

## LFA Operational Plan and how it responds to QAA review (November 2016)

Analysis of Annual Return, Operational Plan and supporting documentation Actions To Be Taken will be considered and recorded in Executive Committee Meetings				
ACTION PLAN POINTS ARISING FROM NOV 2016 REVIEW.				
QAA REVIEW 2016 RECOMMENDATION	Actions To Be Taken	Date To Be Completed	Person Responsible	Success Indicators
Develop and implement a procedure for course approval which incorporates independent external expertise (Expectations B1 and A3.1)	Review existing provision for course design & approval within QAE Handbook.	30/03/17 – <i>completed</i> 30/3/17	Deputy HOAG	Seamless establishment of new course(s) to mutual satisfaction of all stakeholders.
	Draft more detailed policy with input from affiliated HE institutions.	15/4/17 <i>completed</i> 15/4/17	Deputy HOAG	
	HOAG to amend and confirm draft policy changes and approve implementation into course handbooks.	15/4/17 <i>completed</i> 15/4/17	HOAG	
Include student representatives as full members of course management committees (Expectation B5).	Discuss issue with student representatives.	15/4/17 <i>completed</i> 15/4/17	Course Leader, Diplomas	More input from student voice in most crucial meeting to action change.
	1-2 student representatives to attend Diploma Course Committee Meetings in August.	30/8/17 <i>completed</i> 08/09/17		Increased student awareness of LFA processes demonstrated through student feedback and other collected data.

<p>Implement a systematic process to monitor and assure the continued effectiveness of all teaching staff (Expectation B3)</p>	<p>Course deliverers to discuss potential methods of monitoring teaching more effectively within Course Delivery Meeting.</p> <p>Communicate potential means of teaching observation or monitoring with existing tutors and consider feedback.</p> <p>Propose new system of tutor monitoring to all tutors at Course Committee Meeting.</p> <p>Implement system by September 2017.</p>	<p>30/5/17 <i>completed</i> 24/07/17</p> <p>30/6/17 <i>completed</i> 08/09/17</p> <p>30/8/17 <i>completed</i> 08/09/17</p> <p>30/9/17 <i>completed</i> 08/09/17</p>	<p>Course Leaders &amp; Vice Principal</p> <p>Course Leaders</p> <p>Course Leader, Diplomas</p> <p>Course Leader, Diplomas</p>	<p>Tutors reflect more on personal performance and consider ways to improve teaching practice.</p> <p>Students receive enhanced learning experience demonstrated by greater student satisfaction.</p>
<p>Develop and implement regulations relating to the term of office for external examiners in line with the guidance in the Quality Code (Expectation B7)</p>	<p>Consider existing term of office within current EE handbook.</p> <p>Make necessary amendments in line with the Quality Code and update handbook/inform external examiner.</p>	<p>30/5/17 - <i>completed</i> 30/05/17</p> <p>30/6/17 <i>completed</i> 30/05/17</p>	<p>Senior Management Team</p> <p>HOAG</p>	<p>Input from increased number of external examiners will ensure Quality is monitored effectively.</p>
<p>Ensure that students and tutors are made aware of how to access external examiner reports (Expectation B7).</p>	<p>External examiner reports made available through LFA student &amp; tutor site. Induction to ensure that all students and tutors know how to access them.</p>	<p>30/5/17 <i>completed</i> 30/05/17</p>	<p>Course Leader, Diplomas</p>	<p>Students and tutors are more aware of the standard of the course, have more confidence in the administration of the programmes.</p>

Develop and implement a process for the periodic review of all courses (Expectations B8 and A2.2).	Propose and consider new policy on reviewing all academy activities (annually or bi-annually) with external input.	30/9/17 <i>completed</i> 30/01/18	Senior Management Team in Executive Committee Meeting / Industry Advisory Board / Course Committee Meetings	Senior Management have more information to consider the direction of the Academy and that its courses are relevant and running to capacity.
<b>OTHER PROPOSED IMPROVEMENTS</b>	<b>Actions To Be Taken</b>	<b>Date To Be Completed</b>	<b>Person Responsible</b>	<b>Success Indicators</b>
Establish diversity committee to guide on admissions policy, student representation and variety of films/productions.	Propose ways in which a diversity committee can enhance current school practice. Discuss with Senior Staff.	30/5/17 <i>completed</i> 30/05/17	Vice Principal	Diverse representation in school evidenced through admittance of students and production of films from Sept 2017 intakes.
	Host diversity committee meeting.	30/7/17 <i>completed</i> 30/08/17	Vice Principal	
	Propose changes to course delivery in Course Committee Meeting	30/8/17	Vice Principal	
Establish robust policies on sustainability and environmental awareness within student handbook and operational activity.	Propose ways in which environmental awareness can enhance current school practice. Discuss with Senior Staff and consider ALBERT.	30/8/17	Operations Leader	Accreditation through ALBERT and improved sustainability processes outlined in handbooks.
Devise and implement more effective engagement with alumni networks.	Propose ways in which alumni community can be utilised more.	30/5/17	Senior Management Team	Offering advice to prospective students and work opportunities to graduating students.