



# **Partnership and Private Provider Organisation**

Staff Handbook 2011-2012

## **Contents**

## **1. Introduction**

The purpose of this Handbook is to complement the University's Modular Scheme Handbook and the Art and Design Regulations. It provides up-to-date information about the Wessex Partnership and describes various issues and procedures concerned with the operation of the partnerships.

It is designed to be a working document for you to add information with specific reference to the module/s for which you are responsible that are being delivered at the partner institutions. During the year you will be circulated with additional information. Any feedback from colleagues about the handbook, and suggestions for additions and improvements, will be very welcome.

A Student Handbook is also posted on the Wessex website. Do consult the Wessex Student Handbook for further information on the University's resources, facilities and support to Wessex students.

The changing higher education landscape is going to present challenges. We are confident that there continue to be opportunities to develop current partnerships, build new ones and find ways of working together that will have relevance to the future of teaching and learning.

Katie Akerman  
Head of Quality Management

## 2. Wessex Partnership 2011-2012

### 2.1 Programmes

Brighton Institute of Modern Music, Bristol (BIMM)	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Professional Musicianship</li> </ul>
Circomedia	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Contemporary Circus Skills and Physical Theatre</li> </ul>
City of Bath College	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Digital Design</li> <li>- Foundation Degree (FdA) Early Years</li> <li>- Foundation Degree (FdA) Fashion and Textile Design Skills</li> <li>- Foundation Degree (FdA) Heritage Management</li> <li>- Foundation Degree (FdA) Music Production and Artist Development</li> </ul>
City of Bristol College	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Early Years</li> </ul>
New College, Swindon	<ul style="list-style-type: none"> <li>- BA/BSc Hons Year 1 Combined Award in English, Psychology and Sociology</li> <li>- Foundation Degree (FdA) Early Years</li> <li>- Foundation Degree (FdA) Education Studies for Teaching Assistants</li> </ul>
Norton Radstock College	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Education Studies for Teaching Assistants</li> <li>- Foundation Degree (FdSc) Health and Social Care Management</li> <li>- Foundation Degree (FdA) Management and Management Systems</li> </ul>

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Weston College	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Applied Art and Design</li> <li>- Foundation Degree (FdA) Counselling</li> <li>- Foundation Degree (FdA) Early Years</li> <li>- Foundation Degree (FdA) Graphic Design</li> <li>- Foundation Degree (FdA) Musical Theatre</li> <li>- Foundation Degree (FdA) Music Production</li> <li>- Foundation Degree (FdA) Performing Arts</li> <li>- Foundation Degree (FdA) Popular Music</li> <li>- Foundation Degree (FdSc) Tourism Management</li> <li>- BA Hons Early Years (WBL)</li> <li>- BA Hons Applied Art and Design (WBL)</li> <li>- BA Hons Creative Industries Graphic Design (WBL)</li> <li>- BA Hons Musical Theatre(top up)</li> <li>- Lifelong Learning Initial Teacher Training</li> </ul>
Wiltshire College	<ul style="list-style-type: none"> <li>- Lifelong Learning Initial Teacher Training</li> </ul>
Wiltshire College, Salisbury	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Applied Art and Design</li> <li>- Foundation Degree (FdA) Education Studies for Teaching Assistants</li> </ul>
Wiltshire College, Trowbridge	<ul style="list-style-type: none"> <li>- Foundation Degree (FdA) Applied Art and Design</li> </ul>
Wiltshire LA	<ul style="list-style-type: none"> <li>- Education Studies, Module ED1601: Integrated Child Protection</li> </ul>
Torbay NHS Trust	<ul style="list-style-type: none"> <li>- Education Studies, Module ED1601: Integrated Child Protection</li> </ul>
Action For Children	<ul style="list-style-type: none"> <li>- Education Studies, Module ED1601: Integrated Child Protection</li> </ul>

## ***University Schools Links***

### School Level.

Each University School has nominated the following person with responsibility for School level liaison with the Wessex programmes.

<b>School</b>	<b>Named Person</b>
Art and Design	Martin Thomas
Education	Viki Bennett
Humanities and Cultural Industries	Tracey Hill
	Terry Rodgers
Music and Performing Arts	Charles Wiffen
Science and Social Science	Mike McBeth

### Subject level

In addition responsibility at subject level is with the following staff in respective Schools. This includes the management of assessment dates and procedures, annual reports and reviews.

