CPRQS4: Learning and Teaching

University Progamme Division UK	
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Contents

Introduction and Scope

This document sets out the policy, framework and principles for Learning and Teaching. The policy takes account of national priorities for Higher Education, the QAA Quality Code, OfS requirements and further legislation.

The student experience is central to the vision, mission and operations of Navitas UPE and its network of Colleges. Learning and Teaching is therefore of strategic importance and requires a robust framework to support its effective management and enhancement.

This document applies to all pathway programmes delivered on behalf of Navitas UPE.

Achievement of General Educational Aims

Navitas UPE has a set of general educational aims which apply to all its College programmes (see section 6 of the Quality Manual). To enable students to achieve these aims and reflect other local and national priorities for Learning and Teaching, Navitas is committed to promoting the following principles throughout its College network:

- A learner-centred approach that encourages active student engagement
- Inclusive learning through the promotion of diversity and equality of opportunity
- A working partnership between students and all staff
- Learning, teaching and assessment practices that are transparent, inclusive and fair
- Curricula that are relevant and closely aligned with those of the University Partner
- Effective mechanisms to continuously enhance the student experience
- Motivated academic and support staff, enhanced through the provision of ongoing staff development
- A high-quality learning environment

Learning and Teaching Strategy

The Navitas UPE Learning and Teaching Strategy is informed by a variety of stakeholders including students' views and experience; staff innovations and development; Navitas UPE sharing of practices, requirements and strategies; and the strategic and operational direction of University Partners. The 2018-2023 Strategy encompasses pedagogy and provision; curriculum; delivery; assessment; student engagement; a range of themes for college engagement over the 5-year period; and measures that are designed to ensure that the strategic aims are met.

The Strategy is reflective of both current and informed good practice alongside future aspirations, aims and objectives. Keeping the Strategy current, and therefore relevant, is essential to the achievement of the desired long-term aims for Navitas UPE students.

From the summer of 2023, a broader Education Strategy will replace the 2018-2023 Strategy. In addition to Learning and Teaching, it will also incorporate Student Experience and Quality Assurance priorities to better reflect the remit of Academic Registry.

The Academic Registry

The Academic Registry is the principal academic body of Navitas UPE. It oversees:

- educational strategy, policy development and review of academic provision
- quality assurance and standards
- academic compliance
- business development – Academic
- higher education and pathway sector developments and impacts

Academic Registry sits within the UPE Operations Team. It reports to and is managed by the Academic Board, a sub-committee of the NUKH Board of Directors.

Further information on Governance arrangements is available in the Quality Manual.

Head of Academic Quality

The Head of Academic Quality is responsible for the strategic management of the quality and standards of the Learning and Teaching portfolio across UPE, including the curriculum agenda and participation in promoting the sustainable growth of the UPE College network:

- The Head is charged with ensuring the effective embedding of a comprehensive quality assurance and enhancement/engagement regime across both the academic and administrative environment, thereby facilitating and supporting the management of the academic operations of the UPE College network
- The Head is charged with the management of the overall operation of the Learning, Teaching and Quality environment for the UPE Colleges, playing a key role in gathering and sharing best practice initiatives within academic teams across the division
- The Head is charged with ensuring that curriculum development, approval, renewal and documentation, as well as pathway development and expansion, are managed in accordance with Navitas UPE requirements and guidelines
- The Head is charged with providing effective Learning, Teaching and Quality services and support as Head of the Navitas UPE Academic Registry
- The Head is charged with the standards audit and maintenance of quality improvement process for UPE Colleges
- The Head is charged with maintaining currency of digital technology and the development of technology-based initiatives and solutions across the division

The Academic Board

The Navitas UPE Academic Board (AB) is the principal academic body of the Company and reports to the NUKH Board of Directors. It is responsible, through delegated authority from the Board of Directors, for all academic matters relevant to NUKH operations, including identifying strategic priorities for future Learning and Teaching, Student Experience and Quality Assurance policies and initiatives.

The Academic Board is chaired by the Director of Operations.

Further details and the Board's Terms of Reference are available in the Quality Manual.

