

Higher Education Student Engagement Policy

*Excellence • Passion • Integrity • Valuing Others •
Supportiveness • Teamwork*

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The ***Higher Education Student Engagement Policy*** was approved by the Board of Governors in July 2022. This supersedes previous versions.

Originator: Dean of Higher Education
Located: College Group Intranet & Website
Due for review: May for July 2025

HIGHER EDUCATION STUDENT ENGAGEMENT POLICY

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HIGHER EDUCATION STUDENT ENGAGEMENT POLICY

1. Purpose

- 1.1 Sparsholt College (University Centre Sparsholt - UCS) is an Associate College of the University of Portsmouth and as a consequence is responsible for Student Engagement.
- 1.2 The purpose of this policy is to define our intentions to involve and empower students in the process of shaping their learning experience, in their journey towards becoming autonomous, independent learners.
- 1.3 UCS is committed to working with all students, either as individuals and/or as groups, to help them develop the skills and confidence to be actively involved in the organisation of their own learning and student experience, regardless of their mode of study, age, disability, gender, race, religion, sexuality or transgender status.
- 1.4 UCS is committed to achieving the seven guiding principles of the QAA UK Quality Code (see Appendix A) to meet UK quality requirements.

2. Definitions

- 2.1. *'The provider engages with students, individually and collectively in the development, assurance and enhancement of the quality of their educational experience.'* The UK Quality Code (2018).
- 2.2 The Higher Education Student Charter states its commitment to student engagement as follows:

**Provide regular formal and informal opportunities for you to comment on any aspect of your studies and University Centre Sparsholt life.
Tell you what action we have taken as a consequence of your feedback.
Support course representatives to undertake their activities.**

3. The Policy

- 3.1 All Higher Education students will be actively encouraged and supported to be involved in student engagement activities to improve quality processes in a manner and at a level that is appropriate to them. (Principles 1,2)
- 3.2 UCS will foster an appropriate range of Student Engagement activities to establish a culture and environment where students are encouraged to take up the opportunities on offer. (Principles 2,4)

- 3.3 Quality systems and processes will facilitate the inclusion of individual and collective feedback from students. (Principles 1,4)
- 3.4 Aspects of the educational journey into which students will be invited to offer insight into include:
- Application and Admission
 - Induction and progression, programme and curriculum design, delivery and organisation
 - Teaching and learning
 - Assessment
 - Learning resources
 - Student support and guidance.
 - Regulatory compliance.
 - Other areas identified by the student body
- (Principles 1,3,4,5)
- 3.5 Support and information for students will be provided to ensure their understanding of student engagement and their individual and collective responsibilities in the process. (Principles 1,2)
- 3.6 Training and monitoring will be provided for staff involved in the promotion and completion of student engagement activities. (Principles 1,6)
- 3.7 UCS will provide student engagement opportunities which will ensure equality of access for the entire student cohort, both collectively and as individuals, activities will include:
- Student representation on the College's Governing Body
 - Student representation on the curriculum Board of Studies
 - Student consultation and contribution to compliance with Office for Students regulatory framework (including Access and Participation Plan, Student Protection Plan and TEF).
 - Course representatives with appropriate training
 - Higher Education Student Association
 - HE Resources and Facilities meetings
 - Curriculum area Learner Voice activities
 - Higher Education internal and external student surveys including NSS
 - Consultation on Course modification and development
 - Group tutorials
 - Residential Learner Voice
- (Principles 1,4,5,6)

- 3.8 UCS will provide mechanisms to ensure that feedback related to the student experience is disseminated amongst the student body and relevant stakeholders, including effective communication to demonstrate when action has, or has not occurred based on student feedback. (Principle 7)

4. Implementation

- 4.1 It is the responsibility of all staff and managers involved in the delivery of teaching, learning assessment and support to Higher Education students to foster and promote student engagement opportunities across the College. The Vice Principal – HE will lead the process, supported by the Assistant Principal–HE, who are responsible for ensuring that all students are aware of and able to access student engagement opportunities.
- 4.2 The Assistant Principal - HE with responsibility for student engagement has a major role in working with the student body.
- 4.3 The Assistant Principal - HE will be responsible for organising Student Association and Resources and Facilities activities, and Course rep training activities in conjunction with University of Portsmouth Student Union staff.
- 4.4 Higher Education students will be informed and empowered to become involved in student engagement activities as a result of effective communication through the Assistant Principal – Higher Education to the staff involved in teaching, assessing and supporting Higher Education students. The communication strands include L-Edge the College’s Virtual Learning Environment, group and individual tutorials, HE Student Handbook, resources made available on Teams and course representatives.
- 4.5 Appropriate training and briefing activities will be provided relevant to the level of student engagement for all students. These will range from induction briefings, to course representative and HE Student Association training.
- 4.6 Higher Education teaching staff will be responsible for engaging with training and briefing activities to ensure effective dissemination and promotion of student engagement activities to students.

5. Staff and groups with specific responsibility:

- Quality & Standards Committee of the Governing Body
- Higher Education Strategic Group
- Vice Principal – Higher Education
- Assistant Principal- Higher Education
- Higher Education teaching staff
- External Examiners
- University of Portsmouth collaborative partner links
- Business Support managers

- Residential Services team
- Higher Education Student Association

6. Associated Documents

- QAA UK Quality Code for Higher Education - Advice and Guidance, Student Engagement
- University of Portsmouth Associate College agreement
- Sparsholt College Higher Education Strategy
- HE Complaints and Feedback Policy
- HE Student Charter
- HE Student Protection Plan
- Access and Participation Plan 2020-2025
- Single Equality Scheme
- Student Code of Conduct

7. Monitoring, Review and Evaluation

- 7.1 The Higher Education Strategy Group will monitor the effectiveness of the Student Engagement Policy to ensure that all Higher Education students are supported and informed to provide feedback that is instrumental in Quality processes.
- 7.2 The Higher Education Board of Studies, which includes student involvement, will review and monitor the effectiveness of Student Engagement opportunities.

Appendix A QAA Guiding Principles of Student Engagement (2018)

1. Student engagement through partnership working is integral to the culture of higher education, however and wherever provision is delivered - student engagement is led strategically, but widely owned.
2. Higher education providers, in partnership with their student body, define, promote, monitor and evaluate the range of opportunities to enable all students to engage in quality assurance and enhancement processes.
3. Effective student engagement supports enhancements, innovation and transformation in the community within and outside the provider, driving improvements to the experience of students.
4. Arrangements exist for effective representation of the collective student voice at all organisational levels including decision-making bodies.
5. Providers recognise and respond to the diversity of their student body in the design and delivery of student engagement, partnership working and representation processes.
6. Student engagement and representation processes are adequately resourced and supported.
7. Providers work in partnership with the student body to close the feedback loop.