

SEAP Guidance Annex A: Action Plan Template

Action Plan 20XX – 20XX

The plan should link directly to the institutional evaluation of the Principles and should prioritise strategic actions arising from the narrative. In addition, the actions arising from commendations or recommendations identified through external review, should also be embedded into this action plan to ensure alignment with overall institutional priorities and to streamline reporting processes. This action plan should be a live document utilised by the institution to focus on strategic quality assurance and enhancement activities on an ongoing basis. The timeline for the completion of actions should be suited to the nature of the activity and the context of the institution.

The guidance, included in blue font in the table below should be deleted prior to submission.

Principle and Area for enhancement or development.	Action(s) and planned impact/ outcomes	Milestone (s/ target date(s), continuing/ carried forward (c/f)	Responsible/ Lead
<i>Each Principle may have more than one area for enhancement or development.</i>	<i>The actions should reflect the milestones or individual process steps that need to be taken to achieve the planned outcome The actions should be specific, measurable, achievable, realistic and timely.</i>	<i>It is not expected that all actions will be completed in one year. If an action is continuing or carried forward from a previous year, this should be noted here.</i>	<i>Use post titles here rather than individual names</i>
Example: <i>Supporting student success</i>	Example: <i>School managers develop plans for a systematic approach to providing accurate and timely data to programme managers, and ensure all staff are supported in using this data effectively.</i> <i>Outcome: Provide quick insights to better inform programme managers on areas for enhancement</i>	Example: <i>introduction of new dashboard and induction programme with in-year data on student progression,</i>	Example: <i>Academic Development Committee</i>

		<i>withdrawals, and attainment by December 2024</i>	
	<i>Add rows as required</i>		

Note: it may be useful to include a key to expand any acronyms used in the action plan