Learning, Teaching and Quality Committee

The Navitas UPE Learning, Teaching and Quality Committee (LTQC) is responsible to the Academic Board (AB). It is a review body that oversees the operational elements of the academic experience, including Learning and Teaching, Student Experience and Quality Assurance. It also provides an opportunity for Colleges to share good practice.

The Committee is chaired by the Head of Academic Quality.

Further details and the Committee's Terms of Reference are available in the Quality Manual.

Learning and Teaching Forum

The Learning and Teaching Forum reports to the LTQC. It provides senior academic staff across the division with a platform to discuss and share related enhancement practices.

Forum meetings are facilitated by a Learning and Teaching Coordinator from Academic Registry.

The Forum's Terms of Reference are available in the Quality Manual.

Student Experience Forum

The Student Experience Forum reports to the LTQC. It provides student experience and student services staff across the division with a platform to discuss and share related enhancement practices.

Forum meetings are facilitated by a Learning and Teaching Coordinator from Academic Registry.

The Forum's Terms of Reference are available in the Quality Manual.

Quality Assurance Working Group

The Quality Assurance Working Group reports to the LTQC. It provides quality assurance staff across the division with a platform to discuss and share related enhancement practices. Members of the Working Group also provide feedback on policy development.

Working Group meetings are facilitated by the Academic Quality Manager.

The Working Group's Terms of Reference are available in the Quality Manual.

Subject Leads

The Academic Registry team supports five Subject Leads across the division in setting up, promoting and facilitating communities of practice within related subject areas.

The roles are separated into the following subjects, covering all key subjects across the division:

1. English (ESL), ILSC and ICT

2. Computer Science, Engineering & Design, Physics, Mathematics, Construction, Architecture, Gaming, Data Science
3. Life Sciences (Biology, Chemistry) and Health Sciences (Nursing, Physiotherapy, Occupational Therapy), Psychology, Sports Science, Environmental, Marine
4. Humanities, Arts, and Social & Political Sciences, including Law, Education, Media, Film, Criminology, English (not ESL)
5. Business, Management, Economics, Finance & Accounting, Banking, Actuarial Science, Marketing, Tourism

Each Subject Lead organises and chairs their own three meetings per year with other internal subject specialists from the division. They then provide progress updates to the Learning and Teaching Forum and write an annual report summarising developments throughout the academic year.

External Consultants

The Academic Registry team works with two external Consultants in the areas of *Academic English* and *Mathematics*. The roles provide an extra layer of quality assurance to the provision of priority areas within the division.

The Consultants work with the related Subject Leads to offer feedback on high-level module content, act as moderator and offer feedback on annual monitoring activities. The Consultants also write an annual report summarising developments throughout the academic year.

College Senior Management Team (College-Based)

The College Senior Management Team oversees all operational aspects of the College, including quality management. The Team has oversight for the college-based bodies outlined below.

Further details are available in the Quality Manual.

College Learning and Teaching Board (College-Based)

The College Learning and Teaching Board is responsible for the operation and control of educational activities such as programme delivery, academic standards and complaints.

Further details are available in the Quality Manual.

College Enhancement Team (College-Based)

The College Enhancement Team is designed to create a culture that facilitates empowerment, engagement and independent learning potential and capability and is a central part of the Navitas continuous improvement agenda.

Further details are available in NPR QS6.

Student Forum (College-Based)

The Student Forum provides an opportunity for discussion and consideration of matters of common concern or of good practice between the College Learning and Teaching Board and

the student body. Through discussion, advice and action, the Forum aims to enhance the quality of the student experience.

Further details are available in the Quality Manual and NPR QS8.

Academic Advisory Committee

The Academic Advisory Committee is the key academic link between the College and University Partner. It is responsible for reviewing the effectiveness of the academic environment of the College, overseeing academic matters and supporting the quality assurance and enhancement of programmes. Outcomes or actions from the above college-based bodies are considered as part of the Committee's duties.

Further details are available in the Quality Manual.

Policy Review

This policy will be reviewed every two years by the Navitas UPE Academic Board unless there are internal or legislative changes that necessitate earlier review. The policy was last reviewed on 10 January 2023 and approved as a Chair's action on behalf of the UPE Academic Board.