

## Guidance for Writing the Education Action Plan

The Education Action Plan (EAP) underpins the University Quality Framework and provides evidence that the school is carrying out and responding appropriately to the outcomes of ongoing, annual, and periodic quality assurance processes. The EAP is an iterative and collaborative document that should be regularly discussed within the school and with student representatives. It should include realistic, strategic, and measurable short, mid and long-term actions.

### Priority Areas

- The EAP should include three educational priority-areas which should link to the University and/or Faculty Education and Student Experience Strategy and are likely to have been agreed as an outcome of the annual programme review process.
- Each priority area should have linked actions and, for longer-term issues, relevant milestones.
- Longer-term priority areas may transfer from one academic year to the next.
- It is important that the priorities and actions included in the EAP link with the School and Faculty strategic plan. Those requiring resource are discussed and agreed via the Integrated Planning (IPP) Process. This means that if a school wishes to undertake actions that needs resource (for example new staff or facilities) that is not already agreed and part of the School or Faculty budget it should be included in IPP discussions as the EAP is not the vehicle by which additional resource can be secured. If you are unclear on what budget is available, then please discuss with your Head of School and School Manager in the first instance. Development of the IPP is a two-way process between Schools and Faculties and this should help inform priorities and actions for the EAP. If you are unable to take forward particular actions/priorities due to it not being included within the IPP then please include it in Table 5 (the bottom table) of the EAP so that we are aware of areas, you would like to work on should resource be available.

### Writing Actions

- The template provides four rows beneath each priority area, but it is not a requirement to have four actions. Only include actions that are realistic and achievable, and that the school intends to undertake.
- You may want to include an aspirational action that has a longer deadline. This type of action may transfer from one academic year to the next, but in-year milestones should be set out to track progress/ achievement and provide a focus for efforts.
- Actions should either link to the priority areas or be in response to major issues raised by Externals examiners, student feedback etc. but should not normally include details of “business as usual” incremental improvements.
- Actions should be SMART and should include assignation of appropriate individuals with responsibilities to complete actions, set firm deadlines and regular reviews of progress towards completion of actions. Measures to demonstrate any impact of the actions should be identified.
- Actions should be written with enough detail to be helpful for external understanding. The UQT and PPR panel will be using the information in the EAP to inform their reviews.
- Where there are several actions that are closely linked, consider grouping these together into one overarching action with checkpoints that will assist in demonstrating progress on completion of actions.
- Within all EAP templates is a final ‘Example’ tab which illustrates priorities and related actions. Please review this prior to completing your EAP.

## Monitoring Progress

- Regular consultation and communication with staff and students about EAP priorities and actions will help to ensure that the document is iterative and collaborative.
- Progress on actions within the EAP should be routinely discussed at SSLCs, and it is recommended that this is a standing item on the agenda.
- The EAP should be kept regularly updated e.g. with target dates for completion and progress made against actions. This will help to ensure that progress with actions is evident to an external audience e.g. University Quality Team.
- Incomplete actions from the previous year should be referenced in the current EAP and either completed, or a reason provided for their non-continuation or non-completion.
- Progress on actions should be discussed at the annual programme review, where relevant, and the EAP updated accordingly.

## Successes

- The EAP should showcase best practice in the successes section.