ICR ACTION PLAN FOLLOWING QAA INSTITUTIONAL REVIEW 2012

This Action Plan updates the QAA on actions taken by the ICR since April 2012 in response to the QAA's Institutional Review report published that month.

This adds to the information sent in July 2013, and confirms we have implemented the two actions which we amended following initial publication of our action plan in June 2012. These were: Recommendation 2 about ensuring local supervisors are properly carrying out their roles (action amended in July 2013, with one formal request for information on individual students' progress to be made after 8 months of supervision); and Affirmation A1 about our Annual Monitoring Exercise procedure (action amended in July 2013, since earlier changes were not felt to have worked effectively).

	RECOMMENDATION	ACTION TO BE TAKEN	OWNER	TO BE ACTIONED BY	PROGRESS / STATUS	TARGET DATE FOR COMPLETION	ACHIEVED?
	QAA Recommendations						
R1	1.The Institute should, **by the beginning of the 2012-13 academic year**, clarify and formalise the aims and intended learning outcomes of the development sessions for teaching staff and ensure these sessions are clearly targeted, structured and recorded.(R 2.1.2)	Proposed aims / learning outcomes for the 2 development sessions in each academic year to be brought to Taught Courses Committee (TCC) the preceding June, starting in June 2012 for Oct 2012 & April 2013. An attendance record to be kept from start 12/13. A brief summary to be kept of each session noting whether the learning outcomes were achieved, from start 2012/13. The slides used & the learning outcomes for each session to be posted on the Virtual Learning Environment (VLE).	TCC	Course Directors / Head of Registry / Course Manager	Mechanisms agreed by TCC 8/6/12. Update: Actions were implemented in 2012/13 and 2013/14. The note of the development sessions held in 2013/14, and the proposed topics for 2014/5 were agreed by TCC in June 2014.	**31st July 2012**	Achieved, implementation ongoing. Status updated July 2014.
R2	2. The Institute should, **by the beginning of the 2012-13 academic year,** develop a system to assure itself	1. Improve clarity of role via note given to student, and via form / 'contract' for local supervisor to sign.	TCC	Head of Registry / Course Manager	Actions 1, 2 & 3 agreed by TCC 8/6/12. For Action 4, TCC 15/11/12 agreed that local supervisors' titles be changed to 'local academic facilitator',	**31st July 2012**	Achieved, implementation ongoing. Status updated July

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	that local supervisors are providing the support specified in the MSc Part C Module and Assessment Guide (R 2.13)	2. Request to local supervisor 3 months and 8 months after Part C Registration for information on the student's progress. 3. Part C course tutor to ask student whether local supervisor is fulfilling role. 4. Consider changing title from 'supervisor', which has specific legal connotations.			and this is now reflected in course documentation. Update re. point 2: The timing of the requests to local academic facilitators was amended in July 2013 to a single request at 8 months, since on reflection 3 months was too early to be useful. Requests were sent in July 2013, approaching the 8 month point, and 11/13 academic facilitators replied. Individual issues were followed up as necessary. Local academic facilitators will be approached again for progress reports from July 2014. Part C students were asked at a group meeting in 2013/14 if any were experiencing problems with the support they received from their local academic facilitator, and any issues were followed up individually. For 2014/15, the role description for Part C tutors is being amended to require them to ask this question of their Part C student at their monthly 1:1 session, and the form they complete for Registry after these sessions will include a section on this topic.		2014.
	QAA Affirmations						
A1	The Institute intends to increase the opportunities for module leaders to collectively review the MSc	Proposed new Annual Monitoring Exercise (AME) procedures approved by Academic Board 16 April 2012. Revised AME policy and	AB	Head of Registry (on behalf of TCC) /	New guidelines agreed by TCC 8/6/12 and by Academic Board July 2012. However, implementation in spring 2013 identified that the proposed	31st July 2012; further revisions for 31st July 2013	Achieved, implementation ongoing. Status updated July

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	(R 1.4.2) *Supporting text from Evidence Base:* TCC and Academic Board to continue to monitor carefully the effectiveness of annual monitoring procedures and to maximise the opportunities for all those responsible to meet together for the purposes of review. The planned review of the guidelines, due in 2011/12, will be an opportunity to do this. (EB AS E4).	guidelines went to Academic Board in July 2012 based on the outcome of April AB. These provided for an overall AME Report (inc. Module Leaders' & Course Directors' reports for a full year, plus progression data etc) to go to TCC / AB each March/April approx. Draft AME report to be available via the VLE for Module Leaders to comment on, ideally via a virtual forum. Module Modifications can still be made at other times of year and will be noted in the AME Report. To be reviewed after 1 year in operation.		Course Manager	method was difficult to implement in practice, because Module Leaders' clinical commitments meant it was virtually impossible to get the necessary individual meetings held in time and there was not time after that for a collective virtual meeting if changes were to be approved and implemented expeditiously. Academic Board agreed a new approach for 2013/14: Course Directors to discuss Module Leaders' report forms with them as necessary, but collective review by Module Leaders to be tied to the day of Exam Board (which most are generally able to attend). Update: implementation of revised guidelines reviewed in June/July 2014. Specific Module Leader discussions have now been held on Exam Board days, as an open, informal and timely opportunity to discuss matters affecting the course – both in retrospect (based on completed AME reports) and for emerging issues (to be addressed in next AME reports and recommendations)		2014.
A2	The Institute has plans to increase communication and collaboration between the internal and external members of periodic review panels (R 1.4.3).	Consider whether to apply Validation procedure-type requirements (external person fully integrated in Validation Panel) to future Periodic Reviews	AB	Head of Registry	Reviewed autumn 2012. New procedure integrating the external reviewer was approved by Academic Board January 2013. Update: the next Periodic Review of	January 2013	Achieved / complete (but yet to be used in practice).

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	Supporting text from Evidence Base: The review team suggests that the Institute consider requiring external participation in periodic reviews to operate in the same way as it occurs in the initial validation guidelines. (EB AS E4)				the ICR's taught course is due to take place in summer 2016 (timing confirmed at AB 29/01/14).		

Glossary:
AB: Academic Board
AME: Annual Monitoring Exercise
CMT: Course Management Team
TCC: Taught Courses Committee
VLE: Virtual Learning Environment