<b>School</b>	<b>Subject</b>	<b>Named Person</b>
Art and Design	Art and Design	Martin Thomas
	Digital Design	Anthony Head
	Fashion	Frances Turner
	Graphic Design	Anthony Head
Education	Education Early Years	Viki Bennett
	Education Studies for Teaching Assistants	Viki Bennett
	Lifelong Learning Initial Teacher Training	Jim Crawley
Humanities and Cultural Industries	English and Literature	Tracey Hill
	Heritage Management	Alan Marshall
Music and Performing Arts	Performing Arts	Terri Power
Science and Social Science	Counselling	Rob Irwin
	Health and Social Care	Mary Stoate
	Management	Cathy Leng

	Psychology	Diane Stevens
	Sociology	Cath Morgan
	Tourism Management	Cathy Leng

Module coordinators

The identified module coordinators with responsibilities for direct links with tutors in partner institution are given in the table below. Their responsibilities include liaison on the content, delivery, assessment and moderation of modules.

**1. City of Bath College**

<b>1.1 Foundation Degree Digital Design</b>	
University Link Tutor: Anthony Head	City of Bath: Catherine Sellars
<b>1.2 Foundation Degree Early Years</b>	
University Link Tutor: Vikki Bennett	City of Bath: Theresa Waterhouse
<b>1.3 Foundation Degree Fashion and Textile Design Skills</b>	
University Link Tutor: Frances Turner	City of Bath: Fhiona McKie
<b>1.4 Foundation Degree Heritage Management</b>	
University Link Tutor: Kristin Doern	City of Bath: Kristin Doern
<b>1.5 Foundation Degree Music Production</b>	
University Link Tutor: Charles Wiffen	City of Bath: Mark Smithers

**2. Brighton Institute of Modern Music, Bristol (BIMM)**

<b>2.1 Foundation Degree Professional Musicianship</b>	
University Link Tutor: Charles Wiffen	BIMM: Mark Clayden

### 3. City of Bristol College

<b>3.1 Foundation Degree Early Years</b>	
University Link Tutor: Viki Bennett	City of Bristol: Joe Brown

### 4. Circomedia

<b>5.1 Foundation Degree Contemporary Circus Skills and Physical Theatre</b>	
University Link Tutor: Mark Langley	Circomedia: Saba James

### 5. New College Swindon

<b>5.1 BA/BSc Hons Combined Award: English/Sociology/Psychology</b>	
University Link Tutor: Tracey Hill/Cath Morgan/Diane Stevens	

Module Coordinators		UNIVERSITY	New College
EN 4001-40		William Hughes/ Stephen Gregg	Pam Golding
SC1001	Introducing Sociology	Mike McBeth	David Morrison
SC1012	Finding out in the Social Sciences	Cath Morgan	David Morrison
PS1001	Introducing Psychology 1	Nigel Holt	Jason Bush
PS1002	Introducing Psychology 2	Alison Wadeley	Jason Bush

<b>5.2 Foundation Degree Early Years</b>	
University Link Tutor: Viki Bennett	New College: Dawn Evans
<b>6.3 Foundation Degree Education Studies for Teaching Assistants</b>	
University Link Tutor: Viki Bennett	New College: Dawn Evans

## 7. Norton Radstock College

<b>7.1 Foundation Degree Education Studies for Teaching Assistants</b>	
University Link Tutor: Viki Bennett	Norton Radstock College: Sally Foster, Patti Turner
<b>7.2 Foundation Degree Further Education Management</b>	
University Link Tutor: Tony Emery	Norton Radstock College: Peter Skinner
<b>7.3 Foundation Degree Health and Social Care Management</b>	
University Link Tutor: Mary Stoate	Norton Radstock College: Danielle Allen
<b>7.4 Foundation Degree Management and Management Systems</b>	
University Link Tutor: Tony Emery	Norton Radstock College: St John Evans
<b>7.5 Foundation Degree Lifelong Learning Initial Teacher Training</b>	
University Link Tutor: Jim Crawley	Norton Radstock College: Caroline Harvey

