

| POLICY / PROCEDURE TITLE | | DATE OF APPROVAL |
|---|-------------|------------------|
| HE Annual Review Policy and Procedure | | February 2024 |
| APPROVED BY | VERSION NO. | VALID UNTIL |
| HE Quality and Standards Committee (a sub-committee of HE Academic Board) | 2 | February 2027 |

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| OWNER | Deputy Director HE Quality and Standards | | |
| GROUP EXECUTIVE LEAD | Executive Lead for HE | | |
| DOCUMENT TYPE | Policy <input checked="" type="checkbox"/> Group Procedure <input checked="" type="checkbox"/> Local Procedure <input type="checkbox"/> | | |
| PURPOSE | The purpose of this policy and procedure is to set out how the institution will annually monitor and report on the performance of NCG higher education (HE) provision. | | |
| APPLICABLE TO | All NCG colleges and employees delivering HE, and all collaborative partnership provision delivering NCG HE programmes of study. | | |
| EQUALITY ANALYSIS COMPLETED [POLICIES ONLY] | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| | (If EA not applicable, please explain) | | |
| KEY THINGS TO KNOW ABOUT THIS POLICY | 1. This policy sets out our approach to annual review in HE. 2. The annual review procedure is outlined. 3. This document contains information to link annual review to improvement plans. | | |
| EXPECTED OUTCOME | Readers are expected to understand the organisational position on HE annual review, know their responsibilities in relation to the policy and comply with the terms of the policy. | | |

| MISCELLANEOUS | |
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| LINKED DOCUMENTS | <ul style="list-style-type: none"> NCG HE Academic Regulations. Programme/Curriculum Area/College Annual Reviews. Programme/Curriculum Area/College Improvement Plans. |
| KEYWORDS | <ul style="list-style-type: none"> Higher Education Annual Review Improvement Plans |

Equality Impact Assessment

| EQUALITY IMPACT ASSESSMENT | | | |
|---|---|-------------------------------------|------------------------------|
| | Yes | No | Explanatory Note if required |
| EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Age | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Disability / Difficulty | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Gender Reassignment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Marriage and Civil Partnership | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Race | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Religion or Belief | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Sex | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Sexual Orientation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| EIA4 - Does the policy/process discriminate or victimise any groups or individuals? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| EIA 6 - How do you know that the above is correct? | Consultation has taken place with staff and students as part of the HE Quality and Standards Committee. | | |

1. GENERAL POLICY AND PROCEDURE STATEMENT

- 1.1 As an institution with degree awarding powers, we are responsible for the academic standards and quality of HE (Higher Education) provision. We have a responsibility to assure the quality of the experience we offer our students.
- 1.2 To demonstrate the capacity and resources to assure the quality of our HE we have in place an appropriate regulatory framework that governs the award of our HE qualifications and gives security to the academic standards of our provision. The framework covers processes which include approvals and validation, assessment and appeals, monitoring and review, demonstrating our adherence to the Conditions of Registration set out by the Office for Students.
- 1.3 In addition, the UK Quality Code for Higher Education (May 2023) provides 'expectations for standards and quality' which, alongside the OfS Conditions of Registration, guide our quality assurance activities. It is these expectations which shape this policy and procedure:
 - 1.3.1 The academic standards of programmes meet the requirements of the relevant national qualifications framework.
 - 1.3.2 The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.
 - 1.3.3 Programmes are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.
 - 1.3.4 From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

2. SCOPE AND PURPOSE OF THE POLICY AND PROCEDURE

- 2.1 This policy sets out the monitoring and review procedure and processes applied across NCG HE provision to assure the academic standards and quality.
- 2.2 The policy and procedure applies to all NCG colleges and collaborative partners delivering NCG HE programmes of study, including those awarded and approved by partner universities or awarding bodies.
- 2.3 For the purpose of this policy and procedure, Head of Curriculum relates to the role within a college which is responsible for a range of HE programmes in a

curriculum area. Where a curriculum area has a small volume of HE, the role relates to the individual responsible for the entire HE provision of the college.

