

6. South Central TEI: Programme management and enhancement

6.1 Quality assurance and enhancement

The quality of the programme and the student experience is the responsibility of all staff with any input into it. Monitoring of the quality takes place in various ways, including:

- informal and formal module and programme evaluations by staff and students, including some processes carried out in line with formal University expectations
- peer review of teaching staff and moderation of marking (including some moderation of marking in your centre of study by staff from other centres within the TEI)
- involvement of external examiners who each year produce reports on the programme to which a formal response is made
- following rigorous University procedures in the event of significant changes to the programme.

It is important that we hear your views both about what is currently working well or less well for you, and about ways in which the programme might develop. You will be given formal opportunities to express your views, for example through end-of-module questionnaires about that module, or an annual survey of all students on the programme. You can also express your views informally to members of staff. You are represented on the committees which oversee the awards, including reviewing student feedback that has been offered (see below), so can express your views to and through your representatives – or indeed perhaps become a student representative yourself. You can also find out from your representatives (and from staff) what has been said at these meetings, and so how particular issues have been dealt with.

6.2 The Common Awards Management Board

There is a national Management Board for Common Awards, with representatives from Durham University, the Church of England, the Methodist Church and three people representing training institutions (two staff and one student). For more information about this, see <https://www.dur.ac.uk/common.awards/policies/management.board/>.

6.3 The South Central TEI Common Awards Management Committee

South Central TEI has its own Management Committee for Common Awards. As well as staff, this includes at least one student representative from each of the institutions in the TEI consortium – please ask your Programme Leader for details of your representative if you would like to raise an issue through them and do not know who they are. The responsibilities of the Management Committee are to:

- a. Monitor the quality and standards of learning and teaching. This shall include consideration of:
 - i. programme specifications;
 - ii. outcomes of module reviews;
 - iii. external examiners' reports
 - iv. student feedback and representation;
 - v. selection, admission (including the training of admission selectors) and induction of students;
 - vi. the quality of learning resources (including staffing resource);
 - vii. student progression and achievement;
 - viii. academic support and guidance;
 - ix. employability and skills development, and the career destinations, of students;
 - x. placement learning, both student exchanges and work-based placements (where the TEI provides placement learning opportunities).
- b. Consider and make recommendations to the Management Board on the development of the curriculum of the programmes for which the Committee is responsible.
- c. Ensure that appropriate mechanisms exist to take into account student views on learning, teaching and assessment, relating to undergraduate and postgraduate provision.
- d. Recommend to the Management Board:
 - i. the standard entry requirements for the programme(s) for which the Management Committee is responsible;
 - ii. the appointment of internal and external examiners for the programme(s) for which the Management Committee is responsible.
- e. Provide a forum for the discussion and dissemination of good practice in learning, teaching and assessment relating to undergraduate and postgraduate provision, ensuring effective mechanisms are in place to promote the enhancement of educational provision.
- f. Report to the Management Board on the quality and standards of the educational provision for which the Management Committee is responsible.
- g. Consider such other issues as are referred to it by the Management Board.
- h. Report at least annually to the South Central TEI Board and the Director of Discipleship, Vocations and Ministry of the Diocese of Guildford on the quality and development of the educational provision for which the Management Committee is responsible.
- i. Consider such other issues as are referred to it by the South Central TEI Board and the Director of Discipleship, Vocations and Ministry in the Diocese of Guildford.

6.3 Local processes

While the national and TEI level committees hold overall responsibility for the quality of the awards, detailed discussion of the programme as delivered in the different centres within the TEI is normally best carried out within the centre. Section G below indicates how this happens within your centre of study. Please note that any concerns you have or suggestions for improvement are normally best raised informally with a relevant member of staff at an early stage.