## 8. Weston College

<b>8.1 Foundation Degree Education Applied Art and Design</b>	
University Link Tutor: Martin Thomas	Weston College: John Grayson
<b>8.2 Foundation Degree Counselling</b>	
University Link Tutor: Rob Irwin	Weston College: Barbara Feldtkeller
<b>8.3 Foundation Degree Early Years</b>	
University Link Tutor: Vikki Bennett	Weston College: Mark Wilkins

<b>8.4 Year 3 BA Hons Early Years (WBL)</b>	
University Link Tutor: Vikki Bennett	Weston College: Martine Duggan
<b>8.5 Foundation Degree Graphic Design</b>	
University Link Tutor: Anthony Head	Weston College: Vicky Norcross
<b>8.6 Foundation Degree Music Production</b>	
University Link Tutor: Charles Wiffen	Weston College: Clive Hughes
<b>8.7 Foundation Degree Musical Theatre</b>	
University Link Tutor: Dr Miranda Lundskaer-Nielsen	Weston College: Volker Bleck
<b>8.8 Foundation Degree Performing Arts</b>	
University Link Tutor: Terri Power	Weston College: Ged Stephenson
<b>8.9 Foundation Degree Popular Music</b>	
University Link Tutor: Charles Wiffen	Weston College: Matt Nisbet
<b>8.10 Foundation Degree Tourism Management</b>	
University Link Tutor: Cathy Leng	Weston College: Andy Alton
<b>8.11 Lifelong Learning Initial Teacher Training</b>	
University Link Tutor: Jim Crawley	Weston College: Caroline Harvey
<b>8.12 Year 3 BA Hons Applied Art &amp; Design (WBL)</b>	
University Link Tutor: Martin Thomas	Weston College: Terence Wilson-Fletcher
<b>8.14 Year 3 BA Hons Creative Industries Graphic Design (WBL)</b>	
University Link Tutor: Anthony Head	Weston College: Vicky Norcross

## 9. Wiltshire College (Trowbridge & Salisbury)

<b>9.1 Lifelong Learning Initial Teacher Training</b> (Trowbridge & Salisbury)	
University Link Tutor: Jim Crawley	Wiltshire College: Pauline Adams
<b>9.2 Foundation Degree Education Studies for Teaching Assistants</b> (Salisbury)	
University Link Tutor: Viki Bennett	Wiltshire College: Tish Cooney
<b>9.3 Foundation Degree Applied Art and Design</b> (Trowbridge)	
University Link Tutor: Martin Thomas	Wiltshire College: Chris Davies
<b>9.4 Foundation Degree Applied Art &amp; Design</b> (Salisbury)	
University Link Tutor: Martin Thomas	Wiltshire College: Caroline Ruark-Davis

## 10. Wilts LA

<b>10.1 Integrated Child Protection</b>	
University Link Tutor: Viki Bennett	Wiltshire LA: Sam Chapman

## 11. Torbay NHS Trust

<b>11.1 Integrated Child Protection</b>	
University Link Tutor: Vikki Bennett	Torbay NHS Trust: Maureen Heawood

## 12. Action for Children

<b>12.1 Integrated Child Protection</b>	
University Link Tutor: Vikki Bennett	Action for Children: Fran Laffan

## 2.3 Operation

### 2.3.1 Roles and Responsibilities

Academic tutors and managers at University have overall responsibility for the programmes. They work closely with colleagues in the partner colleges to ensure coherence and consistency. Together they ensure that appropriate and timely information is available and that a schedule of ongoing meetings and staff development is in place.

Central administration services of the University support the operation of the collaborative provision.

### 2.3.2 Assessment

The assessment of students will be consistent with all other students registered at the University. The assessment for any one module of study will be that as approved and applicable irrespective of location.

### 2.3.3 Marking and Moderation

<b>Wessex Partnership Guidance on marking and moderation</b>				
	<b>First year of partnership course</b>	<b>Second year of partnership course</b>	<b>Third year of partnership course</b>	<b>Beyond</b>
<b>First Marking</b>	Partner appointed tutor	Partner appointed tutor	Partner appointed tutor	Partner appointed tutor
<b>Second Marking</b>	Partner appointed tutor	Partner appointed tutor	Partner appointed tutor	Partner appointed tutor
<b>Moderation</b>	80% sampled by University tutor	40% sampled by University tutor	A minimum sample of 7 or 20% whichever is the greater sampled by University tutor	A minimum sample of 7 or 20% whichever is the greater sampled by University tutor
<b>External Examiner</b>	20% sample sent to external examiner other than first year work or eight assessments, whichever is the larger.	20% sample sent to external examiner other than first year work or eight assessments, whichever is the larger.	20% sample sent to external examiner other than first year work or eight assessments, whichever is the larger.	20% sample sent to external examiner other than first year work or eight assessments, whichever is the larger.

