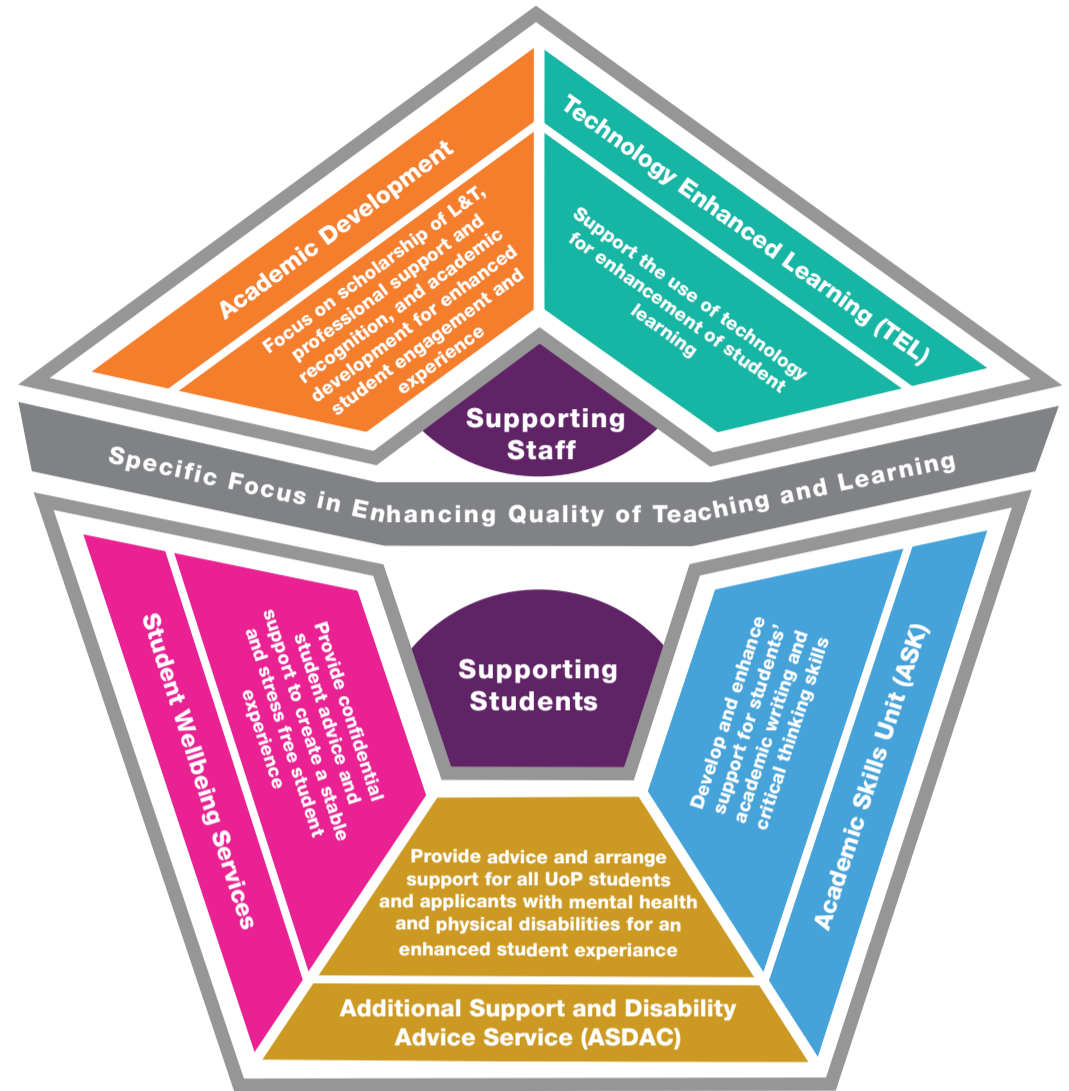
