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Approved by: Academic Board (AB)
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External Reference Points:

External Source	Reference Points
UKQC- Core Practices	• N/A
UKQC- Advice and Guidance	• N/A
Awarding Body Reference	• N/A
Other reference Points	N/A

1. Procedures

- 1.1. External reports relating to academic quality and standards are normally received by the College Principal or on his /her behalf by the Head of Academic Services. Either or both of these post holders should as soon as possible forward such reports to relevant heads of departments. At the same time such reports should be put before the Principal’s Executive Group.
- 1.2. Action plans developed by relevant heads of departments will be signed-off by the Principal and/or the Head of Academic Services, taking into account comments made by the Principal’s Executive Group, which will from time to time monitor progress on implementing these plans, advising the Principal as necessary.
- 1.3. External reports relating to academic quality and standards may also have an impact on the risk register. Therefore the relevant risk owners are asked to regularly review the risk(s) for which they are responsible, to identify any change in the status of risk(s) and/or to add any new risk so identified into the risk register.