<b>Notes</b>	Second marking will be undertaken by a University tutor if there is no appropriate partner tutor. This is only expected to apply in the initial years of courses that have low numbers of students.
	Partners are encouraged to involve colleagues in second marking during the first three years of the partnership course.
	In the event of concerns about the quality of provision the University will extend and/or increase levels and duration of second marking and moderation.

### 2.3.4 Assignment Extensions and Mitigating Circumstances

Students can request a short extension for the submission of work from their module tutor. It is the responsibility of the module tutor to agree or not depending on the reasons for the request (at this stage the student is not required to provide accompanying documentation such as a doctor's note). The length of extension granted by the tutor has to depend on when the tutor requires the work to meet the marking deadline.

Longer extensions (i.e. deferrals beyond the assessment point) may be requested by means of a claim to mitigating circumstances. All claims from students to mitigating circumstances must be submitted by the student to the Student Administration Service at BSU Newton Park in writing, along with appropriate independent supporting evidence. Academic staff should not accept any such claims from students, but should refer them to the Student Administration Service. This is very important as only those claims logged within Student Services will be considered by the mitigating circumstances panel, and subsequently by the Assessment Board. A successful mitigating circumstances claim will usually lead to the student being allowed a further assessment opportunity at the next assessment point (deferred or referred as appropriate, depending on the assessment status at the time of the mitigating circumstances claim).

- If deferred the assessment is eligible for the full range of marks. This work may not necessarily be the exact assignment missed but could be an essay question set by the module tutor at the University.
- If referred the work can be re-submitted by the due date but will be capped at 40%.

Wessex students re-submitting work should either bring the work in person to the Student Services Office at Newton Park or send it by recorded delivery (with proof of sending) to arrive in the Student Services Office no later than the specified date.

### **2.3.5 Student Withdrawal**

Notice of withdrawals must be provided by students in writing to the Registrar's Office, BSU Newton Park campus, or by email to [mycourse@bathspa.ac.uk](mailto:mycourse@bathspa.ac.uk).

It is not sufficient for a student simply to notify a tutor of their withdrawal; in such cases students should be advised by the tutor of the correct procedure for withdrawal, and the tutor should also send an email to [mycourse@bathspa.ac.uk](mailto:mycourse@bathspa.ac.uk) to warn of possible withdrawal.

### **2.3.6 Student Absence**

Students should notify absence to their tutor in the partner institution. All genuine reasons for non-attendance should be properly documented and maintained. This documentation will be required at Subject and Assessment Boards. (See the University Modular Scheme Handbook).

### **2.3.7 Subject and Assessment Boards**

Consultation will take place on all assignment titles and tutors in the partner institutions will be involved in setting examination papers, including re-sit papers. All examinations are taken in similar conditions and are co-terminus.

Tutors from partner institutions will be required to attend relevant Subject Boards at the University. There is a requirement for partner subject tutors, or one tutor representing all subjects, to be present at subject boards. The University will endeavour to co-ordinate the timing of these, and give early notification, to facilitate attendance. Established practice is for the University subject leader, with prior briefing, to attend with responsibility for all students on the programme.

### **2.3.8 Appeals and Complaints**

**Appeals** against decisions of Assessment Boards are a matter the University. (See the University Academic Regulations for Students)

**Complaints** should be dealt with, in the first instance, through the procedures of the partner institution. Only when these are exhausted should they progress to the University's procedures.

### **3. Online services available to Wessex Partnership Staff and Students**

#### **How to Access the University Website**

An email account will be set up for Wessex Partnership staff and students and you will be given a username and password. These will enable you to access those web pages that are restricted to the University's staff and students. You will find a range of information on the website including welfare and finance information, examination dates, Student Union activities, information about the library etc. You will also be able to access subject resource materials.

