Powerful Support for Performance Management and Self-Assessment in Colleges of Further Education

See mini website – www.improver.co.uk/WelcometoCollegeReview.html

- facilitates regular assessment of Course Team performance using balanced scorecard principles.
- provides assessment of Department performance by bringing together Course Team scorecards.
- enables improvement action points to be defined and monitored at Course Team/ Department level.
- provides an integrated framework for self-assessment in the context of the Common Inspection Framework.
- integrates 'Every Child Matters' and enables input to Joint Area Reviews.
- helps achieve relevant quality standards including IIP, CIPFA Good Governance, Matrix, Charter Mark, etc.

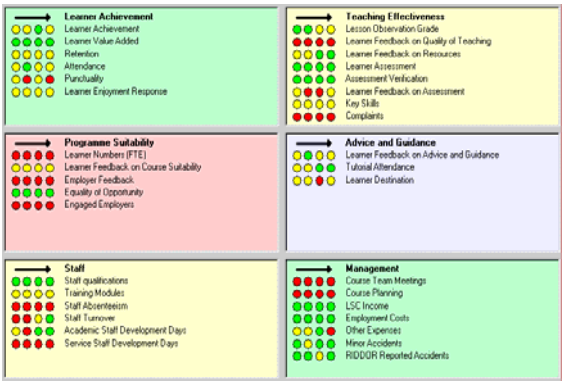
Supporting Performance Management

A major feature within *COLLEGE REVIEW* is the Balanced Scorecard feature which has 6 perspectives that are set to support the Common Inspection Framework .

This feature sets out targets and performance in 'traffic light' format. There are templates which can be customised for Course Teams or the College. The processes used by Colleges are described overleaf.

The feature is designed to enable key College objectives to be cascaded down to course team level so that performance, with hard copy reports, is co-ordinated. It links to a College's management information system.

Within the Balanced Scorecard feature it is possible to compare the performance of course teams and produce scorecards for Departments which can also be compared.



***COLLEGE REVIEW* provides an integrated performance management framework with a powerful visual impact**

Supporting Self-Assessment and Improvement

COLLEGE REVIEW is based on 99 excellence criteria that are directly derived from the Ofsted Common Inspection Framework (CIF) and other relevant quality standards.

Entering the consensus views of staff across the College to the software saves considerable time. A click of the mouse will automatically produce reports showing strengths, improvements achieved, areas for further improvement and evidence against any of the quality standards.

An immediate priority is to integrate the criteria of the new Quality Mark and Framework for Excellence Excellence as soon as definitive criteria are available.

With staff involvement you will easily identify key areas for improvement. These can be prioritised into action points with the *COLLEGE REVIEW* action planning feature creating a range of integrated action plans

Supporting Management of Change

Within *COLLEGE REVIEW* there is a feature to support SWOT analysis (strengths, weaknesses, opportunities and threats).

This removes the need for flip charts and provides an instant, prioritised report at the end of a team session.

Pricing (all prices plus V.A.T.)

The first year annual licence fee for the College Review software is £1,000 without limit on computer use.
The annual licence fee for subsequent years is £1,000 for use on the first 10 computers, £1,250 on 11 – 20 computers, £1,500 on 21 – 35 computers, £1,750 on 36 – 49 computers and £2,000 on 50 or over computers.
In addition there is a one off first year fee of £750 to cover an initial introductory visit, a 1 day in College workshop for staff familiarisation, hands on IT training and IT co-ordination.
On-line and telephone technical support is free as is membership of the User Group.

User Group

All Colleges that use *College Review* are members of the User Group which has validated the structure of the software and is now meeting at regular intervals to exchange experience, agree the processes for using the software and further develop it's features. Agreed upgrade costs may be shared by members of the User Group.

Access to *COLLEGE REVIEW*

John Gurney, the Quality Manager of Grantham College is Chair of the User Group – 01476 400224, jgurney@grantham.ac.uk and can be contacted by prospective users.

Anthony Darbyshire of ADA Assessment Solutions Ltd, who has developed *COLLEGE REVIEW*, can be contacted to demonstrate and discuss local use – 01777-711141, ad@improver.co.uk

How Colleges in the User Group is using the Balanced Scorecard feature in College Review to manage performance and improvement at Course, Department and College level

A Course Team Balanced Scorecard template is developed by the Performance Management Team with College Targets is developed with Curriculum Heads

The College Senior Team Balanced Scorecard is developed by the Performance Management Team with College Targets and agreed with the senior team

Individual Course Teams agree targets and establish their course scorecards with Curriculum Heads

Departments assess Course Team scorecard performance at appropriate intervals with reference to management information

The Performance Management Team assess College scorecard performance with reference to management information and record progress on previously agreed senior team action points

Course Teams review scorecard performance, progress on any previously agreed action points and prepare for performance review

Course Teams discuss scorecard performance and progress on action points with Department Management Team and agree updated action points

The College Senior Team review scorecard performance both for the College scorecard and the combined Department scorecard and agree senior team updated action points

Individual Curriculum Departments bring together Course Team scorecards to create a Department scorecard and a comparison report and record progress on department action points

The Performance Management Team bring together Department scorecards to provide a College Curriculum scorecard and comparison report which details the comparative performance position for Curriculum Departments

Individual Curriculum Departments review department scorecard performance which is the overall, comparative performance of all Course Team scorecards with senior management and agree updated action points

How Colleges in the User Group is using College Review to manage self- assessment and medium term improvement at Course, Department and College level

Individual Curriculum Departments assess their performance and note their strengths, evidence, improvements achieved and areas for further improvement with representatives from **Course Teams** and considering **Course Team** scorecards

Individual Departments review their medium term action points in ***College Review*** and report progress to the senior team

Individual Departments note their performance and their strengths, evidence, improvements achieved and areas for further improvement in ***College Review***

Individual Departments determine and plan their medium term action points in ***College Review*** with senior team input to co-ordinate improvement action

The Performance Management Team use ***College Review*** to bring together Department, Governor and focus group self assessments to provide:

- a comparison file to show the comparative performance position for Departments;
- the College self assessment report;
- self assessment reports for quality standards

Reports on position to College senior team

LSC and any other external self assessment reports

Reports for external examiners for quality standards

Individual Service Departments and the Board of Governors note their performance and their strengths, evidence, improvements achieved and areas for further improvement for selected quality statements in ***College Review*** workbooks

Focus Groups note their strengths, evidence, improvements achieved and areas for further improvement against assessment criteria of quality standards in ***College Review*** workbooks

Action points and action plan management as appropriate

How the User Group is using the SWOT feature in *College Review* to manage change

College senior team or **individual department teams** use the SWOT feature in ***College Review*** to analyse, review, update and record their strategy for change using SWOT principles

College senior team or **individual department teams** determine action points, responsibility and review progress in the ***College Review*** SWOT feature regarding their strategy for change