



**Matrix College of Counselling and Psychotherapy**  
**QAA Action Plan**  
**October 2017**

Action No	Good practice/ Area for development	Action	Success indicators	Deadline	Responsibility	Progress
1.	<b>Good practice:</b> The strong and systematic approach to supporting students' professional development as integrative counsellors	Make improvements to the curriculum to meet the needs of current counselling workplaces	New curriculum developed and validated	September 2018	Management team	
2.	<b>Good practice:</b> The proactive and personalised learning and pastoral support provided to students from initial application to completion of their studies	Formalise the expectations of Programme Leads by developing a PL Handbook	Development of a Programme Lead Handbook outlining the role and expectations	April 2018	Management team	
3.	<b>Good practice:</b> The comprehensive and detailed support for students' placements	Gather formal feedback from placements	Feedback received and disseminated to relevant committees. Action plan created to address any issues	July 2018	Management team	
4.	Further develop the strategic approach to enhancement of learning opportunity	Develop and implement a quality	Plan produced and implemented showing a	May 2018	Head of Training	

		enhancement plan	systematic approach to enhancement planning			
5.	Ensure teaching staff develop a continuing awareness of current developments in student learning and assessment in Higher Education	1. Recruit a HE advisor onto Advisory Board 2. Develop a formal method of disseminating information on learning and assessment to staff	Programme Leads, Committee Chairs and all staff have up to date awareness of HE developments	September 2018	Management team	
6.	Continue to develop the internal committee structure which strengthens management decision making	1. Undertake a review of progress of committees 2. Management Advisory Board to have an expert from HE	1. Review undertaken and the results disseminated to relevant bodies 2. Recruit an HE expert onto the Advisory committee	1. April 2018 2. June 2018	Head of Training	
7.	Strengthen APL policy	Undertake a review of the APL policy	Review undertaken and the APL policy rewritten for 2018/19 applications	December 2018	Management team	