

## Higher Education Review (Embedded Colleges): Action plan template

| Glasgow International College Action Plan relating to Higher Education Review (Embedded Colleges) of February 2021  |   |                |                  |   |                                |   |
|---|---|----------------|------------------|---|--------------------------------|---|
| Good practice   | Action to be taken  | Target date    | Action by        | Success indicators  | Reported to                    | Evaluation  |
| In the course of HER(EC), the team identified the following areas of <b>good practice</b> that are worthy of wider dissemination.   |   |                |                  |   |                                |   |
| <ul style="list-style-type: none"> <li>The appointment of the Learning Advisor to provide individual and personal academic and pastoral support to students on a regular basis.</li> </ul>                                      | Learning Advisor role to be further embedded with Meet The Learning Advisor sessions in Welcome Week  | September 2021 | Academic Manager | Strong engagement and attendance at initial sessions. Allocation of students to Learning Advisors before term begins. | Learning and Teaching Director | Welcome Week Survey, student representative feedback, Learning Advisor allocation report. |
| Recommendation  | Action to be taken  | Target date    | Action by        | Success indicators  | Reported to                    | Evaluation  |
| <ul style="list-style-type: none"> <li>It is advisable that all Glasgow International College takes steps to further promote the Kaplan UK Pathways E-Safety Policy to ensure students are aware of its requirements</li> </ul> | The College was advised to take steps to further promote the UK Pathways E-Safety Policy to ensure all students are made aware of its requirements. In line with that, the document has been moved to a more prominent place on the VLE. New materials on E-Safety are being developed for Jan 2022 | September 2021 | College Director | E-safety Policy recorded in VLE checklist   | Learning and Teaching Director | Quality Calendar indicates completion   |

|  |   |               |                                   |  |                         |  |
|--|---|---------------|-----------------------------------|--|-------------------------|--|
|  | The importance of e-safety and the policy will be reported to Student Representatives   | November 2021 | College Director/Academic Leaders | E-safety to be an item on Student Representative forum | Senior Management Group | Minutes of Student Representatives forum |
|  | E-safety Policy distribution will be discussed at an appropriate College Services venue | November 2021 | Head of College Services          | E-safety to be an item on Safeguarding Panel           | Safeguarding Panel      | Minutes of Safeguarding Panel            |