this in future for all lecturing staff.

E Learning
- Comparison statistics for 2017/18 and 2018/19 for Moodle, Turnitin and Mahara were tabled. There was a 7.24% increase for Moodle login, a 24.11% increase for Turnitin submission statistics and a 9.37% increase in the login statistics for Mahara. It was confirmed that the three legacy Moodles had now been deleted and an update was given on an inhouse version where previous courses could be accessed by staff. A review of learner accounts used by the system had been undertaken during the Summer break, which increased availability.
- CPD sessions 'Moovly' and 'Turnitin/Feedback Studio', which had taken place in August 2019, was highlighted. These CPD sessions had been a success, with good feedback received. 'Food for Thought' CPD sessions for teaching staff on SCHOLAR were due to take place in October 2019.
- The Scottish Government Retention Project was discussed, highlighting that the Learner Engagement Officer had undertaken a project with the Faculty of Engineering and Automotive, related to Gamification.

Learning and Teaching

- Learning and Teaching Project Groups –Supported Learning Faculty have introduced of a Learning and Teaching Team, with 2 groups of staff.
- 'Women into Football' programme was highlighted. A discussion took place on the process for promoting this programme to school pupils in the Cumbernauld and Coatbridge areas.
- The AP L&T referred to page 6 of the previous minutes relating to the DYW Plan 2018/2019, advising that everyone is required to read this particular paper.
- The Marketing team are currently in the process of preparing a stage two version, of the Diversity Calendar.
- The AP L&T referred to comments received in May/June 2019 observations for Education Scotland, noting that planning in some lessons had not been made clear to the observer. 2 additional draft papers were tabled for discussion. The first paper is a Lesson Plan/Core Skills Development document and the second paper is a Learning, Teaching and Assessment Plan. Discussion took place with suggestions for improvement.

School/College Activities

- It was reported that North Lanarkshire Council had cancelled some classes this year due to low numbers, as they are trying to make savings in what they pay, due to the model of 'loss of Credits'. The process of this was explained to the group. 13 classes had been cancelled in June, with a further 9 classes cancelled in August 2019.
- There were not as many Foundation Apprenticeships as expected for North Lanarkshire pupils. We could not deliver Civil Engineering or the Accounting programmes (our Accounting Awarding Body will not allow a one-year programme).
- The Supported Learning Winters Leavers' programme for North Lanarkshire Council was discussed and an update to the group was provided, noting that three leads from the Council had been identified to work with NCL in relation to this. The AP L&T extended her appreciation and sincere thanks to the Assistant Head of Faculty for Supported Learning as recognition for the work involved in timetabling 90 pupils in individual timetables for this particular programme.
- The SDS virtual careers fayre and the support by SDS was highlighted, and it was noted that the pilot for this particular initiative will be out by the end of October 2019. Greenfaulds High School in Cumbernauld are involved in this with another high school. The group has had a discussion with Business Development, as well as two Skype meetings.

Library and Learning Centres

- Library and Learning Centres Inductions have been carried out across the campuses.
- Discussion took place on the following topics: Online Resources; E-Books used; the 'Being Digital' Moodle course, which is nearly complete and includes information on Security, Digital Footprint, Searching and Evaluating Information, Using Information including copyright, plagiarism and referencing.
- The Copyright course on Moodle was highlighted to the meeting. A meeting will take place at the end of November 2019, with the Copyright Licensing Authority and representatives from areas across the College including Reprographics and E-Learning, to plan for an exercise on identifying royalties for authors.

Learner Engagement/ Student Association

- An update was provided to the group in terms of the revised class representatives system. The structure now contains three tiers of responsibility such as Class Representatives, Curriculum Representatives and Faculty Representatives.
- A Cycle Scotland Officer is now based at the Coatbridge campus to promote cycling.
- The Learner Engagement initiative 'Market Day' has been shortlisted for a College Development Network (CDN) award for developing essential skills, noting that the decision would be announced on 21 November 2019.

Quality – External Verifier Reports Summary

- The SQA Verification Analysis for 2018/2019 was tabled and discussed by the meeting. The Quality Manager agreed to reissue the Audit reports.
- A discussion took place in terms of Annual Curriculum Evaluation (ACE), and it was agreed that a rethink of questions to be asked would be considered.

- Prior verification was highlighted and it was reported that SQA had increased the costs of resubmitting awards to £100 per submission, noting that the area of Quality is responsible for these costs incurred. The Quality Manager requested to the group that internal verification should be carried out thoroughly before submitting to avoid the increased costs.
- In terms of the statistics for last year, the good performance was highlighted, noting that there had not been many holds on the number of certifications.

Learning & Teaching – E Technology Team –28 October 2019

Actions from previous meeting
- Awaiting report on ICT – ICT meeting consultants on Wednesday.
- Still to discuss possible joint licence with SLC for Turnitin.
- A demonstration was given of videos made on the SMART document camera (includes You Tube clip) at the Cumbernauld Campus.

