BORDERS
COLLEGE

Regionally Focused – Globally Engaged

A Guide to Quality Check Point and Block Team Meetings

2021/22

Introduction

The purpose of this guide is to provide direction on the activities required to monitor progress, record actions, and evaluate performance during the academic year. The two main activities are Quality Check Point and Block Team Meetings.

Quality Check Point Meetings

These will be held every month to monitor progress and quality within a curriculum area. They will be led by the Curriculum and Learning Manager and will comprise of Course Tutors, Lecturers, Achievement Coach and Learning Support. Meetings will be planned for the academic year with calendar invitations sent to relevant staff.

In evaluating the **Early Withdrawal (EW)** it is essential that Course Tutors/Achievement Coaches know why each student has left, and the reason briefly recorded in their report.

Many issues can affect **Further Withdrawal rates**, for example, where students have found full-time employment before completing their programme. It is important to track student destinations if they decide to leave college prior to the end of the course.

Assistant Principal for that portfolio area may attend one or more of these meetings. There will be a Quality Check Point topic each month.

Quality Check Point Meeting Templates

Appendix 1 Quality Check Points

Block Team Meetings

These will be held twice per academic year and this guide provides information to support portfolio areas in the preparation and management of their block meetings. The minutes will enable subject areas to gather evidence to help in the production of the annual self- evaluation reports in line with the requirements of Education Scotland.

The annual cycle for quality enhancement integrates self-evaluation with enhancement planning and performance management. This all links back to the strategic plan.

The focus of portfolio block team meetings held in February and June is to evaluate feedback and set appropriate actions for the following:

- Evaluate Key Performance Indicators (KPIs) against previous years and Sector Average
- Update staff of the Student Experience Meetings and Focus Group feedback
- Review quality of learning and teaching.
- Review progress on Portfolio Enhancement Plan action point.

Portfolio Teams

For 2021/22 the following portfolio block team meetings are planned:

Portfolio 1

- Rural Skills
- Creative Industries
- Sport and Outdoor Activities
- Business, Events and Tourism

Portfolio 2

- STEM
- Sustainable Construction
- Care and Access

Block Team Meeting Templates

Appendix 2 Agenda Block 1
Appendix 3 Agenda Block 2
Appendix 4 Programme Review/Planning Template Learning and Teaching
              Approaches
Appendix 5 Essential / Meta Skills Activity

Education Scotland Quality Framework

Each year Education Scotland develop arrangements for assuring and improving the quality of provision delivered in Scotland's colleges. During 2021/2022, Education Scotland will work flexibly and responsively to emerging support needs of colleges as they continue to recover from the impact of COVID-19 pandemic. Education Scotland have provided a framework for recovery based on the following themes:

*   Curriculum, learning and teaching, and assessment
*   Services to support learning for students
*   Fair access and transitions
*   Partnerships and collaboration
*   Evaluation to facilitate improvement

Guidelines for Block Team Meetings

Preparing Documentation for the Meeting

To assist with the efficiency of the meeting it would be helpful if the following documents were available for participants prior to the meeting either online or on a shared area:

*   Agenda (Appendix 2 and 3)
*   Summary of actions from previous meeting
*   Three Year Trend and Sector Comparison for previous session and current session predictions
*   Essential/ Meta Skills Chart (Appendix 5)
*   Student Experience Meetings and Focus Groups
*   Update Portfolio Enhancement Plan
*   Draft self-evaluative comments and evidence (challenge questions)
*   Learning and teaching approaches

Evaluation of Performance Indicators

In Block 1 the focus is Early Withdrawal and in Block 2 it is Further Withdrawal and Learner Success.

The team should look at areas for development and decide their strategy to deal with these. This may include increased marketing of a programme, major adjustments, and curriculum review to identify programme strengths and areas for development, changes to learning and teaching approaches or a decision that the programme is coming to the end of its currency and should be replaced or removed from the portfolio. Programme Review/Planning Templates (Appendix 4) should be completed.

Essential / Meta Skills Activity

The template in **Appendix 5** should be updated to review progress on essential / meta skills for each programme within the portfolio.

Student Experience Meetings and Focus Groups Bullet Points

The Curriculum and Learning Manager will provide a summary of the key points from the Student Experience and focus group meetings to date.

Review Current Enhancement Plan

Assistant Principal should update their current Portfolio Enhancement Plan for the Block 1 meeting.

This is also reviewed at the Block 2 meeting with any outstanding actions to be included in next year's Enhancement Plan.

