

QAA Higher Education Review (Alternative Providers): Met Film School Ltd

Institutional Action Plan

MetFilm School was reviewed by the QAA in November 2017, which found that the MetFilm School successfully met UK expectations in all areas of assessment: the maintenance of the academic standards of awards offered on behalf of degree-awarding bodies and/or other awarding organisations; the quality of student learning opportunities; and the quality of the information about learning opportunities. Furthermore, the QAA

commended the enhancement of student learning opportunities at MetFilm School. The QAA identified four areas of good practice, affirmed three areas of action being undertaken to further improve our educational provision, and made one recommendation. The outcomes of the QAA Review are available to view [here](#). This action plan sets out activities planned in response to the review.

Good Practice 1	Action	Deadline	Responsibility	Status (as of September 2018)
The innovative online pre-induction process which facilitates the rapid adjustment of the applicants to the School's learning and social environment (Expectations B2 and B4)	1. Continue to deliver pre-induction programme	Bi-annually	Deputy Director (Teaching & Learning)	1. Ongoing at time of update
	2. Introduce specific induction sessions for international students across all accredited courses from October 2018	Oct 2018		2. On target for Oct 2018

Good Practice 2	Action	Deadline	Responsibility	Status (as of September 2018)
The resourcefulness with which the School uses its position in the industry to facilitate the acquisition of relevant skills and professional development of students and alumni (Expectation B4 and Enhancement)	1. Deliver Smart Screen Creative Awards 2018	Nov 2018	Deputy Director (Industry)	1. Launched with high status judges signed up
	2. Deliver regular and high-profile masterclasses	Bi-monthly	Head of MetFilm Futures	2. Ongoing
	3. Alumni project: networking and showcasing graduate stories on website and social media	May 2018	Head of Marketing	3. Launched June 2018, ongoing

Good Practice 3	Action	Deadline	Responsibility	Status (as of September 2018)
The strategic consideration of current industry practice and trends to inform curriculum development (Expectation B3 and Enhancement)	1. Effective use of Screen Enterprise Group to inform curriculum	Ongoing	Deputy Director (Industry)	1. Ongoing
	2. Tutor Recruitment to reflect changing industries and diversity	Sept 2018	Deputy Director (Teaching and Learning)	2. New tutor recruitment drive July 2018

Good Practice 4	Action	Deadline	Responsibility	Status (as of September 2018)
The extensive and creative use of industry expertise and networks to ensure students are fully prepared for immediate employment (Expectation Enhancement)	1. New industry partnership with Procam	Oct 2018	Director	1. Partial launch from Jan 2018. Full launch Oct 2018.
	2. Career Guide to be published	April 2018	Deputy Director (Industry)	2. Launched March 2018
	3. MetFilm Futures: build profile and maintain high level of engagement	Ongoing	Head of MetFilm Futures	3. Ongoing, with strong feedback from students
	4. Continuing use of students and graduates on MetFilm Production projects	Ongoing	Head of MetFilm Production	4. 36 students credited to date on MFP films released in 2017-18 and/or working with the team

Recommendation 1	Action	Deadline	Responsibility	Status (as of September 2018)
Review and implement revised Terms & Conditions to meet statutory and regulatory conditions in order to ensure that the interests of students are protected (Expectations C and B2)	1. Terms and conditions reviewed against consumer protection law and other relevant frameworks.	March 2018	Director of Marketing and Admissions	1. Reviewed, update and signed off by May 2018.
	2. Terms and conditions updated in all public areas and communicated to students.			2. Terms and conditions were updated in May 2018.

Affirmation 1	Action	Deadline	Responsibility	Status (as of September 2018)
Action to invest in a Student Information System and qualified professional staff to ensure the integrity of student data and to inform decision making (Expectation B4)	1. Prepare Student Information System for launch.	Oct 2018	Head of Student Services	1. Ongoing.
	2. Launch Student Information System	Oct 2018		2. On target to begin roll out.

Affirmation 2	Action	Deadline	Responsibility	Status (as of September 2018)
Actions to improve the quality, consistency and timeliness of return of feedback on formally assessed work within a timeframe that supports future student learning (Expectation B6)	1. Tutor training on marking approaches	Continuous	Deputy Director (Teaching and Learning)	1. Continuous
	2. Module Study Guide and Assessment Guidelines to be reviewed and incorporated into one document.	June 2018		2. Completed, June 2018
	3. Issue new guidance on grade boundaries.	June 2018		3. Completed, June 2018

	4. Review of mark sheets to create greater consistency and allow for constructive feedback.	June 2018		4. Completed, June 2018.
	5. Achieve 2-week assessment turnaround for all modules from September 2018	Sept 2018		5. Ongoing.

Affirmation 3	Action	Deadline	Responsibility	Status (as of September 2018)
Action to improve the timeliness and accuracy of information on the virtual learning environment	1. Develop a process on modular delivery to improve the timeliness of information between teams.	June 2018	Senior Manager (Curriculum)	1. T-10 project launched.
	2. Improve and streamline Module Study Guides to incorporate Assessment guidelines and to avoid need for continual updating.	Sept 2018	Deputy Director (Teaching and Learning)	2. New format finalised and launched with new MSGs rolling out contiguously with delivery.