

3.3 Reporting and Documentation

3.3.1 Governance Requirements for Documentation

Documentation requirements across all activities (day to day programme delivery through to strategic monitoring, analysis, and reporting) and key quality assurance infrastructure (e.g. internal verification (second marking)) and processes (e.g. staff proposals for amendments to modules and programmes) are paramount. Management, staff and students must be informed about all QA policy reporting and documentation mechanisms and must follow documentation procedures to ensure the entire learning community contributes to high quality governance and high-quality documenting of all QA processes. A summary of annual reports produced internally is provided in section 3.3.2.

3.3.2 Annual Reports

Academic Council				
Receives annual reports from				
Examination Board	Programme Boards	Programme development subcommittee	Student representative committee	The college librarian
Reports to				
Governing Body		Annual report is made available to all staff		
Responds to				
Programme development subcommittee	Programme Boards	The college librarian	Student representative committee	

Table 3.3.2a: Academic Council Reporting

Governing Body		
Receives annual reports from		
Academic Council	College Management Team	Student representative committee
Reports to		
Annual report is made available to all staff		Board of Directors
Responds to		
Academic Council		Student representative committee

Table 3.3.2b: Governing Body Reporting