Higher Education Student Engagement Policy 2021/2022

APPROVED BY (Insert Board or Committee) ON (insert date)

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
White Rose Academies Trust	
University Centre	X

CHANGE CONTROL

Version:	3
Approved by:	PM Meeting and Academic Board
Date approved:	December 2020
Name of author:	HE Student Support
Name of responsible committee:	HE Student Support
Related policies: (list)	

	Date:	January 2022
Equality impact assessment completed	**Assessment type** ☐ **Full** ☐ **Part** ☐ **Not required**	
Policy will be communicated via:		
Next review date:	September 2022	

Contents

1. SCOPE AND PURPOSE OF POLICY

This policy applies to the commitment of Leeds City College Higher Education and the Students' Union to work together in the management of the quality enhancement and assurance of the Higher Education provision offered by Leeds City College. This includes a coherent and systematic approach to student representation at all levels of within the College.

Its purpose is to ensure that the HE Student Engagement policy and procedures are implemented consistently across the College and that students are active partners in their learning and in defining the academic and strategic direction of the College. In addition, the HE Student Engagement policy and procedures are fully informed by the requirements of awarding bodies and the revised QAA Quality Code for Higher Education, in particular the Advice and Guidance relating to Student Engagement.

The College encourages the views of students, individually and collectively, in informing quality systems with the purpose of improving the student educational experience both for current and future cohorts. The delivery and development of all aspects of the student educational experience can be positively influenced by student engagement.

2. POLICY STATEMENT

For HE provision the College will operate a system for assuring the formal arrangement for student engagement and partnership, in the management of quality enhancement and assurance.

The College has a firm commitment to:

- Ensuring that its processes for engaging with students allow sufficient opportunity for students to provide feedback;

- Providing mechanisms for the management of quality and standards through student engagement and partnership;

- Providing all students with the opportunity to make their views on their educational experience known to the College, and that these opportunities are made known to students.

3. POLICY DETAILS

Policy	Higher Education Student Engagement Policy	Quality Code Ref
Principles	• The College will ensure formal arrangement of student engagement and partnership in the management of quality enhancement and assurance, applying to all higher education students at the College. • The College will ensure that its processes for engaging with students do not make disproportionate demands on the time of students and staff.	Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5, 6, 7

	• The College applies the principles of student engagement and partnership in the following quality assurance and enhancement mechanisms: • Enrolment and induction review and evaluation; • Programme evaluation and review; • Student representation; • Programme and College staff-student committees; • Periodic review panels; • Annual programme monitoring; • Programme approval, amendment and withdrawal; • Other committees and working groups as school and College level with student involvement and/or representation. • The College will provide all students with the opportunity to make their views on their educational experience known to the College. These will be made clear to all students via a range of mechanisms.	
Student Representation	• The College will be committed to developing academic communities characterised by mutual respect between staff and students. • The College will develop academic communities which draw on the expertise and experience of both staff and students to reflect on and enhance the quality of the educational opportunities the College offers. • The College will ensure the formal arrangement and management of student engagement through student representation and elected HE Group Representatives. • Programme teams are responsible for overseeing the nomination and election of HE Group Representatives and to notify HE Registry of the name of the elected student(s). • HE Registry will ensure that HE Group Representatives are provided with the appropriate HE Group Representative handbook, training, guidance and support as seen as necessary to fulfil the role of HE Group Representative. • HE Group Representatives will represent the collective voice of students within their group (compliments, comments and concerns), to College	Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5

	staff, HE Registry, QAA and validating partners. This will involve the attendance and participation in meetings. • The College will ensure that activities relating to student representation do not make disproportionate demands on the time of students. • HE Group Representatives will act in the role of liaison, providing a link between staff and students. • The College will make students fully aware of the student ambassador scheme, whereby current students will work in partnership with HE Registry to facilitate outreach and other activities for potential or new students.	
Curriculum Review and Evaluation	• The College will ensure that its processes for engaging with students allow sufficient opportunity for students to provide feedback, but that they do not make disproportionate demands on the time of students and staff • The College will provide all students with the opportunity to make their views on their educational experience known to the College. • The College will provide opportunity for student consultation on the validation of new programmes of study. • The College will consult with students regarding changes to academic regulations.	Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5, 6, 7
Enhancement of Teaching and Learning	• The College will provide students with the opportunity to collaborate on research projects with HE staff for the enhancement of teaching and learning. • The College will ensure that its processes for collaborative projects for the enhancement of teaching and learning do not make disproportionate demands on the time of students and staff.	Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5, 6, 7
Staff Development and Training	All staff associated with student engagement will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Quality Code.	
Equality and Diversity Statement	This policy will be implemented in accordance with the College's Policy on Valuing Diversity and with consideration of student engagement guidelines set out	

	by awarding bodies and where appropriate, the QAA Quality Code.	
Monitoring and Review	The College will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.	Monitoring and Evaluation Common Practice
Associated Documentation	• Student Engagement Procedure • HE Group Representative Handbook • A Guide to Quality Assurance	

4. REVIEW