

# Education, Quality and Standards Committee

Tuesday, 20th February 2024 2:15 pm

Wessex House 3.36 | Education, Quality & Standards Committee

## Members Attended

Christopher Bonfield  
Andrew Burrows  
Julian Chaudhuri (Chair)  
Gail Forey  
Amber Snary  
Tim Wakeley

Ian Blenkarn  
Georgina Eggleston  
Nikki Hodgson  
Sally Lewis  
Ryan Lucas

## In Attendance

Sascha Athey  
Helena Barrell (Secretary)

## Apologies

Nathalia Gjersoe  
Momna Hejmadi  
Rachel Sheer

## 304.0 Welcome and Quorum

Purpose - For Noting

---

**Minute** by Helena Barrell

The Chair welcomed the Committee and noted that a quorum was present. Apologies were noted from Nathalia Gjersoe, Momna Hejmadi and Rachel Sheer.

## 305.0 Declarations of Interest

Purpose - For Noting

---

**Minute** by Helena Barrell

No declarations of interest were declared.

## 306.0 Minutes of the Previous Meeting - EQSC 23/24 - 14

Purpose - For Approval

---

**Vote** by Helena Barrell

Do you wish to approve the minutes of the previous meeting?

- (3 Replies) Approve
- (1 Replies) Disapprove - Detail amendments

4 / 8 Replied

**Individual replies**

- **Reply by Tim Wakeley** - *Disapprove* P.3 poss. typo - Academic Deans of Education should probably read 'Associate Deans...'
- **Reply by Gail Forey** - *Approve*
- **Reply by Andrew Burrows** - *Approve*
- **Reply by Amber Snary** - *Approve*

**Minute** by Helena Barrell

The Committee approved the minutes of the previous meeting, subject to Page 3 being amended to say 'Associate Deans' instead of 'Academic Deans'.

## 307.0 Actions and Matters Arising - EQSC 23/24 - 15

Purpose - For Noting

---

**Minute** by Helena Barrell

The Committee noted the Action Log.

## 308.0 Standing items of Business

Purpose - For Noting

---

**Minute** by Helena Barrell

The Chair gave an oral update in which he noted that this would be the last meeting at which the Governance team would be providing secretariat support as Academic Registry would be filling this role going forward.

It was noted that the new Terms of Reference have received approval from Senate. The next step in adopting the new Terms of Reference will be for the Committee to make the necessary changes to its membership. It was agreed at the Committee's previous meeting that the Associate PVC (Education Quality and Enhancement) would be appointed as a co-opted member. The Committee needs to co-opt two more members and it was noted that it would be

interesting to co-opt new academic staff who have recently joined from other universities and can bring experience of how similar committees operate elsewhere. The Chair and Academic Registry will look into potential candidates. Senate will also need to nominate one of its members to join EQSC to replace Jane White, as she no longer sits in Senate due to her new role as Vice-President (Community & Inclusion).

The Chair commented that the University underwent a successful Ofsted inspection for its Degree Apprenticeships provision last week. He commented on the sterling work of the Degree Apprenticeships Compliance Manager, as well as of the Head of Academic Quality & Standards, the Director of Academic Registry and Sally Lewis. The inspection went smoothly and a lot of colleagues stepped in at short notice to help provide the inspectors with the information they required. The Ofsted inspectors also considered the Skills Bootcamp and were positive about this work, but they will not be giving a judgement on it as the contracts will be winding down over the next few months.

The Degree Apprenticeships Compliance Manager thanked colleagues for their support and noted that excellent feedback was given on the collaboration shown. It would be useful to carry out a washup and assess lessons learnt from the process while it is still fresh in people's minds.

The SU Education Officer provided a verbal update. It was noted that the SU is looking forward to the lessons learned from the recent Economics exam error, but students generally seem assured. The SU has been hearing lots of discussions about marks moderation and there has been some push for average grades to be released. The SU Education Officer encouraged members to contact her if they have any questions on this.

