

**Academic Board**

**Wednesday 10<sup>th</sup> November 2021, 10.30am**

**Meeting via Zoom**

**MINUTES Confirmed**

**Members present:**

Mr Alex Fraser (Chair); Professor John Annette; Dr Claire McCafferty; Professor Gulnur Muradoglu; Professor Mark Shackleton; Ms Hema Tank; Professor Damian Ward; Professor Simon Wolfe; Ms Suellen White (Secretary)

**AB21/03/01 Welcome and apologies**

Mr Fraser welcomed members to the meeting and also Ms Allison McNeill (Head of Quality, Higher Education and Apprenticeships) and Ms Karen Taylor (Head of Apprenticeships) who were present for item 4.

Apologies were received from Ms Cathy Higgs, Professor Heather McLaughlin and Mr Osy Plummer.

**AB21/03/02 Minutes**

The minutes of the Academic Board meeting held on 7<sup>th</sup> July 2021 were approved. *Paper*

*AB21/02MIN*

**AB21/03/03 Matters arising**

*Redacted - Confidential*

**MATTERS FOR DISCUSSION / REVIEW / APPROVAL**

**AB21/03/04 Apprenticeships**

Ms Taylor and Ms McNeill gave a presentation on our apprenticeship provision. *Presentation*

Ms Taylor updated members on our apprenticeship programmes, including what we were delivering, who our customers were, how we were delivering these programmes and our relationships with the apprentices, their employers and our faculty and staff involved with the delivery. Ms McNeill then described our approach to the quality assurance of our apprenticeship provision, including how we ensured the quality of our provision and how we provided assurance to the relevant stakeholders, including Ofsted, ESFA, our Board of Governors, Academic Board, Audit Committee and our customers.

Points discussed included:

- Our first cohort graduated in 2020 with more than 50 per cent achieving a 1st or 2.1 degree classification noting that the entry point for apprenticeships tended to be lower than the usual entry route.
- We achieved a 91 per cent satisfaction in last year's NSS results from our apprentices.
- There would be increased regulatory oversight this year with an impending monitoring visit from Ofsted and also our reapplication for the third time (along with all other providers) to the Register for Approved Training Providers (RoATP).
- We were currently undertaking a strategic review and would be focussing on diversification regarding the apprenticeship standards and scalability.
- Positive feedback from customers demonstrated the high level of support we gave to our learners.
- Customers welcomed the regular updates we gave them and also the frequent feedback mechanisms in place to ensure continual and timely enhancement.
- Quality assurance was 'end-to-end', eg embedded from learner registration through to preparation for their end point assessment.
- Quality assurance included regular scrutiny of the apprenticeship standards, ESFA funding rules, apprentice welfare (including Safeguarding and Prevent), the collection and return of data and the application of learner skills, knowledge and behaviours.
- Mechanisms to support assuring stakeholders included a working group with cross team membership, a monitoring log which was regularly reviewed, updated and made available to deliberative committees, internal audit and deep dive quality checks, external sector group membership and rigorous quality processes to ensure satisfactory regulatory data and compliance returns.

Discussion in response to questions asked by members included:

- Whether the accelerated Chartered Associate Programme (120 credits) could also be an HE qualification.  
ACTION: Ms White to investigate.
- The focus on scalability could include viability regarding student numbers, how much we were prepared to offer customers a bespoke programme in the future and looking at ways to make the delivery more efficient.
- That we were ambitious with our plans and delivering apprenticeship programmes was an important project.

Finally, Academic Board members thanked Ms McNeill and Ms Taylor for their presentation and confirmed their satisfaction with the quality of our

apprenticeship provision and the quality assurance processes in place.

### **AB21/03/05 Student Protection Plan**

Ms Tank presented amendments to the Student Protection Plan. The main amendment to the Plan was the inclusion of a section on unprecedented events (the catalyst being the Covid-19 pandemic). This section explained the steps LIBF took, and would take, to manage the risk of an unprecedented event. The Plan had been discussed at the Student Experience Group and circulated to students for comment. Once approved internally, the Plan would be submitted for approval to the Office for Students.

*Paper*  
*AB21/03/05*

Academic Board approved the amendments to the Student Protection Plan.

ACTION: Ms White to submit to the Office for Students.

### **AB21/03/06 Strategies**

#### a) HE Quality Assurance Strategy

Ms White presented the HE Quality Assurance Strategy. She highlighted that the 5-year restriction had been removed so that it aligned with other strategies and that completed milestones now had their impact recorded in the strategy. The strategy had been endorsed by the Academic Standards and Quality Committee.

*Paper*  
*AB21/03/06a*

Academic Board members discussed remote assessment, and subsequent training for faculty and external examiners, and requested that this be strengthened in the strategy.

ACTION: Ms White to update the strategy.

Academic Board approved the HE Quality Assurance Strategy subject to the requested amendment.

#### b) Updated milestones to the Careers and Employability Strategy

Ms Tank presented the updated milestones in the Careers and Employability Strategy. These had been revisited in light of the Covid-19 Pandemic but it was pleasing to see that 'in-person' events were now being rescheduled; this was important for students as it gave them the opportunity to network and make contacts. The pilot Bridge programme was very successful so there were plans to grow and develop it, for example by including staff from our professional education provision and exploring partnerships. Whilst it was early days for employment of the 2021 graduates, Ms Tank was pleased to report that some graduates had achieved very prestigious jobs.

*Paper*  
*AB21/03/06b*

Academic Board approved the updated milestones to the Careers and Employability Strategy.

### **MATTERS FOR REPORT/UPDATE**

**AB21/03/07 National Student Survey**

*Redacted- Confidential*

**AB21/03/08 Regulatory Matters**

a) OfS updates

Ms White reported on current OfS updates and the status of our application to renew our taught degree-awarding powers.

b) Access and Participation Plan Provider Impact Report

*Redacted - Confidential*

**AB21/03/09 Updates**

Academic Board received updates from:

- a) Managing Director, Higher Education on student recruitment.
- b) Director of Studies on building the relationship between faculty and students, the positive feedback received following our maths bootcamp, our students' excellent performance in the global Bloomberg trading simulation and an update on the recruitment of an academic lead for our Research Centres.
- c) Registrar, Quality, Policy and Regulation on the policies we were currently developing and the positive outcome from our internal audit of ESFA funding rules.

**MATTERS FOR RECEIPT**

**AB21/03/10 Student Experience Committee**

Academic Board received the minutes of the Student Experience Committee meeting held on 13<sup>th</sup> October 2021

*Paper  
AB21/03/10*

**AB21/03/11 Any other business**

There was no other business.

**AB21/03/12 Dates of next meeting**

Wednesday 30<sup>th</sup> March 2022