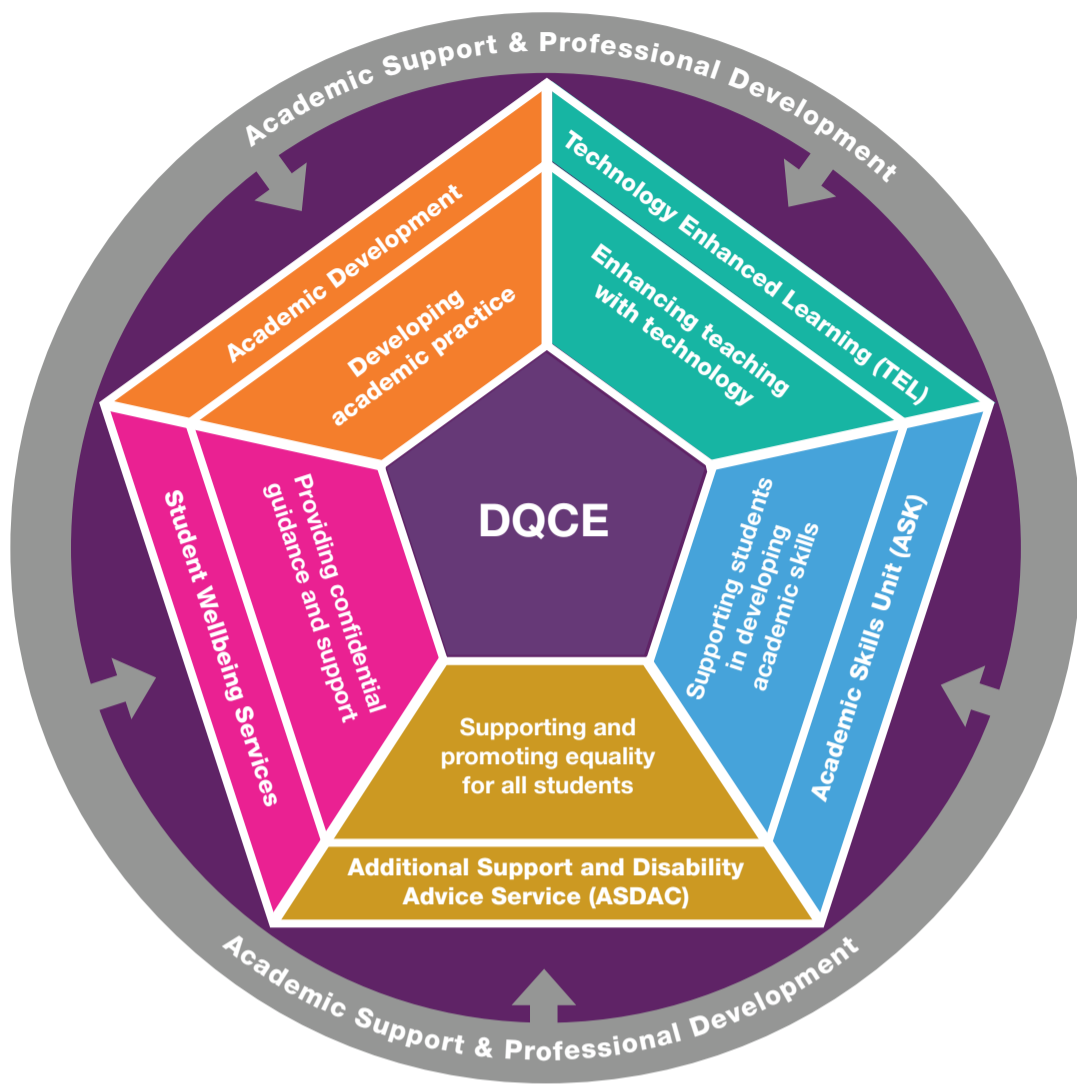


