

London School of Theology

Annual Quality Improvement Policy and Process

Group(s) Responsible:	Board of Trustees, Executive Team, Academic Board
Executive Team Member Responsible:	Academic Secretary, Director of Academic Support
Date Last Approved:	November 2025
To be Reviewed:	Every 36 months
Review consultation:	Relevant Programme Board, Student Reps (via the Programme Board)
Review and re-approval:	November 2028

Changes since last publication:

Date	Change	Reason
Nov 2025	Redefining the purpose	To align with the sector

1. Purpose - The purposes of this policy and process are to:

- 1.1. The annual quality improvement process (AQIP) is an evidence-based process, drawing on a range of relevant qualitative and quantitative evidence. It is intended to enable academic staff and managers to easily identify issues affecting the learning experience that require action, and therefore to take timely action at the appropriate level to improve quality and standards. The process should also highlight areas of good practice and make recommendations for the enhancement of learning, teaching and assessment.

2. Scope

- 2.1. This policy and process covers all taught courses, both undergraduate and postgraduate. It does not cover research degrees or non-award-bearing continuing education.
- 2.2. For details of the mandatory expectations for quality and standards of higher education, please refer to the Office for Students conditions of registration.

3. Procedure

- 3.1. Annual Quality Improvement Report (AQIR) templates must be completed by each Programme Leader. Each AQIR form normally has four appendices' items, which are to be considered by the author with forward looking actions recorded as necessary:
 - a. Appendix 1: Course Statistics - Admissions/Contextual/Progression/Achievement/Destination
 - b. Appendix 2: Module Review stats and Programme Leader report on Module reviews
 - c. Appendix 3: Student Survey results including NSS and any other surveys
 - d. Appendix 4: External Examiner Reports
- 3.2. Each relevant Programme Board receives draft AQIRs in the Autumn meeting.
- 3.3. After the Programme Board has met, the Programme Leader has the opportunity to resubmit a final version of their AQIR to the ASDAS for publication on the VLE.
- 3.4. The ASDAS, in dialogue with the Academic Dean, produces an overall Annual Summary of all AQIRs to cover the items below.
 - a. Identify any relevant comparisons within and between Programmes of study.
 - b. Identify any LST-wide issues and good practice arising from the AQIRs.
 - c. Alert LST as a whole to any obstacles which are preventing a course from achieving its objectives.
 - d. Assure LST that the AQIRs have been given appropriate scrutiny.
 - e. Trigger an interim review of the course if it is felt to be underperforming.

- 3.5. Items of concern, good practice, and actions going forwards are documented. This summary is considered by Academic Board, the Executive Team and the Board of Trustees.
- 3.6. It is necessary for accredited Courses to submit annual monitoring reports to the relevant professional bodies. This is in addition to provision of the AQIR.
- 3.7. A programme might be excused from needing to submit an AQIR for an academic year depending upon when a Periodic Review of the course/programme takes place. Advice must be sought from the ASDAS as to whether an AQIR is to be completed. In instances where a course is excused from submitting an AQIR, the four appendices relating to the course/programme should still be produced and considered by the relevant Programme Board.

Table 1: Process for submitting Annual Quality Improvement Reports (AQIR)

Stage of Process	Action and Responsible person(s)	Responsible person(s)
1.	PA to ASDAS provides Programme Leaders with the AQIR form	PA to ASDAS
2.	Appendices are provided to PA to the ASDAS by named individual.	Appendix 1: Compliance and reporting officer Appendix 2: Learning and Teaching Manager (Module Feedback response rates) and Programme Leaders (Report on Module feedback/reviews) Appendix 3 &4: PA to ASDAS
3.	Programme Leaders write their AQIR and submit to the ASDAS.	Programme Leaders
4.	Autumn Programme Board consider and approve the AQIR.	Programme Leaders
5.	If there are suggested amendments from the Programme Board, Programme Leaders resubmit AQIR to the ASDAS.	Programme Leaders
6.	Final version of the AQIR is published on the VLE.	PA to ASDAS
7.	ASDAS and the Academic Dean produce a summary of all AQIRs highlighting LST-wide issues, good practice and designate actions where appropriate in an action plan.	ASDAS and Academic Dean.
8.	PA to the ASDAS ensures that Academic Board, Exec and Board of Trustees receive a summary of the AQIRs for consideration and approval.	PA to the ASDAS