3. STAGES OF THE POLICY AND PROCEDURE

- 3.1 The institution's process for annual monitoring and review requires that all HE programmes within NCG (including those programmes validated by other awarding bodies or university partners and those at collaborative partners) produce a Programme Annual Review (HE27).
- 3.2 Each curriculum area at NCUC (Newcastle College University Centre) is required to produce a Curriculum Area Annual Review (HE28a) which provides a summary and overview of the performance and quality of the programmes within the curriculum area.
- 3.3 A college/collaborative partner where the volume of students is less than 150 enrolments is required to produce a College Higher Education Annual Review (HE28b) which provides a summary and overview of the performance and quality of the HE provision at the college/collaborative partner.
- 3.4 A college/collaborative partner with curriculum areas or multiple subdivisions (over 150 enrolments in each subdivision) will, in addition to a Curriculum Area Annual Review (HE28a) for each curriculum area, be required to provide a College HE Annual Review (HE30). This report provides a summary of the performance and quality of HE provision for the college/collaborative partner.
- 3.5 An NCG HE Annual Review report is produced by the NCG Central HE Team providing a summary on the performance and quality of HE provision across the group and collaborative partners. The report is presented to the HE Quality and Standards Committee and subsequently to HE Academic Board.
- 3.6 All colleges/collaborative partners will be required to report on their HE provision annually to their local College Board. Depending on the volume of HE students this may be the relevant College Higher Education Annual Review or a summary report. Refer to section 3.3 and 3.4 for guidance.

4. COMPLETION PROCESS

- 4.1 On an annual basis HE Registry will provide colleges/collaborative partners with a timeline which identifies the milestones of the annual review completion process.

- 4.2 The completion of programme level reports, Programme Annual Review Report (HE27) is confirmed as part of the Annual Planning process following being signed off by the relevant Head of Curriculum (or equivalent).
- 4.3 The Curriculum Area Annual Review (HE28a), is checked by the HE Quality team, before being signed off by faculty directors (or equivalent).
- 4.4 The college/collaborative partner annual reviews are checked by the Deputy Director of HE Quality and Standards before being signed off by the NCG Director of HE. The reviews are formally presented and accepted as part of the NCG HE Quality Review meetings one.
- 4.5 A draft NCG HE Annual Review report is presented to the HE Quality and Standards Committee for consultation and forwarded to HE Academic Board for final sign-off and approval, typically in December.
- 4.6 The final NCG HE Annual Review report is presented to HE Governance Committee, typically in February, and Corporation for information, typically in March.
- 4.7 All colleges/collaborative partners are required to present their College HE Annual Review report to their local College Board for information, normally between November and December.

5. MONITORING OF IMPROVEMENT PLANS

- 5.1 The annual review report process results in programmes, curriculum areas and colleges/collaborative partners creating improvement plans for the subsequent academic year.
- 5.2 Programme improvement plans (HE27) are monitored through regular programme team meetings and the progress against actions formally recorded at Programme Committee meetings, and HE quality review meetings.
- 5.3 The curriculum area improvement plans (HE28a) are monitored through the HE Quality Review meetings conducted by the HE Quality Team.
- 5.4 The college/collaborative improvement plans (HE28b and HE30) are monitored through the HE Quality Review meeting two and end of year update.
- 5.5 Colleges/collaborative partners are required to manage and conduct additional monitoring and review meetings on a more regular basis where areas of risk have been identified through the process.

- 5.6 Updates to the NCG improvement plan are reported through the HE Quality and Standards Committee, the Learning Teaching and Enhancement Committee, and HE Academic Board.
- 5.7 Colleges/collaborative partners will be required to provide regular updates on their improvement plan to their local College Board.
- 5.8 The HE Governance Committee will receive updates to the NCG improvement plan, typically in February, May and July.

6. STATEMENT ON IMPLEMENTATION

- 6.1 Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

7. STATEMENT ON EQUALITY AND DIVERSITY

- 7.1 NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).
- 7.2 This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

8. STATEMENT ON CONSULTATION

- 8.1 This policy and procedure has been reviewed in consultation with members of the HE Quality and Standards Committee.

| VERSION CONTROL | | | | |
|-----------------|--------------------------------|-------------------------------------|--|--------------|
| Version No. | Documentation Section/Page No. | Description of Change and Rationale | Author/Reviewer | Date Revised |
| 1 | New policy | N/A | Assistant Director of HE Quality and Standards | 02/2021 |

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| 2 | Full review. | <p>Reference made to the OfS Conditions of Registration.</p> <p>Updated terminology of annual review documents.</p> <p>New policy template used.</p> <p>More explicit inclusion of reference to requirements of collaborative partners</p> | Deputy Director HE Quality and Standards | 02/2024 |
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