



## Quality Review Framework Annex 9.2.1:

# ASER Main Steps

Contact: **Sandra Hinton**, Quality Assurance Manager, Academic Services, Student and Registry Services

### Guidance

Step	Action	Date	People/Body	Hyperlink	Notes
<b>Step 1</b>	ASER Digests of data are issued to Departments to produce a Development and Enhancement Plan	30 October 2020	From Academic Services / Quality Review Sub-Committee of EdCom.		Quantitative data plus: <ul style="list-style-type: none"><li>• External Examiners' Reports;</li><li>• External survey results (NSS, PTES, etc);</li><li>• Feedback from internal surveys (e.g. SEQs);</li><li>• Employability statistics (DHLE).</li></ul>
<b>Step 2</b>	Departments must compile Development and Enhancement Plans using the template.	October - December	Departments		
<b>Step 3</b>	Departments must submit Development and Enhancement Plans for discussion to DTC and SSCC.	January/ February	Departments to Departmental Teaching Committees and Staff Student Consultative Committees.		The minutes of these committees MUST record that discussion of the Reports and Plans has taken place.
<b>Step 4</b>	Departments must submit Development and Enhancement	January/ February	Departments to Faculty Teaching committees.		The FTC is asked to sign off on any actions proposed by the Department. The minutes MUST record that

Step	Action	Date	People/Body	Hyperlink	Notes
	Plans for discussion to Faculty Teaching Committees.				discussion of the Reports and Plans has taken place.  The Faculty should identify any cross-Faculty themes or requests for additional support from e.g.; Arena, OVPESA
<b>Step 5</b>	Development and Enhancement Plans are submitted by Faculties to Quality Review Sub-Panel via SharePoint	February	Faculty Tutors to Secretary of Quality Review Sub-Committee.		
<b>Step 6</b>	Quality Review Sub-Committee meets to consider Departmental Development and Enhancement Plans.	March	Quality Review Sub-Committee.		
<b>Step 7</b>	Departments continually update Development and Enhancement Plan through DTC and SSCC.	March – September			
<b>Step 8</b>	Quality Review Sub-Committee reports to Education Committee.	April	Quality Review Sub-Committee to EdCom.		
<b>Step 9</b>	Quality Review Sub-Committee reports back to Faculty Tutors and they feed back to Departments any particular issues.	March - May	Quality Review Sub-Committee to Faculty Tutors.		If any serious issues arise, the QSRC, Arena etc. will work with particular Departments, via Faculty tutors to offer advice and support.
<b>Step 10</b>	The QRSC Chair offers individual feedback to all HoDs.	March - May	QRSC to HoDs		