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OF ESTATE MANAGEMENT

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# **UCEM Code of Practice**

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## Learning, Teaching and Assessment

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# Learning, Teaching and Assessment Code of Practice

## 1. Learning, Teaching and Assessment Code of Practice

Code of Practice: Learning, Teaching and Assessment, provides operational guidance and policy for Learning Teaching and Assessment (LTA) Strategy's implementation. The new Learning, Teaching and Assessment Strategy was developed due to revised UCEM strategic objectives, changing compliance requirements and governmental agendas, which require UCEM to continually enhance its learning, teaching and assessment practices.

The implementation of the strategy works within the other Codes of Practice and academic regulations. This Code of Practice is only in place during the life of the LTA Strategy and may require a rewrite upon any interim changes to the strategy.

## 2. Summary of the Learning Teaching and Assessment Strategy

To enable UCEM's meeting the overarching aims of its Strategic Vision, associated primary and foundational goals and compliance requirements, UCEM has outlined four core strategic objectives within its LTA Strategy (2016-2020). These are as follows:

- I. To place students at the centre of UCEM's LTA Strategy.*
- II. To provide learning, teaching and assessment that is accessible.*
- III. To create outstanding online learning underpinned by research and at the forefront of educational technology.*
- IV. To design and provide learning, teaching and assessment that actively reflects and responds to the demands of the built environment, land and real estate industry and its constituent professional bodies.*

The strategy itself provides greater detail on each of these.

These are followed by, a number of specific objectives which are identified to focus and direct UCEM between 2016 and 2020 to deliver the overarching LTA strategic objectives. These are then grouped under the following areas, again with greater detail in the strategy:

- i. Enhanced Student Learning Opportunities*
  - o To devise and implement an explicit programme of preparation for study at UCEM.*
  - o To design learning programmes which explicitly link to the emerging demands of the built environment, land and real estate industry, in line with UCEM's organisational goals.*
  - o To employ approaches to enable personalised learning.*
  - o To develop learning skills for life in confident and independent learners.*
  - o To provide academic support for students.*

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- ii. *Teaching excellence*
  - *To enhance teaching skills.*
  - *To build and recognise the varied roles required to design, write, support and assess online learning. To ensure all tutors undertaking work for UCEM have successfully completed appropriate training in advance of commencing their role.*
  - *Enhance models of working practice that provide the enabling environment for students' learning.*
  - *Develop key synchronous and asynchronous approaches to support learning.*
  - *Capability building and recognition of teaching excellence.*
- iii. *Devising engaging, relevant and rigorous assessment.*
  - *To devise, administer and feedback on assessment to inspire and engage students and judge their learning fairly.*
  - *Online assessment.*
  - *Vocational relevance.*
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## 3. Plans

There are various plans outlined in the strategy, which will support and guide the implementation. The plans are mapped, within the Learning, Teaching and Assessment Implementation Planning document, against the specific objectives outlined in the strategy.

It is the responsibility of the Learning Teaching and Enhancement Committee (LTEC) to review these plans and their implementation in order to assess the progress towards meeting the strategy.

## 4. Policy

All undertaking related to or impact upon learning, teaching and assessment must be in line with the LTA Strategy. The LTA Strategy would be updated in such circumstances as a development in business imperatives, an alteration in the education environment or to a major governmental policy affecting the education sector.

Whilst the following are implicit in the strategy, they are emphasised here in order to ensure that LTA Strategy is implemented;

- a) All academic reviews (annual & periodic programme, module) will be required to reflect upon the impact (that is being, and potentially will be had) of the implementation of the strategy.
- b) All validations and revalidations will ensure that programmes are consistent with the strategy.
- c) All academic appointments, with subsequent induction and training that follow will support the implementation of the strategy.
- d) All academic staffing professional development plans will seek to implement the strategy.
- e) Through scrutiny and examination boards, all assessments, marking criteria, delivery and subsequent marking, will be consistent with the strategy.
- f) Annual institutional objectives and planning are structured to support its implementation.
- g) Pedagogic online and blended approaches to learning delivery, facilitation of learning and teaching will be in line with the strategy.

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- h) Outreach activities, to both other educational establishments and industry, will be in line with, and supportive of, the strategy.
- i) UCEM will ensure that platforms, both internal and external, along with teaching excellence awards, are supported to provide opportunities to disseminate best practice.
- j) The specific activities of the Online Learning Research Centre will support the development of approaches to implement the strategy.
- k) The aim of learning analytics undertaken at UCEM is to support the LTA Strategy.

## 5. Guidance

The LTA Strategy will be guided by, but not limited to, the production/review & support of the following;

- Tutor Handbook;
- Assessment Handbook;
- Research Centres Outputs;
- Online Learning Wiki;
- Accessibility Guidelines;
- Teaching Excellence Awards;
- [UCEM \(Standardised\) Module Design](#).

## 6. Dissemination of Stated Plans

Dissemination of the Learning, Teaching and Assessment Strategy will be through the LTA Implementation Plan. Any subsequent monitoring of the LTA Strategy will be applied through the Learning, Teaching & Enhancement Committee.

## 7. Related Policies

- LTA Strategy;
- LTA Implementation Plan;
- Research Strategy;
- Code of Practice: Research and Advanced Scholarship.