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# Report from the Learning and Teaching Working Group: Savings and efficiencies

*The Working Group has been asked by the Structure Implementation Project Management Board to report on savings and efficiencies that have been identified by the Group. Below is a summary of potential savings that Learning and Teaching Committee is asked to note.*

1. **Streamlining of Committees and meetings**

The Student Recruitment Team and the Teaching Centre Advisory Board are to be discontinued. The responsibilities of these groups will either be taken on by other bodies or have been judged to be no longer necessary.

In addition, the Programme Quality Team and E-Learning Advisory Group are to have terms of reference and membership changed, which should save staff time and speed up the decision making process.

1. **Annual Programme Review (APR)**

It is proposed to revise APR so that there is greater co-ordination of this activity by the Programme Quality & Teaching Partnerships office (PTQP) and less burden on Schools. The savings made will be:

* reducing the burden on School staff in preparing for the reviews
* consolidating the range and variety of monitoring and review activities
* removing responsibility for co-ordinating the reviews and preparing the data from Departments and ADTs to PQTP
* greater synergy between processes at all levels of the University

1. **Programme and module approval**

Careful consideration has been given to reducing the paperwork required in programme and module approval and updating, and to streamlining the relevant processes. Of note are:

* A pilot of an electronic process for the annual update of modules and programmes is being undertaken in the Faculty of Science. The process is totally paperless and, by the use of electronic communication, should speed up the approval process.
* Schools are to be provided with greater support from the Teaching Centre and PQTP in the preparation of programme and module documentation before it is submitted for approval by Curriculum Sub-Committee (CSC). This should speed up the approval of proposals at CSC.
* Work is being undertaken to simplify the programme and module templates. This should save time and remove any duplication of information.
* It is proposed to automatically produce matrices for assessments and intended learning outcomes. This should save School staff time in what is currently a manual process.

1. **Greater consistency in learning and teaching practice**

The Working Group is of the view that valuable work can be undertaken to review learning and teaching practice, with a view to streamlining and reducing the current variety and range of practice if appropriate. It is envisaged that this will produce benefits for staff and students. Current projects, which are being overseen by PQT, are:

* + Greater standardisation of degree class weightings
  + Review of module credit loads and the availability of module choices
  + A review of assessment practice: including volume, balance of coursework and exam, the use of different types of assessment.
  + A project looking at the efficient use of learning technologies by academics to support effective student learning.

1. **The Administration of Student Placements**

There are currently a number of projects being undertaken within the University to enhance how we manage student placements. It is envisaged that they will lead to greater co-ordination of placements, which in turn will reduce current duplication of activities and inefficiencies. Three main projects are:

* The development of a corporate IT system to manage placements
* University-wide co-ordination of placements
* Modelling of placement activity, with a view to creating a placements framework

1. **Recruitment and Admissions**

The expansion of Centralised Decision Making for both undergraduate and postgraduate taught applications is being considered. This should save time for academic and administrative staff in Schools.

A number of IT projects are in progress which will result in significant staff and resource savings. The main projects are:

* A facility to enable applicants to upload their documents via the online portal
* Integration of information regarding Agents and the ability for them to upload multiple applications via the online portal
* Undergraduate electronic application system as UCAS will stop sending copy forms in September 2013
* Undergraduate applicants’ portal

1. **Clarifying where responsibility for work should lie**

In all its reviews the Working Group has sought to identify where responsibilities should lie with academic members of staff (typically where a process requires an academic judgement) and where it should lie with administrative staff. The clarification of these responsibilities, and the transfer of responsibility from academic to administrative staff where appropriate, will free up academic staff time. For example, with regard to the responsibilities of the current Faculty AD(T)s, in some cases it has been deemed appropriate to transfer responsibility for processes / decisions from the AD(T) to the Academic Registry.