Draft self-evaluate comments and evidence

The previous Self-Evaluation Report should be reviewed and updated with any new strengths or areas for improvement.

Block 1 and Block 2: (challenge questions)

- Curriculum, learning and teaching, and assessment
  What we do well?
  What can we improve on?
- Services to support learning for students
  What we do well?
  What can we improve on?
- Fair access and transitions for students
  What we do well?
  What can we improve on?
- Partnerships and collaboration
  What we do well?
  What can we improve on?
- Evaluation to facilitate improvement
  What we do well?
  What can we improve on?

Learning and Teaching Including Areas of Good Practice

The Curriculum and Learning Manager should lead a discussion on learning and teaching within their portfolio, discussing how the different approaches to evaluate learning and teaching are supporting staff to develop their professional practice and obtain meaningful feedback from learners. The minute should record examples of where this process has led to changes in learning and teaching, particularly where this has been negotiated with learners. The minute should also record any emerging examples of good practice.

Standard Agenda for Quality Check Point Meeting

1.   Student Engagement and Attendance

2.   Student Assessment and Tracking and Monitoring

3.   Quality Check Points

Month	Quality Check Point	Topic
September	QC 1	Student Induction and Late Starts
October	QC 2 QC 3	UCAS Applications Scaffolding and student support needs
November	QC 2 QC 3 QC 4	UCAS Applications Scaffolding and student support needs KPI Early Withdrawal
December	QC 2 QC 3	UCAS Applications Scaffolding and student support needs
January	QC 2 QC 3	UCAS Applications Scaffolding and student support needs
February	 QC 5	Block 1 meeting Progression Boards and Transitions
March	QC 3 QC 6 QC 5	Scaffolding and student support needs Curriculum Planning 2022-23 Progression Boards and Transitions
April	QC 7 QC 3	Applications and Interviews Scaffolding and student support needs
May	QC 3	Scaffolding and student support needs
June	 QC 8	Block 2 Team meeting Curriculum Planning and Review

Borders College
Block Meetings

Meeting at..**on**... **20** ....

Campus Location: ....

Agenda (Block 1)

01/   Apologies

02/   Matters Arising from Previous Minute

03/   Three Year Trend and Sector Comparison – Team Activity (Early Withdrawal Only)

04/   Student Experience and Focus Group Summary and the Impact on Learning and Teaching

05/   Evaluation of Learning and Teaching – Team Activity

06/   Progress on Actions within the Current Portfolio Enhancement Plan

07/   Essential / Meta Skills Activity

08/   Preparation for the next Self-Evaluation Report – Team Activity

09/   Any Other Competent Business

10/   Date and Time of Next Meeting

Borders College
Block Meetings

Meeting at..on.. 20 ....

Campus Location: ....

Agenda (Block 2)

11/   Apologies

12/   Matters Arising from Previous Minute

13/   Two Year Trend and Sector Comparison – Team Activity (completion of activity
       for session)

14/   Student Experience and Focus Group Summary and the Impact on Learning
       and Teaching

15/   Evaluation of Learning and Teaching – Team Activity

16/   Progress on Actions from Portfolio Enhancement Plan

17/   Preparation for the Next Self-Evaluation Report – Team Activity

18/   Student Destinations and Outcomes

19/   Any other Competent Business

20/   Date and Time of Next Meeting

Programme Review/Planning Template

Three Year Trend and Sector Comparison

Block 1 (Early Withdrawal Only) Block 2 (Complete Full Document)
Course Title:

CRITERIA	Sector Average	Year 1	Year 2	Year 3	Current Year	GOOD PRACTICE IDENTIFIED/ACTIONS
EARLY WITHDRAWAL						
Total Withdrawal (Early & Further)						
Learner Success						
DEMAND						
Ratio: Male/Female	No more than 25% imbalance					
PROGRESSION						
To next level						
To employment						
To University						

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Learning and Teaching Approaches – Current Programme

Course Title:

Criteria	Evidence	Proposed change to approach	Staffing and/or CPD requirements	Action Good Practice
Student Satisfaction of Learning and Teaching				
Progress on Digital Delivery				

Approaches used	Rarely	Weekly	Monthly	Proposed change to approach	Staffing and/or CPD requirements	Action Good Practice
Digital Tools						
Project Based						
Interdisciplinary						
Context based						
Collaborative						
Active						
Other: *please state*						

Essential / Meta Skills Activity

| | | | | | Curriculum for Excellence | | | |
Programme	Employability	Enterprise	Digital Skills	Equalities	Citizenship	Core Skills	Health & Well Being	Sustainability