**Last update 30.09.2024**

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| **ACTION PLAN: HIGHER EDUCATION REVIEW (ALTERNATIVE PROVIDERS) – January 2023** | | | | | | |
| Al-Maktoum College has been awarded the QAA Quality Mark for meeting or exceeding UK expectations for quality and standards in its QAA review. The Quality Mark is only awarded to QAA subscribers.  **Findings:**  The college is making acceptable progress in implementing the action plan following its latest full review | | | | | | |
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| **Progress since last QAA review** | **Action to be taken** | **Target date** | **Action by** | **Success indicators** | **Reported to** | **Evaluation & evidence** |
| Effectively achieve and implement the ISO 9001:2015 Quality Management System | Relevant staff to undertake internal auditor training.  Pre-Certification Site Visit  Update all policies and procedures to the new format. Ensure the version control reflects the changes.  Undertake Stage 1 Audit  All staff training  Undertake Stage 2 Audit | May 2023  March 2023  First stage to be completed by October 2023  June 2023  August/September 2023  September 2023 | Director of Programmes | Training completed  Select members of staff to be trained as internal auditors  90% of process maps to be completed  Embed internal quality audits and balance score cards | AQSC and Academic Council | 9 members of staff have completed their internal auditor training  The BSI conducted a external audit on 26th and 27th Sept, and approved recommendation for certification  No Major non-conformities identified. |
| Student Unit Evaluation Forms – Continued from March 2022 | Monitor the effectiveness of SUEF’s being completed in class | Review period will end Oct 2023 | Academic Registrar | More than 50% completion rate across all SQA Programmes | Board of Study  AQSC  Academic Council |  |
| Continue to review external sources for information on AI Technology and implications for HEI | Keep up to date with information released by regulatory bodies and trusted HE sources for information/solutions and practical resources surrounding the use of AI Technology and academic integrity.  Update policies and procedures accordingly.  Ensure all academic related staff and students are informed of any changes. | On-going | Academic Registrar | Ensuring both academics and students are informed on the issues surrounding the use of AI Technology, how this impacts academic integrity and safe use of data producing software. | Board of Study  TeLSEC  AQSC  Academic Council | We have continued to monitor and share all resources relating to AI Technology.  **Update: July 2023** Information and updates from the SQA, QAA, Advanced HE, IHE are forward to academic staff upon receipt.  **Update July 2023:** Staff will undertake a training session at the start of September 2023, which will included discussions on AI tech, assessment and IV processes, specifically referring to SQA and QAA guides.  **Update August 2023:** The Student Handbook 23/24 and the Malpractice Policy was updated to include work generated by Al technology as a form of plagiarism. These will be discussed at the staff training mentioned above and then presented to the Academic Council on 28.09.23. Revised Sept 2024  **Update September 2024:**  During the student induction, AI Technology was discussed by the Academic Registrar, alongside malpractice, plagiarism and academic integrity.  **Update Sept 2024:**  The Academic Registrar emailed all students to remind them of the College’s standpoint of using AI technology during assessments. This was also reiterated during each lecture.  **Update Oct 2024**  There have been a set of learning slides in relation to AI technology which have been shared with academic staff and students. These have also been added to the Academic Skills sections on Moodle. |
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| **ACTION PLAN: HIGHER EDUCATION REVIEW (ALTERNATIVE PROVIDERS) – January 2024**  **\*\*Note the below are new actions – updates to all former actions are included in the above sections\*\*** | | | | | | |
| Al-Maktoum College has been awarded the QAA Quality Mark for meeting or exceeding UK expectations for quality and standards in its QAA review. The Quality Mark is only awarded to QAA subscribers.  **Findings:**  From the evidence provided in the annual return and at the monitoring visit, the review team concludes that the Al-Maktoum College of Higher education (the College) is making commendable progress with continuing to monitor, review and enhance its higher education provision since the December 2022 monitoring visit. | | | | | | |
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| **Progress since last QAA review** | **Action to be taken** | **Target date** | **Action by** | **Success indicators** | **Reported to** | **Evaluation & evidence** |
| Design and review of the College’s policies, procedures and regulations in alignment with ISO 9001:2015 requirements. | Ensure that all policies have version sheet as a front cover, policy numbers and that the version control sheet is accurate and up to date | Academic Policies: Sept 2024  HR Policies Dec 2024 | Academic: Academic Registrar  HR: Operations Manager | All policies will have a front cover with version number and policy number.  The version control sheet will reflect the above. | Academic: Academic Council  HR: HR Committee | Update July 24: Most academic policies are completed and have been presented to the Academic Council on 04.07.24  **Ongoing** |
| Enhance awareness, training and development surrounding AI Technology including application, use of AI tech for teaching staff and students, and ensuring academic integrity. | With the influx of AI technology in education, we seek to empower staff an students to critically question and engage with the information presented by AI Tech.  We will develop staff and student awareness how to integrate AI literacy into the classroom.  We will teach students and academic staff on how to approach AI with a critical and informed mindset. | Dec 2024 | Academic Registrar | Both academic staff and students will understand how to safely use AI technology to aid them to distil information and to generate content quickly, as a learning tool. Though, ensuring that they all understand the interplay between AI technology and protecting academic integrity including  the multifaceted implications of AI tools on academic practices, pedagogical approaches, and the evolving landscape of academic integrity within higher education. | AQSC | Update June 24:  MY has designed a series of PowerPoint presentations for staff and students. These will be uploaded to Moodle for the new academic year 24/25.  **Ongoing** – next stage will be ensuring all academic staff are knowledgeable and empowered to ensure they can provide awareness and skills development to their students on using AI technology. |
| Design and review of the College’s policies, procedures and regulations in alignment with Abertay University – Validated programmes | As already mentioned in the previous box. | July 2024 | Academic Registrar | Ensuring that the College’s policies are updated in accordance with Abertay University requirements to deliver a validated programme. | AQSC | **Update July 2024.**  **Action completed. Policies have been presented and ratified at the Academic Council.** |
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