The University's library subscribes to an increasing number of electronic services, many of which are available to students. Some services, like 'Education Service', are bibliographic databases, where an abstract (summary) of a journal article etc. is given, but not the full text. Other databases, like 'Academic Search Premier' and 'JSTOR', offer the full text.

#### **Which Databases are available to remote users?**

See the Library and Information Services web page at <http://www.bathspa.ac.uk/services/library/electronic-services> for a current list.

### **10 Easy Clicks to Accessing Electronic Journal Articles**

1. [www.bathspa.ac.uk](http://www.bathspa.ac.uk)
2. Services
3. Library and Information Services
4. Electronic Services (in E-Library)
5. Choose a database covering a subject relevant to your studies, or a general one, e.g. Academic Search Premier
6. Click on your database title again
7. Click on off-campus link
8. Enter your Bath Spa username/password
9. Click submit
10. Choose Databases – and start searching!

Please contact Matt Durant ([m.durant@bathspa.ac.uk](mailto:m.durant@bathspa.ac.uk)) if you have a query about electronic resources.

### **Minerva – University's Virtual Learning Environment**

#### **What is it?**

Minerva is a University computer system that uses 'Blackboard' software. You can access it from any computer anywhere on the internet using your University account details (username and password). It can be accessed at: <https://minerva.bathspa.ac.uk>

### **Who is it for?**

The University Schools place teaching and learning resources on Minerva for staff and students. Module Coordinators are responsible for ensuring that you are enrolled for their module and know what materials you need to access.

### **What Support is Available?**

Contact Mark Annand ([m.annand@bathspa.ac.uk](mailto:m.annand@bathspa.ac.uk)) Computing Services. Mark also has some very useful Help Pages at <http://it-help.bathspa.ac.uk>

### **University Computing Services Helpline**

If you have difficulty logging onto our computer systems please contact the number below. This is a telephone IT helpline 8.30am to 5.00pm Monday to Friday.

**01225 876500**

## **4. Library and Information Services**

### ***Services to Wessex Partnership Tutors***

Tutors in the Wessex Partnership are entitled to membership of the University's Library as are Wessex students. Full details of all the Library's facilities and services are on our web pages at: <http://www.bathspa.ac.uk/services/library/> These include access to the Library catalogue and our electronic resources (see above), FAQs and information on your Library account, e.g. how to renew your loans.

### **Loans and Renewals**

- You can apply for a library card by filling in a form available from the Library at Newton Park or Sion Hill.
- You can have up to 25 loans at a time.
- You can renew them up to five times through the Library catalogue or via the self-service machines or on the phone, provided no-one else has put a hold on them and you have no outstanding fines.
- If you phone (see below for contact numbers), make sure you have your Library card number ready and a phone number in case we need to get back to you for any reason.
- Loans can only be renewed by phone when Library staff are on duty (please check the opening hours information on our web pages).

- **Library communications:** notices, such as when your loans are about to go overdue, will be sent to your Bath Spa email account.
- **Enquiries:** you can make use of our Information Point or phone with brief enquiries (e.g. checking if a particular item is on the shelf) when library staff are available.
- **Computers:** with your Bath Spa network login, you can use the computers in the Open Access rooms in the Library.

Unfortunately there are some things we **cannot** do for you:

- Books or other loans cannot be posted to you and they cannot be sent on loan to your college library.
- Items cannot be collected by library staff from the shelves for you to pick up later.
- We cannot undertake lengthy phone enquiries or check reading lists for you.

If you do need to contact either Library to renew your loans or make brief enquiries, please contact:

Newton Park Library	(01225) 875490
Sion Hill Library	(01225) 875763

## 5. Employability and Enterprise

The University is committed to enabling students to make well-informed career choices, gain graduate-level employment and equip them with the tools for lifelong careers management. Bath Spa Careers – the university’s careers service – Job Shop and Business Support Office are just three areas within the University with a specific focus on graduate employability and enterprise, with areas of support open to all staff and students regardless of course and mode of study. In addition, the University offers an ever-growing programme of extra-curricular workshops and short courses – Bath Spa Plus – which provides a number of learning and developmental opportunities for all students, though spaces are limited.

