



NCG Higher Education Annual Review Policy and Procedure

Date approved: February 2021
Approved by: HE Academic Board
Review date: February 2024
Responsible Manager: Assistant Director of HE Quality and Standards
Group Executive Lead: Executive Lead for HE
Accessible to Students/Customers: Yes

1. Consultation

Consultation undertaken with:

- Newcastle College Yes
- West Lancashire College Yes
- Kidderminster College Yes
- Carlisle College Yes
- Southwark College Yes
- Sixth Form College No

2. Applicability of Policy to Organisation

This policy applies to:

- Newcastle College Yes
- West Lancashire College Yes
- Kidderminster College Yes
- Carlisle College Yes
- Southwark College Yes
- Collaborative partners Yes
- Lewisham College No
- Sixth Form College No

3. Scope and Purpose of Policy

This policy and procedure sets out how the institution will annually monitor and report on the performance of NCG higher education (HE) provision.

4. Policy Statement

This policy and procedure applies to NCG colleges and collaborative partners delivering HE programmes of study.

5. Linked Policies

- NCG HE Academic Regulations

6. Linked Procedures and Processes

- Programme Annual Review Report
- Higher Education Annual Review Report
- Summary Division HE Annual Review Report
- NCG HE Annual Review Report
- NCG HE Quality Review

7. Equal Opportunities Statement

An Equality Impact Assessment was completed on 20 April 2018.

8. Location and Access to the Policy

The NCG Higher Education Annual Review Policy and Procedure is located as follows:

- [NCG Policies](#)

9. Person Responsible for the Policy

HE Registry (Assistant Director of HE Quality and Standards)



NCG Higher Education Annual Review Policy and Procedure

1. Introduction and context

- 1.1 As an institution with degree awarding powers we are responsible for the academic standards and quality of HE 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 higher education 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 UK Quality Code for Higher Education and the regulatory requirements of the Office for Students.
- 1.3 The UK Quality Code for Higher Education (March 2018) provides 'expectations for standards and quality' which guide our quality assurance activities. It is these expectations which shape this policy and procedure. The expectations state:
 - 1.4 Expectations for standards
 - The academic standards of programmes meet the requirements of the relevant national qualifications framework.
 - The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.
 - 1.5 Expectations for quality
 - Programmes are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.
 - From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

Source: UKSCQA/02 March 2018

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 we have 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 Report (HE27).
- 3.2 Each 'curriculum area' at NCUC is required to produce a Curriculum Area Higher Education Annual Review Report (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 Report (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 Higher Education Annual Review Report (HE28a) for each curriculum area, be required to provide a College Summary HE Annual Review Report (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 HE Registry providing a summary report on the performance and quality of HE provision across the Group and collaborative partners. The report is presented to HE Quality and Standards Committee and subsequently 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 a copy of the Higher Education Annual Review Report (HE28b) or Summary HE Report (HE30). Refer to section 3.3 and 3.4 for guidance.

4. Validation process

- 4.1 On an annual basis HE Registry will provide colleges/collaborative partners with a timeline which identifies the milestones of validation process.
- 4.2 The validation of programme level reports, Programme Annual Review Report (HE27) is conducted through Programme Committee Meetings (or HE specific meeting) held in September. This is signed off by the Curriculum Leader. The meeting is chaired by the Head of Curriculum
- 4.3 The Curriculum Area Higher Education Annual Review Reports (HE28a), are validated by the NCUC HE Quality Team as part of the NCUC HE Quality Review meetings in October, and final sign off is by the NCUC Director of HE.
- 4.4 The college/collaborative partner reports, Higher Education Annual Review Reports (HE28b and HE30), are validated by the HE Registry as part of the NCG HE Quality Review meetings in October.
- 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 validation and approval in December.
- 4.6 The final NCG HE Annual Review Report is presented to HE Governance Committee in February and Corporation for information in March.
- 4.7 All colleges/collaborative partners are required to present their HE annual report to the local College Board for information, normally between November/December (HE28b or HE30, refer to section 3.6 for guidance)

5. Monitoring improvement plans

- 5.1 The annual review report process will result in programmes, curriculum areas and colleges/collaborative creating improvement plans for the forthcoming 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 (or HE specific meeting) held in January and April.
- 5.3 The curriculum area improvement plans (HE28a) are monitored through the NCUC HE Quality Review meetings conducted by the NCUC HE Quality Team in February.
- 5.4 The college/collaborative improvement plans (HE28b and HE30) are monitored through the HE Quality Review meetings conducted by HE Registry in February.
- 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 and HE Academic Board, in November, April and May.
- 5.7 Colleges/collaborative partners will be required to provide an update on their improvement plan to their local College Board in February and May.
- 5.8 The HE Governance Committee will receive updates to the NCG improvement plan in February, May and July.

6. Responsibility for policy and procedure

- 6.1 HE Registry shall have responsibility for this policy, procedure and related documentation.

7. Monitoring and review of the policy and procedure

- 7.1 HE Registry shall review this policy and procedure on a periodic basis to ensure that it remains compliant with the UK Quality Code for Higher Education and the regulatory requirements of the Office for Students.

8. Other relevant policies and procedures

- 8.1 The following policies and procedures may also be relevant to this policy and procedure:

- NCG HE Academic Regulations
- NCG HE Quality Review process
- Programme Annual Review Report (HE27)
- Curriculum Area Higher Education Annual Review Report (HE28a)
- College Higher Education Annual Review Report (HE28b)
- College Summary HE Annual Review Report (HE30)

9. Equal Opportunities Statement

- 9.1 An Equality Impact Assessment was completed on 20 April 2018. This procedure may be subject to review following Equality Impact Assessment by the colleges/collaborative partners.