

UHI | SHETLAND

**RISK REGISTER 9
ACADEMIC QUALITY IS SUB-
STANDARD**

2022-23

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Causes can include

Failure to engage with awarding bodies – recommendations and actions

Failure to train staff adequately

Quality processes not circulated to staff.

Ineffective QIC process

Not keeping updated with UHI quality discussion and forums.

Failure to respond to feedback on quality system.

Overly complex system for quality. Lack of oversight of the system.

Poor record keeping

Out of date content and materials.



IMPACT

Loss of approvals

Inability to offer courses

Lack of appropriate data

Reputational damage

Other partners not willing to work with us

Loss of staff

ACTION TO MINIMISE RISK

1. FAILURE TO ENGAGE

WITH AWARDING BODIES

- + Regular 2 weekly meetings with Education Scotland
- + Responding promptly and appropriately to requests for verification visits. Staff being engaged and informed in good time.
- + Having a consistent approach to quality bodies.
- + Reinstatement and updating of internal audit system. Consider external audit.

ACTION TO MINIMISE RISK

2. FAILURE TO TRAIN STAFF ADEQUATELY

- + Provide training sessions to establish consistency.
- + Ensure staff induction process is robust.
- + Quality processes and procedures are accessible and available to all staff.
- + Staff development sessions with Education Scotland

ACTION TO MINIMISE RISK

3. QUALITY PROCESSES NOT

CIRCULATED TO STAFF/

INEFFECTIVE QIC PROCESS

- + 6 weekly quality oversight at QIC & AB
- + TOR reviewed with regular updating
- + Ensure clear reporting routes for quality system
- + Cross departmental representation at review meetings

ACTION TO MINIMISE RISK

4. NOT KEEP UP TO DATE WITH UHI

QUALITY DISCUSSION AND FORUMS.

- + Ensure that we keep up to date and communicate UHI processes.
- + UHI Shetland representation at UHI quality groups.
- + Implement and share UHI single policies.

ACTION TO MINIMISE RISK

5. FAILURE TO RESPOND TO FEEDBACK ON QUALITY SYSTEM

- + Ask sections to send assessment materials for prior moderation
- + Departments have internal moderation as part of IV.
- + Encourage staff to be part of the awarding body roles and IV marking which broadens knowledge.
- + Ensure student representation on appropriate committees.
- + QIC to review verifier feedback to ensure it is actioned.



ACTION TO MINIMISE RISK

6. OVERLY COMPLEX SYSTEM

FOR QUALITY. LACK OF

OVERSIGHT OF THE SYSTEM.

- + Make ensure job descriptions are clear and that the responsibilities for quality for all staff is clear.
- + Foster a culture of quality and cross departmental collaboration. Improve quality internally
- + Attendance at APC with feedback of activity
- + Support other partners with verification. Seek opportunities for external experience
- + Central repository of quality information
- + Widen responsibility for quality across sections.

ACTION TO MINIMISE RISK

7. POOR RECORD KEEPING

- + Ensure that record keeping sits with the IV process.
- + Exposure of wider organisation to activity – all should play a part.
- + Curriculum review to ensure we have the correct products.
- + Encouraging wider staff to be part of quality.

ACTION TO MINIMISE RISK

8. OUT OF DATE CONTENT AND MATERIALS.

- + Robust recruitment
- + PRDs
- + Probationary process
- + GTCS registration – develop staff to gain appropriate teaching qualifications.

An aerial photograph of a beach. The top half of the image shows clear, turquoise water with some darker patches of seaweed or rocks. The middle section features white, foamy waves washing onto a sandy beach. The bottom half is a close-up of the light-colored sand, showing some small dark spots and footprints.

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THANKS