

# QAA IQR Action Plan – March 2022

No	Recommendation or good practice	Action to be taken	Action by	Date for completion	Success indicators
1	Summarise the outcomes of due diligence of partnership arrangements in a documentary report which follows the sequence listed in paragraph 60 of the Academic Partnerships and Collaborative Provision.	In light of experience, review paragraph 60 of the Academic Partnerships and Collaborative Provision and if required recommend amendments via QEC and AQSC to Academic Board. Create a report template for a due diligence report following paragraph 60 of the Academic Partnerships and Collaborative Provision and obtain approval from both Academic Board and the Contracts & Agreements Committee.	Chief Finance and Operations Officer (CFOO)  Vice Chancellor (VC)	March 2023	A formal review of paragraph 60 of the Academic Partnerships and Collaborative Provision Code.  A due diligence template reflecting the requirements specified in paragraph 60.
2	Set up personal tutoring procedures in a more formal and structured manner.	Set up a personal tutoring procedure/policy to formalise personal tutoring requirements on programmes.	Learning & Teaching Committee (LTC)  Registrar	March 2023	An established procedure/policy formalising tutoring requirements.
3a	Build a time allocation into its workforce model for personal tutoring and provide training for staff on conducting their tutor roles.	Lecturer time allocation and workforce policy to be amended to specifically include one-to-one student support.	LTC  Registrar	September 2022	Workforce policy amended.
3b		Develop and deliver training or specific development opportunities for staff in one to one mentoring or tutoring of students.	LTC  Registrar	March 2023	Teaching staff have undergone training on mentoring.
4	Develop an overarching strategy to underpin its approach to students employability and professional skills development.	Develop a strategy to underpin the UoG approach to students employability and professional skills development.	LTC	March 2023	Established strategy underpinning the approach to students employability and professional skills development.
5	Formalise the process currently in place to ensure the ongoing currency and accuracy of its public information.	Develop a public information currency policy which formalises the current procedures for keeping public information up to date.	Marketing & Communication Manager  CFOO	March 2023	Develop a public information currency policy.