### 5.1 Bath Spa Careers

*We can offer you:*

- Access to our information-rich website at [www.bathspa.ac.uk/careers](http://www.bathspa.ac.uk/careers), with details of current vacancies, careers advice and guidance, useful web links by subject and occupation, advice on applications, CVs and interviews, current vacancies, information on careers events and fairs. You can also access Prospects Planner: a computer guidance package for graduates
- Summary details of graduate destinations and progression routes from Foundation degrees

- Access to our physical resources and other computer-based tools at Newton Park
- Individual appointments, e-guidance and participation in workshops by referral from Wessex partner colleges, subject to availability.

Many of our resources are available on-line and we also have a wide range of information at our Newton Park campus, including:

- Occupational files and publications containing information on a wide range of career options
- Publications exploring practical methods of self-assessment in relation to careers planning, including changing careers and advice for mature graduates
- Leaflets linking your subject of study to potential career options
- Jobs Boards displaying current vacancies, including full time local and national jobs, graduate recruitment schemes, work placements and internships.
- Specialist Journals and Jobs Publications covering specific occupational areas such as environment, charities, arts
- Advice on job seeking, producing an effective CV, interview techniques, presentations and psychometric testing

Please note that for career-related information, advice and guidance, you should contact your College careers service or student advice team in the first instance. If you're not sure who this is – or they are unable to help you with your query, you're welcome to contact us. Bath Spa Careers can be contacted at [careers@bathspa.ac.uk](mailto:careers@bathspa.ac.uk) or 01225 875525.

Visit [www.bathspa.ac.uk/careers](http://www.bathspa.ac.uk/careers) for our useful, information-packed website.

## 5.2 Job Shop

We also know that, for many reasons, students may wish to combine paid employment while studying. Job Shop is the University's in-house recruitment service which promotes and advertises quality, part-time, paid vacancies throughout term time and vacation. This facility is aimed at students able to work in Bath and the surrounding area.

- Students in the Bath area wishing to register for Job Shop should visit [www.bathspa.ac.uk/jobshop](http://www.bathspa.ac.uk/jobshop) or e-mail [jobshop@bathspa.ac.uk](mailto:jobshop@bathspa.ac.uk)
- Students based in other partner colleges can locate suitable part time and vacation jobs via [www.nases.org.uk](http://www.nases.org.uk) and [www.gradsouthwest.com](http://www.gradsouthwest.com)

Visit [www.bathspa.ac.uk/jobshop](http://www.bathspa.ac.uk/jobshop) for the latest opportunities for Bath-based students.

### **5.3 Business Support Office**

Whilst we are currently unable to provide specialist enterprise support to students at partner colleges, on arrival at Bath Spa University, InSparation – the student enterprise club – will be available to offer support, advice and networking opportunities for enterprising and entrepreneurial students. With support from the University's Business Support Office and Entrepreneurs-in-Residence, a programme of events runs throughout the academic year on the theme of industry, business start up and enterprise. Any current student is eligible to access the specialist workshops and seminars that provide help and advice for structuring a business plan and starting a business.

Visit [www.bathspa.ac.uk/business](http://www.bathspa.ac.uk/business) for the latest news and opportunities.

### **5.4 Bath Spa Plus**

We've an extra-curricular learning and developmental programme to help students acquire essential personal and professional skills whilst studying and equip you with invaluable tools and techniques for life beyond university. A range of employer events, workshops from Bath Spa Careers, sessions led by the Writing and Learning Centre, the Students' Union and Just V – the University's volunteering programme – and a host of other activities are available to students. With a limited number of spaces available to students from partner colleges, whether they want to acquire new skills or brush up existing ones, there's support available for all.

Visit [www.bathspa.ac.uk/plus](http://www.bathspa.ac.uk/plus) for further information and booking details

### **5.5 Who to contact**

In the first instance, you should contact your College careers service or student advice team for employability, employment and enterprise matters.

However, if they're unable to help, or you'd like further information on any of the information above, please contact Rosy Williams, Employability Administrator, at [r.williams@bathspa.ac.uk](mailto:r.williams@bathspa.ac.uk) or by telephone to 01225 875462.

## **6. Student Representation**

Student feedback on all aspects of their experience while studying with the University is very important to us. As well as opportunities to evaluate their modules and to feedback their views to the institution in which they are studying, there are also opportunities for student representatives to take part in the following:

### ***Student Representatives Committee***

The University has a Student Representatives Committee, which is a subcommittee of the Academic Quality and Standards Committee (AQSC). A student academic representative from each partner organisation within the Wessex Partnership will be invited to participate. Meetings will normally take place three times a year at Newton Park Campus or Sion Hill Campus.