It was reported that 100 IMCs had been submitted following the recent Economics exam in which the answers were accidentally included in the exam paper. The Economics Department will assess the grades given to see if they are skewed and, if so, consider unit scaling for all exam participants. Some students submitted IMCs for every exam that followed on from the Economics exam, but these will be turned down unless they include other mitigating circumstances. In the future it will be made clearer that students should stay available for the whole of the exams period in case any arrangements need to be changed. It was also noted that the University is looking to make its guidance clearer on what can be done if an issue is identified with an exam while it is running.

**Action** by Helena Barrell

Appointment of Member of Senate

Action Description - To arrange for the appointment of a member of Senate

Action Status - Not Started | Due by - 15 May 2024 | Assigned to - Helena Barrell

## **309.0 Institute of Coding Skills Bootcamp Reporting - EQSC 23/24 - 16**

Purpose - For Decision

---

**Minute** by Helena Barrell

The Director of the Institute of Coding (IoC) presented the paper which included a proposal for the Committee to receive the monthly reports submitted to the Department of Education on the Skills Bootcamp activity. It was noted that the Skills Bootcamp work is winding down and is due

to conclude in a few months.

In response to a question on whether the University will continue to deliver training in this area, it was reported that consideration is being given to creating a short course in the future.

It was agreed that the Committee would not need to see the monthly reports on the Skills Bootcamp activity, but it should be notified if any significant changes or risks arise.

## **310.0 Draft Self-Assessment Report and Quality Improvement Plan for Ofsted - EQSC 23/24 - 17**

Purpose - For Approval

---

### **Minute** by Helena Barrell

The Degree Apprenticeships Compliance Manager presented the papers and gave a further update on the recent Ofsted inspection. It was noted that although the inspectors did not provide a judgement on the Skills Bootcamp, they were positive about the work being carried out. This is likely to benefit the University's relationship with them going forward.

The Degree Apprenticeships Compliance Manager noted that the draft Self-Assessment Report is ready to be submitted to Ofsted, but some changes could be made to the draft Quality Improvement Plan in light of the feedback received in the inspection.

In response to a question about the nature of the feedback received from Ofsted, it was explained that this covered three items. The items included how the individual learning plan that is created for apprentices during their onboarding is documented; ensuring that the level of careers information and guidance provided is consistent across all courses; and finding ways to make the 'Prevent' training given to apprentices more reflective so that they continue to think about how it relates to the workplace.

### **Decision** by Helena Barrell

The Committee approved the draft Self-Assessment Report to be submitted to Ofsted.

The Committee agreed that the draft Quality Improvement Plan would be revised in light of the feedback received from the Ofsted inspection and brought back to the next committee meeting.

## **311.0 Quality Assurance Code of Practice review for AY2023/24 - EQSC 23/24 - 18**

Purpose - For Approval

---

### **Minute** by Helena Barrell

The Committee considered the papers. It was suggested that in order to ensure that full scrutiny is given to similar documents at future meetings, the Committee could invite a colleague with knowledge of the relevant area to attend and speak on it.

It was noted that Section 1.4 of Appendix 1 includes a typo and that the language used in the

final paragraph of Section 2.1 is unclear. The Committee agreed to check if the language could be made clearer or if it has been lifted from a Policy and so needs to remain the same.

**Decision** by Helena Barrell

The Committee approved QA22 Recruitment, Selection and Admission of Students and QA22(A) Recruitment, Selection and Recruitment of Student Apprentices. This decision was made subject to its feedback on QA22 being considered and any subsequent changes made being confirmed under Chair's Action.

## **312.0 Exemption Request from the UGAR for Units in Faculty of Engineering & Design - EQSC 23/24 - 19**

Purpose - For Approval

---

**Minute** by Helena Barrell

The Committee considered the exemption request. It was noted that the Undergraduate Assessment Regulations (UGAR) will be updated in June 2024 and it is likely that the changes made will mean that this exemption is no longer needed.

