



Policy:	Enhancement Policy
Date of approval:	February 2021
Effective date:	February 2021
Next review date:	September 2021

Purpose

The purpose of the policy is to develop and Achieve Student Enhancement measures at Cambridge College of Management & Sciences (CCMS).

Objectives

- a) To have robust systems in place that generate and systematically collate and evaluate information on learning opportunities enabling deliberative enhancements to be identified.
- b) To ensure that from the information gleaned from (a) an effective and manageable Action Plan is produced.
- c) To define achievable deliberative enhancements in terms of content, appropriate personnel and timescales.
- d) To ensure the Action Plan is disseminated to all stakeholders and discussed in those deliberative committees and boards defined in the Strategic Enhancement Plan.

Enhancement Principles

The Enhancement Policy draws on the principles embedded in the Enhancement Strategy and identifies a set of policy goals below to achieve those principles.

Policy Goals

- 1. To produce a comprehensive college wide Action Plan covering all provision and external reports received by the College.
- 2. To ensure that the college's deliberative enhancement initiatives are aligned with the college's strategic plan and its mission.
- 3. To ensure that the college has academic oversight of the enhancement strategy and its outcomes
- 4. To ensure that the college continuously reviews and evaluates the operation of the Enhancement Strategy
- 5. To take deliberate steps to continually enhance the college's learning environment.

6. To ensure that all stakeholders are consulted (staff, students, managers, technicians etc.) and are fully conversant with the deliberative enhancement.

Procedures

The Policy also seeks to identify the procedures for delivering the Enhancement Strategy across Cambridge College of Management & Sciences (CCMS).

1. The Academic Board will be responsible for the continuous enhancement of both the maintenance of academic standards and the quality of learning opportunities provided. It will review progress of the Action Plan on a Termly basis.
2. The college shall annually review the Action Plan to ensure that deliberative enhancements are identified and delivered.
3. The Director of Studies will lead the process for determination of deliberative enhancements administratively supported by the Quality Assurance team over a specified time period.
4. This will engender the production of an Action Plan containing the deliberative enhancements.
5. Enhancement areas will be drawn from the routine reporting mechanism available at module, programme, subject and institutional levels.
6. The college will make use of the range of reports specified in the Enhancement Strategy to define deliberative enhancements.
7. The senior management team (SMT) will produce the definitive draft Action Plan drawing on all documentary evidence.
8. The SMT will identify deliberative enhancements within the Action Plan
9. The SMT will circulate the Action Plan to all stakeholders for further consultation and seek agreement for and suggestion of further potential enhancements.
10. The Action Plan will be signed off by the SMT.
11. The Academic Board will approve the Action Plan.

Action Plan

The Action Plan is the key tool to present deliberative enhancements and will be formatted in the following way in order:

1. The Deliberative Enhancement:
2. Actions to be taken to achieve the enhancement:
3. Target Dates for actions:
4. Action by:
5. Review and Evaluation:
6. Signed off by:

Review and Evaluation

The Academic Board will produce an annual report to evaluate progress and sign off the Action Plan. The Report from the chair will be operationalised by the SMT who will present the next Action Plan.

Timescale

A revised Action Plan will be developed annually and taken through procedures 1-11 to ensure appropriate loop closing for procedures.