



## **Bellerbys Educational Services Ltd**

### **Embedded College Review for Educational Oversight by the Quality Assurance Agency for Higher Education**

May 2012

## **Annex 2: University of Huddersfield International Study Centre**

### **Introduction and background**

The University of Huddersfield International Study Centre (ISC) was established in 2008. It delivers an International Foundation Year (Business, Law and Social Studies; Creative Arts; Engineering, Computing, Science), a Certificate in Business, a Certificate in Engineering, a Pre-Master's (Business, Computing, Art and Design), and an English Language Preparation Programme. Students who successfully complete the programmes and achieve the required grades will progress to an undergraduate or master's programme at the University.

The responsibilities of the respective parties are set out in the inter-institutional agreement. Ultimate responsibility for the academic standards of the programmes rests with the University, which gives credit but not named awards. Bellerbys Educational Services Ltd, through the ISC, is responsible for the day-to-day management of standards and the quality of learning opportunities. The University is responsible for public information.

### **Key findings**

#### **Academic standards**

As a result of its investigations, the review team considers that there can be **confidence** that academic standards at the University of Huddersfield International Study Centre are managed appropriately and in accordance with the policies and procedures of Bellerbys Educational Services Ltd (and of the University where appropriate).

#### **Quality of learning opportunities**

As a result of its investigations, the review team considers that there can be **confidence** that the quality of learning opportunities at the University of Huddersfield International Study Centre is assured and enhanced appropriately and in accordance with the policies and procedures of Bellerbys Educational Services Ltd (and of the University where appropriate).

## Public information

As a result of its investigations, the review team considers that **reliance can** be placed on the accuracy and completeness of the information that this ISC is responsible for publishing about itself and the programmes it delivers.

## Good practice

The review noted the following **feature of good practice** at this embedded college:

- the work of ISC staff to develop Academic and Personal Development Planning (APDP) materials (paragraph 10).

## Recommendations

The review team makes the following recommendation in relation to this college.

The review team considers that it is **advisable** for the University of Huddersfield ISC to:

- ensure that transcripts for all programmes record the name and location of the ISC (paragraph 2).

## Detailed findings

### How effectively do Bellerbys Educational Services Ltd and University of Huddersfield ISC fulfil responsibilities for the management of academic standards at this college?

1 Bellerbys Educational Services Ltd fulfils its responsibilities for the management of academic standards at this ISC effectively. See main report, paragraphs 1.1 - 1.14.

### How effective is the management of student assessment?

2 Bellerbys Educational Services Ltd generally fulfils its responsibilities for managing the assessment of students at this ISC effectively. See main report, paragraphs 1.15 - 1.21. However, student transcripts do not always indicate the place of study: for the certificate and pre-master's they do not record the name and location of the ISC. Bellerbys Educational Services Ltd is advised to ensure that transcripts for all programmes record the name and location of the ISC.

### How effectively are UK external reference points used in the management of academic standards?

3 UK external reference points are used effectively in the management of academic standards. See main report, paragraphs 1.22 - 1.26.

### How effectively are external examining, moderation, or verification used to assure academic standards?

4 Bellerbys Educational Services Ltd makes effective use of external examining, moderation, or verification to assure academic standards. See main report, paragraphs 1.27 - 1.33.

### **How effectively is statistical information used to monitor and assure academic standards?**

5 Bellerbys Educational Services Ltd makes effective use of statistical information to monitor and assure academic standards. See main report, paragraphs 1.34 - 1.39.

### **How effectively are responsibilities for managing and enhancing the quality of learning opportunities fulfilled?**

6 Bellerbys Educational Services Ltd fulfils its responsibilities for managing and enhancing the quality of learning opportunities at this ISC effectively. See main report, paragraphs 2.1 - 2.4.

### **How effectively are external reference points used in the management and enhancement of learning opportunities?**

7 Appropriate sections of the *Code of practice* are used effectively in the management and enhancement of learning opportunities. See main report, paragraphs 2.5 - 2.6.