**Decision** by Helena Barrell

The Committee approved the exemption request from the Undergraduate Assessment Regulations (UGAR) to allow trailing of up to 15 credits of IMC affected units for curriculum transformed undergraduate courses in the Faculty of Engineering & Design.

## **313.0 Exemption Request from the UGAR for Courses in Maths - EQSC 23/24 - 20**

Purpose - For Approval

---

**Minute** by Helena Barrell

The Committee considered the exemption request.

Concerns were raised about the quality assurance of courses that have a Study Year Abroad (SYA) in which the grades given count towards students' final awards. On initial inspection, the marks given on these particular courses to students who study abroad and to students who stay at Bath appear to be comparable. However, it was suggested that there would be value in carrying out a deeper dive into how the University can be assured of the quality and standard of work done in study abroad years. It was noted that there is some disparity across the University in how SYAs are viewed and dealt with. For example, the Department of Chemistry marks the assessments carried out abroad itself, and the Department of Physics has withdrawn its SYA courses because it was uncomfortable with converting the marks achieved abroad into Bath marks.

While the Committee agreed to approve the exemption request, it also agreed that a review should be carried out into the quality assurance of SYAs. Members agreed that this review could encompass placement years as well and any other programmes which incorporate a year

away from the University's quality and standards processes. It was decided that the Assistant Registrar (Academic Quality & Standards) would provide an update on this review and the different levels of risk identified at the EQSC meeting in May 2024.

**Decision** by Helena Barrell

The Committee approved the exemption request from the Undergraduate Assessment Regulations (UGAR) for courses in Maths.

The Committee agreed that a review would be carried out into the quality assurance of courses with a Study Year Abroad and other programmes which incorporate a year away from the University's quality and standards processes.

**Action** by Helena Barrell

Quality assurance of courses with a Study Year Abroad

Action Description - To provide an update on the review into the quality assurance of courses with a Study Year Abroad and other relevant programmes at the EQSC meeting on 15 May 2024.

Action Status - Not Started | Due by - 15 May 2024 | Assigned to - Georgina Eggleston

## **314.0 Sector Developments in Higher Education - EQSC 23/24 - 21**

Purpose - For Noting

---

**Minute** by Helena Barrell

The Committee noted the update and discussed the changes to the Lifelong Learning Entitlement (LLE) policy. Concerns have been alleviated that the University might not be able to charge for a 5-year course with an integrated placement, as under these changes students can still be charged for up to 600 credits with an integrated placement. However, the changes do mean that students can only draw down loans for 480 credits and so the placement year must be self-funded. Going forward, the University will continue to offer these courses, but it must be upfront about how students will be expected to pay.

It was reported that marketing materials are being reviewed to state that ETS credits are worth twice as much as CATS. There will be system implications for courses featuring placements or study abroad years, and this is likely to be an ongoing matter to provide updates on. The Committee noted that there are outstanding questions over credits that have been obtained and banked, and the implications this will have for the University's regulations that stipulate that if a student fails, they need to repeat the whole year. This situation is still up in the air.

The Committee noted paragraph 5 on Quality Assessment Reports and paragraph 15 which covers pay negotiations and the Department for Education's expectation that services should continue to run during strike action. The Committee agreed that this report and its layout are very useful.

## **315.0 Minutes of Committees - EQSC 2324 - 22**

Purpose - For Noting

---

**Minute** by Helena Barrell

The Committee noted the minutes.

## **316.0 Programme of Meetings for 2023/24**

Purpose - For Noting

---

**Minute** by Helena Barrell

The Committee noted the programme of meetings.

## **317.0 Any Other Business**

Purpose - For Noting

---

**Minute** by Helena Barrell

The Chair reported that the Policy and Programmes Manager (Education and Student Experience)'s next project may be to carry out a review of IMCs. Members agreed that a review of IMCs is needed.

The Committee passed on its thanks to the Governance team for the secretariat support provided to date.