



Quality Review Framework Annex 9.2.1:

ASER Main Steps

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Guidance

Step	Action	Date	People/Body	Hyperlink	Notes
Step 1	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"> • External Examiners' Reports; • External survey results (NSS, PTES, etc); • Feedback from internal surveys (e.g. SEQs); • Employability statistics (DHLE).
Step 2	Departments must compile Development and Enhancement Plans using the template.	October - December	Departments		
Step 3	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.
Step 4	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

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	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
Step 5	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.		
Step 6	Quality Review Sub-Committee meets to consider Departmental Development and Enhancement Plans.	March	Quality Review Sub-Committee.		
Step 7	Departments continually update Development and Enhancement Plan through DTC and SSCC.	March – September			
Step 8	Quality Review Sub-Committee reports to Education Committee.	April	Quality Review Sub-Committee to EdCom.		
Step 9	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.
Step 10	The QRSC Chair offers individual feedback to all HoDs.	March - May	QRSC to HoDs		