QAA Action Plan

Acronym Key:

MC	EC	RC	GSC	BMI	SMU	RT	RA	QA
Management Committee	Education Committee	Research Committee	General Student Council	Biblemesh Institute	St Mary's University	Recognised Teachers	Research Associates	Quality Assurance

Good Practice	Action to be taken	Target Completion Date	Action by	Indicator of Success	Progress (with date)	Completion
The full and effective use of external expertise in the governance, management, quality assurance, review and assessment processes	To enhance the use of external expertise by providing further training to PTFI EEs	January 2024	EC	PTFI EE induction programme implemented. PTFI EE handbook.		Ongoing
	Faculty and Staff share good practice from roles of externality in other institutions	June 2024	Faculty/ EC	Reports submitted to EC.		Ongoing
The extensive commitment to supporting	To include the evaluation of research-	June 2024	Faculty	Update programme and module review template to include		

research-informed teaching through a well embedded culture of scholarly activity	informed teaching at programme and module review.			evaluation of research-informed teaching. Examples of good practice to be disseminated to RTs and RAs.		
	To embed a culture of Faculty research to support teaching.	Ongoing	Principal/ Faculty/ MC	Departmental reviews to include Sabbaticals and Faculty publications Faculty Development Grant Publications noted by Faculty and disseminated with the website updated	Faculty member sabbatical (Spring 2024) British Academy Grant	Ongoing
	To embed a culture of partner research (RA) to support PGR opportunities and the wider UTC Research community.	Ongoing	RC	RA Publications and events noted by RC and disseminated with the website updated		Ongoing
	To actively pursue opportunities to host research conferences,	Ongoing	All relevant stakeholders	Reports from conferences noted by Faculty	Owen Conference (June 2024)	Ongoing

	involving student participation, research active members of Faculty and external partners			Opportunities for student participation and engagement, both academic and professional.	Tyndale Conference (March 2024) Lament Conference (Sept 2024) C.S. Lewis Symposium (with C.S. Lewis Institute Belfast) (November 2023)	
The highly-effective strategic partnerships which are closely aligned to the College's mission and aspirations	Recruit and market the BA programme with SMU.	September 2024	Faculty and Programme Coordinator	A campaign of advertising and recruitment activities.	Open days scheduled across the academic year. Advertising campaign underway.	Ongoing
	Work with our partner BibleMesh in delivery of academic conference	June 2024	Faculty and Programme Liaison	The delivery of the Owen conference in June 2024	Conference scheduled	Ongoing
	Research Committee to develop a strategy to monitor and review the partnerships with	June 2024	RC	The strategy is written into the QA timetable		Ongoing

	UTC's PGR partners					
	Invite PCI partners to contribute to the professional development of students	Ongoing	Faculty	A schedule of activities to benefit the professional development of students	Guest lecturers contributing to the Missiology intensive, Theology for All and Presentation Skills (Autumn 2023) Preaching Academy providing resources to students.	Ongoing
The comprehensive and well-targeted academic support which enables students to achieve successful academic and professional outcomes	A campaign to promote student support	June 2024	EC/GSC	A poster campaign; information provided throughout the year.		Ongoing
	Gather suitable data on employability to feed into programme design and review	Spring 2024	Recruitment and Communications Working Group	Statistics to feed into annual programme review 2024		Ongoing
	Review Disability Policy and Procedure	Spring 2024	EC and Disability Officer	An updated Disability policy	Establishment of a Disability Support Sub-Committee.	Ongoing

				formed in consultation with external expertise.		
	Ongoing training of RAs to enable students to achieve successful academic and professional outcomes	Ongoing	RC	Develop a programme of training for RAs.	Training for RA in the professional development of PhD students	

Recommendations	Action to be taken	Target Completion Date	Action by	Indicator of Success	Progress (with date)	Completion
Provide clear and transparent information for unsuccessful applicants that includes information related to their ability to appeal an admissions decision	Update admissions policy and admissions letters for greater clarity including information related to their ability to appeal an admissions decision	September 2023	Admissions Officer	Updated admissions policy and admissions letters	Complete (August 2023)	Complete
Ensure that full and accurate information is provided for students	Update Student Handbook and other relevant policies to	Spring 2024	SEAA/ Faculty	Relevant Handbooks and Policies updated.		Ongoing

on the process for making complaints, aligned with the requirements of the awarding body	include greater clarity for students on the process for making complaints, aligned with the requirements of the awarding body			Students indicate increased awareness of complaint procedure in 23/24 annual student survey.		

Affirmations	Action to be taken	Target Completion Date	Action by	Indicator of Success	Progress (with date)	Completion
Increasing strategic focus to ensure sufficiency of staffing and effective resource planning in response to increasing student numbers	Ongoing training for Research Associates	Ongoing	RC	Training programme for all Research Associates	Research Committee are hosting a series of training events in the Autumn term. First was on 11/09/23.	Ongoing
	Development of Faculty and Staff	Ongoing	Principal/EC	EC to develop a CPD policy and handbook, including staff appraisals		Ongoing
	Review of UTC's Staffing Plan	September 2024	MC and Faculty	A report submitted to MC reviewing UTC's staffing plan		

The action being taken to enhance student engagement, including through the General Student Council, increased communication of student engagement opportunities, and a focus on increasing module review response rates	Enhance student engagement, including through the General Student Council and increased communication of student engagement opportunities	June 2024	EC	Programme of training for student representatives. Students indicate increased awareness of student engagement opportunities and student reps in 23/24 annual student survey.		Ongoing
	Increase student participation rates in module/programme reviews and student surveys	June 2024	EC/ GSC	Review and evaluate student surveys to increase student participation rates. Target completion rate of 50%		Ongoing