



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

October 2022

| Action No | Area for development | Action | Success indicators | Deadline | Responsibility | Progress |
|-----------|---|---|---|----------------|---|----------|
| 1. | Increase the diversity of applicants to the course | Increase the visibility of BAME students on the website. Investigate contact with local groups Bus adverts to reach wider audience | Increase in BAME students for the September 2023 intake | September 2023 | Principal (FP) and Head of Operations (CdV) | |
| 2. | Review admissions process to ensure transparency | Re write admissions policy – being clear with criteria for readiness to study Consider writing individual letters to all those not offered a place | Continued high score for continuation and few drop outs | December 2022 | Operations Team (FP, SB, CdV) | |
| 3. | Review of Codes and Procedures to ensure clarity | Re organise and re write Codes and Procedures with separate Ethical Code, Code of Professional Practice and Complaints and Appeals procedures | Clarity of documents | March 23 | Principal (FP) and Head of Operations (CdV) plus BoG member | |
| 4. | Use some OfS income to improve learning resources | Consider new screens to replace projectors Buy more core books | Student survey score for learning resources improve | March 2022 | Principal (FP) and Head of Operations (CdV) | |
| 5. | Create a Bursary scheme (and possibly | Contact interested persons to be on Bursary/Hardship committee | Bursary payment to at least one student | March 2023 | Head of Operations (CdV) | |

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|----|--------------------------------|--|--|------------|-------------------------------|--|
| | internal hardship fund) | Meet and agree process Disseminate monies | Decision on hardship fund | | | |
| 6. | Civic responsibility | Investigate how we can become more involved in our local community | Communication with and some form of involvement with local community | March 2023 | Operations Team (FP, SB, CdV) | |

FP & OPs team October 2023