



Harlow College

HE Student Engagement Policy September 2017

Author: The Executive Team Member with Responsibility for HE

Review date – August 2018

1. Introduction & Scope and Purpose

- 1.1 The scope of the HE Student Engagement Policy is to provide all stakeholders which include, students, prospective students, staff and partners with the process by which Harlow College engages with its learners to inform and improve the student experience.
- 1.2 The purpose of the HE Student Engagement Policy is to ensure that Harlow College creates, in conjunction with the undergraduate student body, a sense of community that helps to develop a range of student skills (academic and employability) and promote wellbeing. This will be achieved through a range of mechanisms including student representation at Team and Academy level meetings, SSLC meeting, and modules evaluation surveys (MES) which focus on how the whole learning experience can be enhanced.
- 1.3 Harlow College works in partnership with Pearson and Anglia Ruskin University (ARU). Current recruiting programmes include HNC, HND and Degree top-up courses.

2. Definitions

- 2.1 Student engagement – engaging all students individually and collectively as partners in the assurance and enhancement of their education experience.
- 2.2 Modules evaluation surveys (MES) - each semester all students complete MES for every modules studied. For Anglia Ruskin courses these are collated and sent to the core campus for analysis. For HN's run at Harlow College Campus students complete an online module evaluation for every module with is analysed and disseminated.
- 2.3 SSLC – Student Staff Liaison Committees are formal meetings which course representatives attend. These occur in November and in March across the whole of the HE provision.

3. Implementation

- 3.1 Harlow College will seek student views and insights as users of the service at different stages of their experience including:
 - Induction
 - Programme and curriculum design, delivery and organisation
 - Curriculum content
 - Teaching delivery
 - Learning Resources
 - Student support and guidance and Assessment.
 - Enrichment
- 3.2 All HE courses will have at least one student representative per level. The student representative will be elected by their peers during the autumn term. The duration of the appointment will be for one academic year in the first instance and student representatives will have the opportunity to stand for election in each subsequent year of their course.

3.3 An HE Student Governor/Ambassador will be elected from the student representative body annually and will attend the relevant Governors meetings.

3.4 The Student Voice Manager and Clerk to the Governor will provide training for all new and re-elected student representatives in the autumn term of each academic year. Training will include making the representatives aware of their roles and responsibilities.

3.5 Feedback will be sought in a variety of ways including:

- National Student Survey for final year students
- Module surveys
- Team/Academy student engagement meetings
- SSLC

3.6 The results of these surveys and the subsequent actions will, where appropriate, be shared with students via the Student Engagement process and electronically through the VLE.

3.7 The Student engagement schedule:

Month	UCH/ARU	How or where?	HNs Harlow College
Late October	Team or Academy Learner voice meetings	See your Team Manager or Course Tutors	Team or Academy Learner voice meetings
Early November	Internal HE satisfaction Survey	Qube and by text message	Internal HE Satisfaction Survey
Late November	Student/staff liaison committee (SSLC)	Elected course Reps attend – see your Course Tutor	Student/staff liaison committee (SSLC)
Late November/Early December	Module Evaluations Surveys	Paper based (UCH) Qube and by text message (HN's)	Internal HE Satisfaction Survey
Early Feb	National Students Survey – NSS UKES	For final year students only on any HE course – by email	National Students Survey – NSS UKES
Late February	Internal HE satisfaction Survey	Qube and by text message	Internal HE Satisfaction Survey
March	Team or Academy Learner voice meetings	See your Team Manager or Course Tutors	Team or Academy Learner voice meetings
April	Student/staff liaison committee (SSLC)	Elected course Reps attend – see your Course Tutor	Student/staff liaison committee (SSLC)
April/May		Direct from Pearson by email	Pearson Survey
April/May	Module Evaluations Surveys	Paper based (UCH) Qube and by text message (HN's)	Internal HE Satisfaction Survey
May/ June (Externally lead survey)	National Students Survey - NSS	For final year students only on any HE course – by email	National Students Survey - NSS

4.0 Management responsibilities

The Head of Quality and HE will monitor the implementation of the College's Student Engagement Policy including the implementation, analysis and evaluation of MES, NSS and SSLC meetings surveys to ensure the information is utilised effectively to improve the learner experience. In addition the Head of Quality and HE working with the Student Voice Manager will oversee the monitoring and continuous improvement of the student engagement process. This will include recruitment and selection of the student representatives and will, in addition, oversee the feedback process for HE students.

4.2 Staff responsibilities

Academic staff will carry out identified actions, which are a result of student feedback, as part of their teams Continuous Improvement Plan, evidenced through their teams Self-assessment and Quality Improvement Plans.

4.3 Student responsibilities - Student representatives are expected:

- To be the voice of students studying on their course
- To take active engagement with how decisions are made
- To liaise with the HE team and the course tutors on a regular basis
- To represent their peers' opinions and interests and address issues that impact the quality of the educational experience at The University Centre by attending meetings at team, Academy or Institutional level and taking part in activities
- To work with The University Centre staff to develop policies and educate students about important issues within their education
- To keep abreast of student issues within their course, through pro-active engagement with their peer group
- To feedback information to The University Centre staff/Head of Quality and HE as appropriate
- To feedback to their learner group.