# Department for Curriculum and Quality Enhancement (DCQE)



## Main Activities Enhancing the Quality of Learning and Teaching

### Supporting Staff

#### Academic Development

##### Academic Professional Excellence Programme – APEX

A range of support and development opportunities that will enable the achievement of descriptor 1, 2, 3 or 4 of the UKPSF:

- Foundation Pathway
- Associate Fellowship Pathway (D1) – accredited
- Fellowship Pathway (D2) – accredited; Academic Professional Apprenticeship (APA)
- Senior Fellowship Pathway (D3) – accredited
- Principal Fellowship Pathway (D4)

##### Academic Events Programme

Workshops and conferences with internal and external presenters to support individual and professional development (approx 150 events yearly)

##### Consultancy Service

Support in enhancing academic practice and the student learning experience.

##### Collaborative Partners

Support, guidance, and resources

##### Support Guidance and Development in L&T in HE

Activities, resources and guidance to support professional development:

- L&T Resources
- Online self-study modules
- Part Time Hourly Paid Staff (PTHP) support
- Peers Enhancing Practice (PEP)
- Personal tutoring
- Data Analysis – Listening to student feedback and exploring the student experience
- Students as partners

#### Technology Enhanced Learning (TEL)

##### Technology Advice

Supported activities:

- VLE
- ePortfolio
- Web conferencing
- Lecture capture
- Screen capture
- Feedback/plagiarism
- eAssessment
- Digital repositories Compass, Other media repositories
- Audience response
- Articulate 360

##### Training, Help and Support:

- Elearn help desk support
- Training sessions
- Training guides and tutorials
- Online learning modules

Chromebooks for class rooms and assessment

#### Academic Skills Unit (ASK)

##### One-to-One Sessions

Confidential tuition personalised for all campus-based or distance learners to:

- Improve students' understanding of the kinds of thinking and writing that foster success
- Discover practical steps for improving academic performance

##### Skills Sessions

Extensive programme of skills sessions which addresses a particular themes or skills to tackle any study-related issues and brush up on academic skills. (Customized for staff groups and students.)

##### Resources

- Access to a wide selection of:
- Online study skills
  - Handouts:
    - Research, reading and citation
    - Writing assignments
    - Revision and exams
    - Working in groups
    - Thinking skills
    - Organisation and time management
    - Presentations

##### Consultation

Service in collaboration with lecturers to support and provide input in:

- Understanding university learning
- Project management
- Using sources in academic assignments
- Improving written expression
- Critical thinking and writing
- Reflective writing
- Making best use of feedback

### Supporting Students

#### Additional Support and Disability Advice Service (ASDAC)

##### General Advice

Confidential advice service for students

##### Admissions

ASDAC is committed to promoting equal opportunities for all students. No student will be excluded from entry to any University programme as a result of discrimination on the grounds of disability

##### Examination and Assessment

Guidelines and support for academic staff; Individual (and individualised) support; and Study Skills support for exams and coursework

##### Additional Support for Unit Coordinators and Tutors

Guidelines addressing various disabilities:

- Dyslexia
- Dyspraxia
- Asperger Syndrome
- Unseen Conditions
- Hearing Impairment and Visual Impairment

Guidelines relating to the production of accessible:

- PowerPoint
- Word documents

##### Needs Assessment

Information for Disabled Students' Allowance (DSA) assessors

#### Student Wellbeing Services

##### Assessing Support

The Student Wellbeing Service offers confidential help with a wide range of personal and emotional concerns and is available to every student at the University, free of charge and have three strands:

- Wellbeing Advice
- Mental Health Advice
- Counselling

##### Workshops and Courses

A range of one-off workshops and longer courses are provided to support and provide help for more commonly experienced difficulties

##### Self-help and Other Resources

- Quick links to websites and online resources covering a comprehensive range of resources and services
- Links to urgent enquiries and emergency support and services

##### Information for Staff

Guides and guidelines for student support and referrals

### Contact information

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