



# **Harlow College**

## **HE Scholarly Activity Plan September 2025-27**

**Author: Executive Team Member with Responsibility for HE**

**Approved: June 2025 - Standards & Curriculum Committee**

**Review date – June 2027**

## **1.0 Purpose**

This policy outlines the range of activities that can be recorded as scholarly activity, the allocation of time for each staff member on each course type and the process for recording and monitoring this activity. Under OfS (amended, was QAA) we are duty bound to provide our HE learners (studying in an FE setting) a scholarly ethos and a community conducive to effective higher education.

## **2.0 Scope**

This policy applies to all Harlow College and Stansted Airport College HE staff delivering on OfS funded courses to include all Pearson HNC, HND and HTQ approved courses.

## **3.0 Definitions and Terminology:**

CPD -	Continuous Professional Development
FE –	Further Education
HE –	Higher Education
HTQ -	Higher Technical Qualification
HNC -	Higher National Certificate
HND –	Higher National Diploma
OfS -	Office for Students
QAA –	Quality Assurance Agency

## **4.0 Introduction**

4.1 Scholarly activity in Universities often means the production of new knowledge and the publication of academic journals. For College staff it is around enhancing their research abilities which will have a positive impact on their teaching and therefore their students.

The list below provides a range of activities which include:

1. keeping up to date with the subject
2. curriculum development, particularly in relation to foundation degrees, often working with degree-awarding bodies
3. curriculum development that involves research
4. updating information and communications technology (ICT) skills
5. taking higher qualifications – master's degrees, doctorates and teaching qualifications
6. consultancy to industry and other agencies
7. industrial upskilling - secondments or work shadowing
8. involvement with Sector Skills Councils
9. research and publications
10. applied research
11. personal development
12. attending HE development events
13. attending HE conferences and workshops externally.

4.2 It is the responsibility of all Harlow College and Stansted Airport College staff delivering HE, to plan with their manager the scholarly activity that will most

contribute to ensuring that the staff gain a deeper understanding of their subject and remain up-to-date in their knowledge.

- 4.3 Because of the vocational nature of our HNC, HND and HTQ courses, staff will often benefit most from industrial upskilling. This could involve with spending time with employers and in the workplace, including engaging with industry over the vocational applications of their subject.
- 4.4 Each staff member who delivers HE should plan their scholarly activity for the coming year, identifying opportunities and timescales for these activities to be completed. Managers should ensure that there is a consistent plan across the team and that opportunities to share the outcomes of their studies with team members are planned. This activity should be logged on the staff members Pro-Observe CPD log.
- 4.5 Plan template:

Name:			Team:	
Term	Activity	Date(s)	Cost	Outcome
<i>Eg. 1</i>	<i>Spend 2 days shadowing within the physiotherapy department at PAH</i>	<i>5 &amp; 6/9/25</i>	<i>nil</i>	<i>Create student activity around the use of exercise and feedback to team on 21/9/25</i>

## 5.0 Implementation

- 5.1 This will be achieved by:

- For staff delivering HN courses – these follow the normal FE term patterns. Staff are expected to keep up to date on current thinking and use reference materials that are no more than 2 years out of date. This requires time. Where new courses are being introduced, time needs to be given to develop the course materials.

- 5.2 The strategic approach adopted by the College to manage this requirement moving forward will be through the following remission to all HN programmes:

Each **programme** will usually be allocated a remission of 12 days per year.

- If this is only one teacher, they get the whole remission off their teaching timetable.
- If this is shared between two or more teachers they will get an equal proportion of the 12 days e.g. 2 teachers would get 6 days each.

- 5.3 This remission allocation is in addition to the normal planning and prep time given pro-rotta. Some of this time should be used for scholarly activities and should be documented through the appraisal system and Pro-Observe for tracking. All HE appraisals should contain a scholarly activity target and log what the HE practitioner is hoping to research, develop, upskill during this time.

## **6.0 Responsibilities**

- 6.1 It is the responsibility of the delivery team to plan appropriate and relevant scholarly activities onto the College template on an annual basis.
- 6.2 It is the responsibility of the Team Manager to monitor the planning and of the scholarly activities and monitor the progress of development points set; evaluating the outcomes through the college self-assessment process.
- 6.3 It is the line manager's responsibility to manage the industrial upskill budget appropriately across their team to facilitate this activity
- 6.4 It is the responsibility of the Head of HE to collate the plans and monitor adherence to these.

TRACKING and REFERENCE INFORMATION	
<b>Date Approved: June 2025 - Standards &amp; Curriculum Committee</b>	
<b>Review Date: June 2027</b>	
<b>Author/Responsibility: Executive Team Member with HE Responsibility</b>	
<b>Equality Impact Assessment:</b> <b>TBA</b>	
<b>List of related policies, procedures and other documents:</b> <div> Harlow College HE strategy  Harlow College HE Teaching, Learning and Assessment policy  Harlow College HR strategy </div>	
<b>Complaints:</b> If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.	
<b>Monitoring:</b> The application of this policy and associated procedure will be monitored by the Executive Team Member with HE Responsibility.	
<b>Easy reading:</b> To receive this policy/procedure in a different format, please contact HR Services	