

FOR DISCUSSION/INFORMATION			
Meeting:		Curriculum, Student Affairs & Outcomes 18 May 2020	
Presented by	Carolyn Laird		
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Date Created	30.4.2020	Telephone	Ext 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.

3. DETAIL

The report covers the Academic Standards Planning and Monitoring Committees of 28.02.2020, 27.04.2020 and 01.05.2020; the Retention and Attainment Improvement Group meeting of 05.03.2020; the Corporate Parenting Team of 13.05.2020 – verbal update to be given; the Quality Enhancement and Audit Team of 18.11.2019. The Learning and Teaching Team, the L&T E-Technology Team and the Learner Engagement Team have still to meet since last report.

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

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

Extra-ordinary Academic Standards Planning and Monitoring Committee – 28 February 2020

Approval: IOSH Safety Health and Environment for Construction Workers

The meeting was called to consider a change to a Health & Safety programme for Construction workers. To meet current industry demand and the criteria changes of CITB in attainment of CSCS Cards, IOSH had recently been informed by the Construction Skills Certification Scheme (CSCS) that IOSH Working Safely would no longer be eligible for the Green Labourer card and that current eligibility will cease on 31 March 2020. There is a new programme, IOSH Safety, Health and Environment for Construction Workers programme, approved by CITB to replace this for Construction students working towards their CSCS Card. The course will equip students with the knowledge and skills required to be eligible to apply for the Green Labourer card - allowing them to work on construction sites in entry-level positions.

Approval was granted by the ASPM Committee subject to the programme being presented to the Quality Team on the current approval paperwork.

Extra-ordinary Academic Standards Planning and Monitoring Committee – 27 April 2020 (ZOOM MEETING)

Approval: Pre Apprenticeship - Providing Electronic Fire and Security Systems

An Extra-ordinary ASPM Committee had been arranged to discuss approval for the Pre Apprenticeship - Providing Electronic Fire and Security Systems programme to replace the now lapsed City & Guilds Level 2 VRQ Pre Apprenticeship – Electronic Fire and Security Systems due to commence in AY20/21 from the Motherwell and Kirkintilloch Campuses. The programme was an updated version of the previous programme with a new model to fit the MA profile. All staff who would be delivering the programme were suitability qualified.

The core skills delivery within the programme was discussed, as was internal verification.

There were no new resources required to deliver the programme. Lecturers are developing their own materials and using same accommodation, as before.

A discussion on a work placement element for students within the programme took and it was agreed that this would be looked at half way through the academic year.

A discussion took place on the digital engagement of the current cohort of students with lecturers during this time and whether they have access to laptops/tablets and it was highlighted that all students on the programme have smart phones. A discussion ensued relating to the possibility of providing students with basic tablets as part of their bursary

package and to consider this as part of the cost of course form. It was highlighted that going forward the option to provide a tablet to students is being considered to ensure that students are digitally engaged. It was further highlighted that if students are not able to engage with lecturers due to digital poverty to contact the Student Advisers to see if they are able to support them.

A discussion took place on the progression routes and it was advised that one third of pre apprentice students' progress to the MA programme. The Quality Manager asked what the 'aim' of the programme was, highlighting that this area had been highlighted recently as part of the SQA Assessment Guidance. The aim of the programme was subsequently outlined to the meeting and it was agreed that a paper would be forwarded to the Quality Office on this. Approval was granted by the ASPM Committee.

Extra-ordinary Academic Standards Planning and Monitoring Committee – 1 May 2020 (ZOOM MEETING)

Approval:

- **Promote Literacy, Numeracy and Language Development for Children's Early Learning**
- **Develop productive working relationships**
- **Promote development of positive behaviour in children**

The Extra-ordinary ASPM Committee had been arranged to discuss approval for the 3 Units as part of the SVQ in Social Services (Children and Young People) Level 3 programme. It was highlighted that there were no additional learning materials or costs required for the programme and this qualification is suited to individuals who are currently employed in an early years setting or residential/daycare for children and young people who require a recognise qualification enabling registration with the SSSC. Students are able to progress to study SVQs at Level 4 and may undertake additional units which will enable them to transfer to the adult sector by undertaking some additional units in SVQ Social Services and Healthcare. It was indicated that Childminders require this qualification and funding is available via SAAS 500.

Improvement to the procedures relating to the approval of these units (as there are so many options available) was outlined to the meeting to ensure more timely requests. After further discussion on the possible solutions, it was agreed that the Quality Team would look at mechanisms to put in place to resolve this and then discuss with the C&S Faculty. Approval was granted by the ASPM Committee.

Retention and Attainment Improvement Group Meeting – 5 March 2020

Progressing Student KPI Summary

A discussion took place on courses with good KPIs – what they are doing that is working well.

Suggestion to look at published research to see what is working elsewhere. Learning about transitions from others – Schools, HEIs and Colleges.

Discussion on ways to bridge the gap with guidance or teaching staff, such as the recent STEM Event. Improving flow of information is important.

Faculties were asked to look at differences between progressing and direct entry students – with discussion on what they can do to bridge the gap.

Run Charts

The InfoPoint area for learner attendance was shown to the meeting, including how to get attendance Run Charts for course groups. Attendees thought this was helpful.

Faculty Retention and Attainment Improvement Groups Monthly Report

Faculty reps were asked to highlight one aspect from their report to the meeting.

- C&S - Personal, Social, Health and Wellbeing unit being used across the Faculty. Second and third 'Soundsational' events were very positive. Suggestion to roll out to more staff and students.
- BSS&S - Highlighted intensive tutorial support done by S Argyle.
- C&CI – Early Withdrawal very good but Further Withdrawal still higher than they want.
- SI - Collaborative working across College e.g. pop-up shops, 'Breakfast on Us', HN Theme Nights.
- SL - Wishaw Project Search – only three left the programme, but percentage seems high due to lower starting numbers in Supported Learning.
- E&A - Overall improvement in Early Withdrawal. Still working on Further Withdrawal. FW is better this year. A student communication to an employer institute, R.I.B.A, was highlighted as very positive.

Progress of Services to support students

Gamification – Light Vehicle – the team involved are writing a report on impact of this. Positive view of this actually supporting retention. The Learner Engagement Officer is working on an intervention with 7 students to keep them on course.

Gamification is planned for Nail Technicians at the Motherwell Campus. Badges have been created for the new term that will be given as students overtake key competences. All agreed that this looked a good development.

The group discussed a 'We've got it nailed' event in May that Learner Engagement is supporting in Motherwell Campus – aim to keep students on the Nail Technician course on track.

Next Steps

'Be Engaged' is changing to 'Be Ready' programme to support transition – careers, CVs, meeting industry partners etc. This will be prepared over the Summer in the readiness for the following session.

Corporate Parenting Team – NEXT MEETING 13 MAY 2020

Learning and Teaching Team – NEXT MEETING 27 MAY 2020

Learning & Teaching – E Technology Team – NEXT MEETING 1 JUNE 2020

Quality Enhancement and Audit Team – NEXT MEETING 11 MAY 2020

**Learner Engagement Team – now changed to Student Experience Team
NEXT MEETING TBC**

Discussion took place at the Learner Engagement Team Meeting on 8 January 2020 on changing the format of the Team and changing the name to the 'Student Experience Group'. No formal Minute was taken from the meeting, however Calum Smith outlined discussions at the last CSAO meeting. Work is underway to firm up the remit and priorities of this group going forward. A meeting was planned for the end of March and involved NUS presenting their student engagement model to the group. There are arrangements to reschedule as an online meeting subject to NUS availability.