Duties of the subcommittee include:

- Advising AQSC on the implications for students of the outcomes from university quality assurance procedures, including external examiner reports;
- Advising AQSC on the outcomes of the National Student Survey, and any other similar measure of student satisfaction;
- Advising on any other matter that may be referred to the committee by AQSC.

### ***Benefits of Representation***

Students are strongly encouraged to put themselves forward for this opportunity:

- They will get to know University 'home' students as well as those from other partner institutions, and learn about their experience.
- They can make a difference to the experience of fellow University students at your institution;
- They will gain skills in committee participation which will also strengthen their CV; and last, but not least, they will be paid £100 + travelling expenses for each meeting attended.

## **7. Staff Development**

Academic Services organises two Partnership and Private Provider staff development one-day workshops each academic year.

The aim of these workshops is to provide opportunities for University staff to work together with colleagues from our partner organisations in the Wessex

Partnership on key aspects of collaborative provision and in subject-specific areas.

We welcome ideas for topics of general interest.

### ***University Support to Wessex Partner Tutors for Higher Level Study***

**Study for a PhD:** a 20% discount has been agreed on part-time fees for Wessex tutors in our partner organisations who wish to study for a PhD with the University. (This discount does not extend to the one-off registration fee payable upon full registration.)

**Professional Masters Programme in Education:** a 50% discount applies to all normal fees. Visit [www.bathspa.ac.uk/courses/postgraduate/professional-masters-programme.asp](http://www.bathspa.ac.uk/courses/postgraduate/professional-masters-programme.asp) for more information on this programme.

## **8. Quality Assurance**

The University has responsibility for ensuring that academic standards are maintained for all awards validated by the university. This responsibility cannot be delegated and it is the University that is accountable, though both internal and external quality regimes for the standard of its awards.

Quality Assurance and Enhancement of collaborative programmes follows closely the Quality Assurance Agency (QAA) Code of Practice for Collaborative Provision.

### ***Tutor Visits***

As part of the oversight of collaborative programmes, University tutors with responsibility for modules are required to visit the students and tutors in the partner college. The minimum requirement is one visit per semester.

Guidelines for Tutor Visits are included later in this document.

## Annexe One

### Glossary

**Named School Link:** the tutor within each University School who is responsible for the HE/FE partnerships for the whole School. Responsibilities will include liaison with Academic Office, overview of applications, co-ordination of subject area links e.g. monitoring of visits.

**Named Subject Link:** the tutor at the University who is responsible for a subject area. Responsibilities include the day to day overseeing of the course management for the subject including exam dates, assessment procedures and subject reviews.

**Module Co-ordinator:** the tutor at the University who is responsible for a University Module included in a collaborative agreement. Responsibilities include the liaison with module tutors at the Partner including the content of modules, assessment and moderation.

## **Annexe Two**

### **Guidelines for Tutor Visits**

#### **Introduction**

The purpose of this paper is to offer guidelines to University and partner colleagues on the nature and purpose of visits by University lecturers to tutors in our partner institutions.

University has responsibility for ensuring that academic standards are maintained for all awards of the University.

It is an Academic Quality and Standards Committee (AQSC) requirement that each University module coordinator visits/link tutor visits the relevant FEC module tutor at least twice a year. During this visit some time is to be found for discussion with students. This complies with the QAA Code of Practice for Collaborative Provision:

‘The Awarding Institution should ensure that effective measures exist to review the proficiency of staff engaged with collaborative programme ... undertaking its own evaluation of the proficiency of the academic staff involved in the programme and provide development opportunities for such staff’.

Visits from University lecturers are a key part of the University’s procedure for “Reviewing the proficiency of staff” in partner colleges when centres are validated and when personnel change. In addition the Wessex Partnership provides a programme of staff development opportunities.

#### **Guidelines**

1. Visits should be scheduled at the beginning of the academic year and this schedule shared with the partner institutions.
2. Visits are not part of the process of appraisal or any other form of Human Resource Management related to the partner institutions.
3. A record of the visit should be completed by the University tutor and a copy sent to the Academic Office. Tutors at partner institutions will be sent a copy of the visit report by the visiting tutor.