### **How effectively do Bellerbys Educational Services Ltd and University of Huddersfield ISC assure themselves that the quality of teaching and learning is being maintained and enhanced?**

8 Bellerbys Educational Services Ltd assures itself effectively that the quality of teaching and learning is being maintained at this ISC. See main report, paragraphs 2.7 - 2.11.

### **How is student feedback used to assure and enhance the quality of learning opportunities?**

9 Bellerbys Educational Services Ltd's expectations with regard to student feedback are met through the effective use of questionnaires and students' elected representatives. See main report, paragraphs 2.12 - 2.16.

### **How effectively do Bellerbys Educational Services Ltd and University of Huddersfield ISC assure themselves that students are supported effectively?**

10 Bellerbys Educational Services Ltd fulfils its obligations for the support of students at this ISC effectively. See main report, paragraphs 2.17 - 2.21. The review team noted in particular the work of ISC staff to develop Academic and Personal Development Planning (APDP) materials. The ISC had received a Bellerbys Educational Services Ltd teaching award for this development. The materials produced had been used by staff at another ISC, working with the Bellerbys Educational Services Ltd E-learning Coordinator, to develop APDP material in electronic form.

### **How effectively does University of Huddersfield ISC manage the recruitment and admission of students?**

11 Recruitment and admission of students to the ISC are managed centrally by Bellerbys Educational Services Ltd, and these processes are generally effective. See main report, paragraphs 2.22 - 2.26.

**What are the arrangements for staff development to maintain and/or enhance the quality of learning opportunities?**

12 Bellerbys Educational Services Ltd's arrangements for staff development are applied effectively at this ISC. See main report, paragraphs 2.27 - 2.32.

**How effectively do Bellerbys Educational Services Ltd and University of Huddersfield ISC ensure that learning resources are accessible to students and sufficient to enable them to achieve the learning outcomes?**

13 Bellerbys Educational Services Ltd, through its agreement with the University, manages the provision of learning resources effectively. See main report, paragraphs 2.33 - 2.37.

**How effectively does Bellerbys Educational Services Ltd's public information communicate to students and other stakeholders about the higher education it provides at this college?**

14 Bellerbys Educational Services Ltd's public information communicates effectively to students and other stakeholders about the higher education it provides at this ISC. See main report, paragraphs 3.1 - 3.3.

**How effective are the Bellerbys Educational Services Ltd's arrangements for assuring the accuracy and completeness of information it has responsibility for publishing at this college?**

15 Bellerbys Educational Services Ltd works effectively with the University to provide accurate information about its higher education provision at this ISC. See main report, paragraphs 3.4 - 3.7.

## Action plan

University of Huddersfield International Study Centre action plan relating to the Embedded College Review for Educational Oversight May 2012						
Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
The review team identified the following area of good practice that is worthy of wider dissemination within the provider:						
<ul style="list-style-type: none"> <li>the work of ISC staff to develop Academic and Personal Development Planning (APDP) materials (paragraph 10).</li> </ul>	Work with other ISCs where this has been implemented as an e-portfolio to share good practice	Start: August 2012	Head of Centre HE Trainer	Implementation of e-portfolio Academic and Personal Development Planning materials	Teaching and Learning Committee  ISCQAEC	Staff/student feedback  Annual evaluation report
Advisable	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
The team considers that it is <b>advisable</b> for the provider to:						
<ul style="list-style-type: none"> <li>ensure that transcripts for all programmes record the name and location of the ISC (paragraph 2).</li> </ul>	Put the name and location of the ISC on all transcripts	From July 2012 cohort onwards	Head of Centre University Registry	Amended transcripts produced	Regional Director/ Deputy Principal	Discussion in Centre Student Panel and Course Committee  Annual evaluation report

Key to Action Plan:

Roles and committees identified are part of Bellerbys Educational Services Ltd unless specifically identified with the University.

ISCQAEC: International Study Centres Quality Assurance and Enhancement Committee

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