HND Health & Social Care Team Meeting

Minutes

Date of the meeting: 26th May 2022

Duration of meeting: 14:30 to 15:30

Location: Admin Office

Agenda:

No	Items
1	Placement and Student Tutoring
2	Assessors' concerns about the internal verification decisions
3	Tutor recruitment
4	Staff Appraisals
5	Team building
6	Students' Open day at Shakespear House
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8	Any other business
9	Date of next meeting

Attendance:

Names	Category of membership
Sayeda Zain	Chairperson/ Dean of Studies
Dr J Irfan	Programme Manager/ Internal Verifier
Amina Ali	Lecturer
Anastasia Ochieze	Team Leader University Programme
Abigail Amponsah	Member
Dr Roslyn Ezendiokwele	Assistant Manager
Oana Octavia	Lecturer

Apologies:

No Apologies

Name	Department

1. **Placement and Student Tutoring**

The Dean of Studies mentioned to Dr. Irfan to gather the information about how many students in HND Health & Social Care are already employed, so the employability department should target only those students who are jobless for placements. Once the information is received, Areeba will conduct a workshop on employability skills accordingly

Dr. Roslyn will provide the information to the Dean of Studies and Employability Department about the day when maximum students are on campus to deliver this workshop.

Action: Dr. Irfan to report back about the jobless students by 17th June 2022

2. **Assessors' concerns about the internal verification decisions**

The teachers were not happy about the change of grades by IV. Therefore it was decided that a training session would be conducted by the IVs so they should be clear about the Pearson marking requirements of RQF.

The Dean suggested that she will invite the IV from the other department so Dr. Irfan and the IV conduct the training session in collaboration to avoid the issue of grade change.

Action: Dr. Irfan to decide and conduct IV assessment and training by 30th June 2022

3. Tutor recruitment

The teachers mentioned that there are loads of the previous markings they have to do, and it is increasing their workload. The Dean of Studies mentioned to Dr. Roslyn to check the result sheets of all the cohorts, and next week she will discuss with Dr. Roslyn and Dr. Irfan the recruitment of a tutor for the pending marking

Action: Dr. Irfan and Dr. Rosplyn to decide about hiring a tutor by 30th June 20222.

4. Staff Appraisals

The Dean of Studies mentioned that the deadline for Staff Appraisals is 31st May 2022, so she needs all the appraisals asap for feedback. She also mentioned that because Dr. Irfan was working part-time, she would also be providing her feedback on teaching staff appraisal.

Action: Dean of Studies to ensure all staff appraisals are completed by 31st May 2022
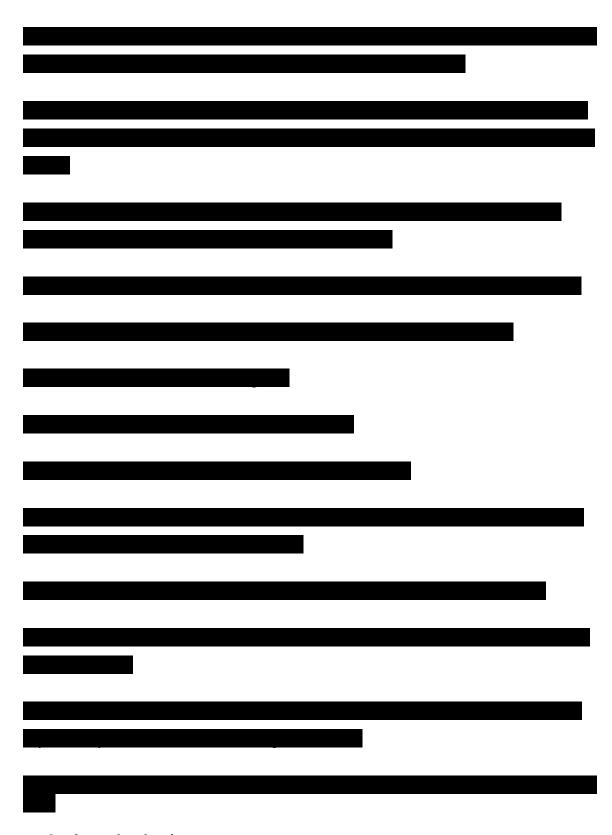
5. Team building

The Dean of Studies mentioned that she would contact the HR department for some team-building exercises to develop team cohesiveness among the staff.

Action: Dean of Studies to arrange team-building event for staff before 31st July 2022

6. Students' Open day at Shakespear House

Dr. Roslyn mentioned that she forwarded an Open Day plan to the Admissions Manager for Shakespeare House, and no action has been taken as yet.

Action: Dean of Studies to follow up on the Open day plan

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8. **Any other business**

None

Date of next meeting

TBC

List of Action Points Agreed.

Person responsible	Actions
Programme Manager	Dr. Irfan to report back about the jobless students by 17th June 2022
Programme Manager	Dr. Irfan to decide and conduct IV assessment and training by 30th June 2022
Programme Manager and Assistant Programme Manager	Dr. Irfan and Dr. Rosplyn to decide about hiring a tutor by 30th June 20222
Dean of Studies	Dean of Studies to ensure all staff appraisals are completed by 31st May 2022
Dean of Studies	Dean of Studies to arrange team-building event for staff before 31st July 2022
Dean of Studies	Dean of Studies to follow up on the Open day plan
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