4.4 The Student Governor assisted by the Student Ambassadors will:

- Currently be a serving student representative
- Undertake all of the duties of a student representative
- Attend all relevant Governors meetings to represent as fully as possible the range of views of the HE student body and reporting back to the other student representatives the outcome of meetings with college management
- Make sure that other student representatives are aware of meetings and encourage attendance.

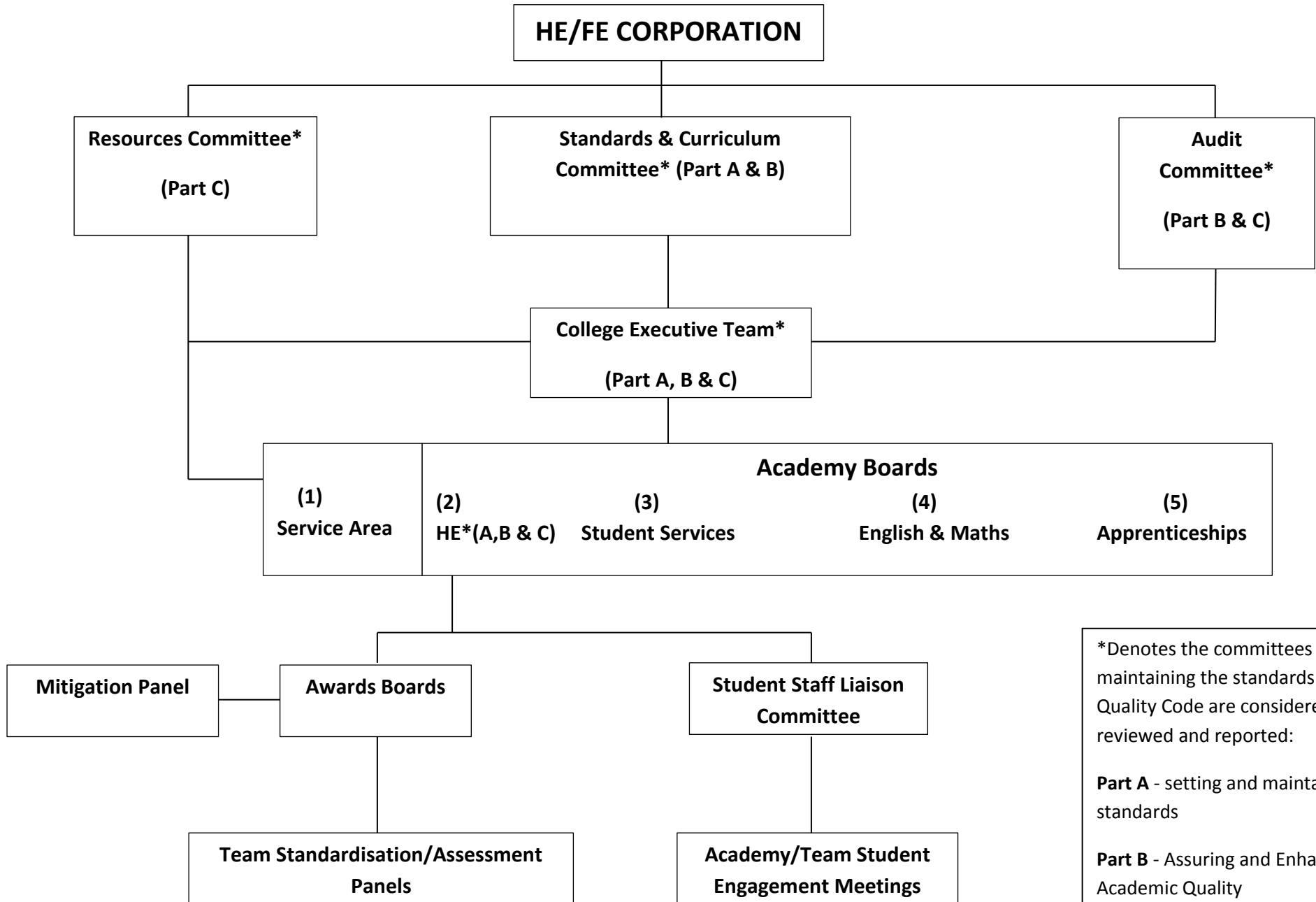
5. Monitoring, Review and Evaluation

- The implementation and impact of the Student Engagement Policy will be monitored by The Head of Quality and HE.
- The policy document will be reviewed every two years.

6. Associated Documents

- QAA Quality Code – Part B: Chapter B5
- Harlow College HE Strategy

DIAGRAM OF ACADEMIC GOVERNANCE COMMITTEE STRUCTURE



*Denotes the committees where maintaining the standards of the UK Quality Code are considered, reviewed and reported:

Part A - setting and maintaining standards

Part B - Assuring and Enhancing Academic Quality

TRACKING and REFERENCE INFORMATION

Date Approved: 28 November 2017

Review Date: August 2018

Author/Responsibility: Assistant Principal with responsibility for HE

Equality Impact Assessment:

List of related policies, procedures and other documents:

- QAA Quality Code – Part B: Chapter B5
- Harlow College HE Strategy

Complaints: 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.

Monitoring: The application of this policy and associated procedure will be monitored by The Executive Team Member with Responsibility for HE.

Easy reading: To receive this policy/procedure in a different format, please contact HR Services.