



**Matrix College of Counselling and Psychotherapy  
Action Plan  
October 2021**

Action No	Area for development	Action	Success indicators	Deadline	Responsibility	Progress
1.	<b>Covid 19 Management</b> Continued awareness of issues related to teaching	Covid risk assessment and Outbreak plan awaiting approval by Norfolk Public Health  Prepare the need for extra teaching when necessary to manage new students going into placement if they have to work remotely	Student satisfaction  New Yr 2 may begin remote work in placements if necessary	Ongoing  Ongoing	FP  Ops team	Approved 21/10/21
2.	<b>Completion rate 1</b> Improvement of completion rates within a year of the end of the course (for both Diploma and BSc)	Monitor impact of new system to remove requirement for the Diploma award for completion of Yr 2	Increased Diploma and BSc completions in an academic year.  Reduced number of students not completing within a year of the end of the course	Ongoing -for review February 21/22	PLs and Ops	BSc viva dates set for year in 21/22 Awaiting dates from new Diploma assessor

3.	<p><b>Completion rate 2</b> Supplementary students (post 1 year) taking time to complete their BSc Viva</p>	<p>1. Case study workshops at least x1 per term in Spring and Summer term</p> <p>2. More viva dates offered</p> <p>3. Discuss supporting academic tutors list to be collated and distributed to all supplementary year students</p>	<p>Student completion of BSc Viva</p> <p>Student completion of Diploma and BSc Viva</p>	<p>Ops review review March 2022 after BSc vivas</p> <p>Academic Board</p>		<p>BSc Viva dates for 21/22 in diary with extra dates penciled in case of demand</p>
4.	<p><b>Applications</b> Increase the diversity of applicants to the course</p> <p>Increase applications from men</p>	<p>Investigate contact with local groups</p> <p>Approved (fee cap) application as getting fee cap will mean increased monies available for bursaries and support for underrepresented groups</p> <p>Contact local Men's groups: Mencraft and What's Up</p>	<p>Increased diversity of applicants for 21/22</p>	<p>March 22 for contact and plan</p>	<p>MP and Ops team</p> <p>Head of Clinical practice SB</p>	

5.	<b>Academic work</b> Continue to improve on number of essay defers  Monitor students' reading more closely	Face to face essay days run by FP in Oct/Nov  Reading log to be sent to PL prior to tutorials	Fewer essay defers across the three years	Review reading logs in December PL meeting	FP & PLs	
6.	<b>Master's Degree</b> Planning for the Master's degree to start in 2022  Review the BSc curriculum as part of the planning	Working party established with staff members and one student member.  Use HE advisor and external moderator for advice Consult with Middlesex University and UKCP  Curriculum sub group to be set up spring term	Action plan for curriculum development drawn up	March 2022	Ops team and Academic Board	
8.	<b>Financial Security</b>  Gain Approved (Fee Cap) status with OfS	Continue with application requirements	Fee cap status gained	Complete any extra requirements	Ops team	
9.	<b>Review Codes and Procedures</b>	Full review of all Codes and Procedure	Separate Code of Ethics document for College	Completed by April 2022	Ops team, ethics committee, PL team, student reps	
10.	<b>Governance</b>	Recruit one more (local) member to the Board with either accounting or legal experience  Recruit a student onto Board	Two new members of the Board	April 2022	Ops team	

11.	<b>Student communication</b>	Establish a more regular means of communicating changes with students	Consider Newsletter You said, we did posters	March 2022	MB and Ops team	
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FP & OPs team October 2021