Feedback on Mahara /Moodle stats and other e-learning
- The Annual statistics were reported:
- CPD August – Moovly (30 staff attended) and Turnitin/feedback Studio (20 staff attended).
- 'Food for Thought' – SCHOLAR presentation to staff in Motherwell and Cumbernauld. There will be CPD in November – Oculus Pro – 15mins drop in. They are being used in an event in SECC.
- TeachMeet – End of November.
- '10 things' course being designed.
- E-learning team have 20 Tablets per Campus for loan.

Updates on Projects
- Retention project on Gamification for Auto students.
- 'On-track' project. This was used last year on paper as part of the Scottish Government Retention Project. Now it is online within Moodle.
- Education Learning Support Course – now part of staff Induction.
- Copyright Course being completed

Innovation
- Updates to Moodle and use of AB Tutor was reported.
- The use of Rubrics with the Hospitality team was discussed.
- Support to some staff on use of particular technology/software was given by E-technologists. Issue with some software now charging for service. Suggestion to look at H5P.
- Glide is another app generator that was a spreadsheet to create data for an app.
- The ICT Budget was for this year was discussed.
- The new Educational Learning Support course was developed for staff.
- Technology Coaching – digital skills training in Scotland coming in early November, 30 students will take part from Business, Social Sciences and Sport in the Motherwell Campus.

Learner Engagement Team – 4 September 2019

Students' Association update – including Freshers and future events
New Students' Association includes:
- Calum Smith - Student Association President
- Lisa Grant - Vice President Coatbridge
- Amina Nawaz - Vice President Motherwell
- Dominika Gryszka - Vice President Cumbernauld

- NCLSA organised a freshers' event for all campuses that took place on 27, 28 and 29 August, supported by a number of external organisations. NCLSA undertook surveys during freshers and gathered information from approx. 950 students.
- Organising Mental Health Awareness event in the Atrium at Motherwell. We have made contact with the Chair of college 'Mental Health and Wellbeing' group to ensure actions are coordinated.
- In partnership with NUS and sparqs, NCLSA have created an operational plan for the forthcoming year that outlines clear and defined aims and goals, as well as a strategic plan for the following 3-5 years.
- NCLSA recruiting voluntary officers and have undertaken a number of class visits.

Learner Engagement update
- Be Engaged – new approach taken to issue Be Engaged awards and certificates now being sent out electronically. This method makes it much easier to generate reports and can measure Faculty involvement. Information will be useful for Faculty Management Teams and is to be shared.
    - Based upon student feedback there has been a review of the class rep system. For 19/20, there will be a 3 tiered system: Elected class rep, Curriculum rep, Faculty rep.
- Market Day has been shortlisted for CDN awards – Essential Skills. Able to continue with this as external funding has been secured.
- Initial discussions have taken place with NCL and Ravenscraig Park to establish a social enterprise project.
- Learner Engagement continue to work with Engineering and Automotive faculty to promote retention and attainment.
- Intern from Cycle Scotland explained opportunities to promote alternative transport options and involvement with Be Engaged programme.

Equality and Diversity
- NCL's Equality and Diversity Adviser is taking up a post in the NHS and we all wish her well. A lot has been achieved in the past year and it is important to maintain the momentum.
- The Equality and Diversity Calendar has been circulated to all staff.
- Our Equality and Diversity Twitter account @NCLEquality has been relaunched and actively promotes College related information and general equality and diversity materials. This is proving a good means of raising awareness and signposting a range of material.

Period Poverty
- "I am aware there are free sanitary products available in the College" was included in the end of year survey. Of the students who responded – 77% indicated that they were aware.
- Mooncups have been purchased and will be distributed via the Students' Association.
- Article in 'Aye magazine' to promote free sanitary products and raise awareness.

Listening and acting on the voice of the learner
Feedback from the end of year survey discussed:
- Overall, I am satisfied with my college experience – 89%
- I believe student suggestions are taken seriously – 76%
- The College Students' Association influences change for the better – 46.1% agree, 37% don't know and 10.7% didn't answer question
- I am satisfied with the Class Representative system – 72%
- Need to be able to evidence that action has been taken. Will be using short video links, 'you said, we did' to action this.

Quality Enhancement and Audit Team – 16 September 2019
- New procedures launched for 19/20.
- Not reached a solution on graded unit guidance.
- MPS – migration – better than a year ago.
- SCQF System Audit went well – new procedure will be used. SQCF will be part of Education Scotland Aspect Report.

Quality Update

SQA and other awarding bodies

- Change to prior verification – Head of Faculty already informed. Everything to be in by end of November for prior verification to try and reduce costs.

External Verification

- Dates has already been circulated to Faculties. Round one verification will come out at beginning of December. Analysis for SQA act6vity circulated.

Annual Curriculum Evaluation

- ACE completion – time needs to be ring-fenced by the Faculty. Quality of reports needs to be reviewed. No need to change the questions, so can be rolled over earlier.

Learner Survey

- Survey being launched on 7 October until 1 November. SFC very positive regarding response rates. Project manager to work on proforma and work with NCLSA.

Course review and evaluation procedure

- Team reminded that first meeting should have taken place. Procedure should be updated for 2020/21. Discussion on number of meetings.
- What is SQA position on taking assessment out of the building to mark? Discuss with SQA and GDPR officer.
- Conflict of interest – staff doing a qualification – exceptional circumstances may apply.