



Bury College Policy and Procedures

HE Student Engagement Policy & Procedures

Document Control Sheet

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Version Control Tracking

Version	Date	Revision Descriptor	Editor	Status
V0.2	12/10/2015	Updates following HESQM review meeting	KW	Draft
V1.0	21/01/2016	Approved by HESMQ	KW	Approved
V1.1	01/01/2019	Changes due to re-structure	KW	Approved
V1.2	12/02/2020	Policy review period update	AE	Awaiting final approval
V1.2	23/04/2020	Approved by LT w/c 19 th April 2020	JG	Approved

1. Introduction & Purpose

- 1.1** Bury College works in partnership with a range of Higher Education providers and awarding bodies including the University of Bolton, University of Cumbria, University of Huddersfield and Pearson. The Higher Education curriculum portfolio reflects the college's tertiary and community nature with qualifications available at HNC, HND, Foundation Degree, Degree and Professional Graduate Certificate in Education levels.
- 1.2** The purpose of the HE Student Engagement Policy is to ensure that Bury College creates, in conjunction with the undergraduate student body, a sense of community that helps to develop the student skills and promote wellbeing. This will be achieved through dialogue with HE students via a range of mechanisms including student representation, focus groups and student satisfaction surveys which focus on how the whole learning experience can be enhanced.

2. Definitions

- 2.1** Student engagement – engaging all students individually and collectively, as partners in the assurance and enhancement of their education experience.

3. Implementation

- 3.1** Bury College will seek student insights as users of the service at different stages of their experience including: Application and admissions; Induction and transition into Higher Education; Programme and curriculum design, delivery and organisation; Curriculum content; Teaching delivery; Learning Opportunities; Learning Resources; Student support and guidance and Assessment.
- 3.2** All HE courses will have at least one student representative per level. The student representative will be elected by their peers during the autumn term. The duration of the appointment will be for one academic year in the first instance and student representatives will have the opportunity to stand for election in each subsequent year of their course
- 3.3** A Lead Student Representative and Deputy Lead Representative will be elected from the student representative body at the first meeting in the Autumn term, representing the HE student body annually.
- 3.4** Training will be provided for all new and re-elected student representatives in the autumn term of each academic year. Training will include making the representatives aware of their roles and responsibilities as described in the HE Course Representative Role Description, the college management structure and its various quality assurance procedures.

- 3.5** Feedback will be sought in a variety of ways including:
- National Student Survey for final year students
 - Module evaluations
 - Student Representative Meetings
 - Staff Student Liaison Committee Meetings
 - Student Satisfaction surveys (Induction, mid-year, end of year)
- 3.6** The results of these surveys and the subsequent actions, where appropriate, will be shared with students via the Student Representative process and electronically through the VLE.

4. Responsibilities

4.1 Management responsibilities

- The Quality & Standards Manager will monitor the implementation of the College's Student Engagement Policy including the implementation, analysis and evaluation of stakeholder satisfaction surveys and focus groups to ensure the information is utilised effectively to improve the learner experience.
- The Quality & Standards Manager will oversee the monitoring and continuous improvement of the student engagement process. This will include recruitment and selection of the student representatives and will, in addition, oversee the feedback process for HE students.

4.2 Staff responsibilities

Academic staff will carry out identified actions, which are a result of student feedback, as part of their teams Quality Improvement Plan

4.3 Student responsibilities

Student representatives are expected:

- To be the voice of students studying on their course
- To take active engagement with how decisions are made
- To liaise with the HE team and the course tutors on a regular basis
- To represent their peers' opinions and interests and address issues that impact the quality of the educational experience at The University Centre by attending meetings at both course

committee and University Centre Management level and taking part in activities

- To work with The University Centre staff to develop policies and educate students about important issues within their education
- To keep abreast of student issues within their course, through actively engaging the opinion of their peers
- To feedback information to The University Centre staff as appropriate.
- To feedback to their learner group.

4.4 The Lead and Deputy Student representative will:

- Currently be a serving student representative
- Undertake all of the duties of a student representative
- Attend meetings of the Higher Education Strategic Management and Quality Group representing as fully as possible the range of views of the HE student body and reporting back to the other student representatives the outcome of meetings with college management
- Make sure that other student representatives are aware of meetings and encourage attendance.

5. Associated Documents

- QAA Quality Code – Part B: Chapter B5
- Bury College HE Strategy
- HE Course Representative Guide
- HE Course Representative Role Description

6. Monitoring, Review and Evaluation

- The implementation and impact of the Student Engagement Policy will be monitored by The Quality Manager annually.
- The policy document will be reviewed every two years.