

Enabling Student Development and Achievement – resources for NTU staff

The following links and information are intended to act a central source of relevant resources by which NTU staff can assist students to develop and achieve their potential. The information and links will be updated on a regular basis in partnership with participating services.

Definition and scope of NTU's contribution to enabling student development and achievement

The following is indicative (not definitive) of the departments/services that directly contribute to enabling student development and achievement: Schools; Library Learning and Teaching Team (LLTT); Schools, Colleges and Community Outreach (including the Volunteering Team); Employability team; Centre for Academic Development and Quality (CADQ); Organisational Development (OD); Student Support Services; Academic Registry; Equality, Inclusion and Diversity; NTU Global, NTSU; the Hive.

The following is indicative (not definitive) of the activities, facilities and tools that directly contribute to enabling student development and achievement: the Development and Approval Group (DAG) process; Welcome Weeks; placement and work-based learning; LLTT academic and study skills; University Language Programme; Erasmus and study abroad; HeadStart; Employability Mentoring; Acceler8; Sustainability in Practice; Students in Classrooms; Nottingham Trent Volunteering; Global Lounges; Academic Skills Advisors; Learning and Teaching Librarians; Student Mentors; NTSU student representative training, volunteering and clubs and societies; Student Dashboard; course/academic tutorials; NOW Learning Rooms, NOW e-portfolio and NOW Help; FutureHub; InPlace; the Higher Education Academic Record (HEAR).

Roles and responsibilities

The roles and responsibilities of key academic staff are available on the [Running a Course](#) webpages; this includes a comprehensive guide to the resources available to course leaders.

Student Support Services maintain a [Student Handbook](#), which provides details of broader University support roles and responsibilities.

The Library Learning and Teaching Team provides clear statements on the role of staff who enable students to develop their [academic and study skills](#).

The [NTU Student Charter](#) sets out the University expectations of students and staff in respect of enabling student development and achievement.

Equity

Staff and students should consult the [Equality, Diversity and Inclusion](#) webpages for a comprehensive guide to University policy, practice and guidance.

The [Success for all](#) project aims to understand better how to support the progression and attainment of all students.

Informing students

Appropriate student information is provided in the [Guide to Information](#) webpages; the University's [Open Days](#) provide comprehensive, 'hands on' experience of study at NTU.

All NTU courses are required to have a course handbook (via NOW); Student Support Services maintain a University [Student Handbook](#).

The [Library Learning and Teaching Team](#) participates in all course induction to ensure that students are aware of the guidance and support to enable them to develop their [academic and study skills](#).

NTU's [enrolment conditions](#) contain guidance on students and NTU obligations (including those for enabling student development and achievement). All students are referred to the [NTU Student Charter](#), which sets out further details.

Advice for staff on providing information to students is available on CADQ [Running a Course webpages](#).

Facilitating student transition and progression

The transition from prospective to current student is supported via the [Starting at NTU](#) webpages.

[Welcome Week](#) is a programme of events for new students; it provides an opportunity to discover the University and its facilities, services and arrangements.

The CADQ [running a course](#) webpages provide a range of materials to guide course teams in pre-course, induction and transition programmes.

All NTU courses are required to have a student induction programme – [A Guide for Staff](#) offers guidance on providing such programmes.

All NTU courses are required to have a course handbook via NOW; Student Support Services maintain a University [Student Handbook](#).

See QH Section 10D Placement and Work-based Learning for the roles and responsibilities of internal and external staff involved in such provision.

The [Library Learning and Teaching Team](#) provides in [person](#) and [online](#) guidance and support to enable staff and students to develop their [academic and study skills](#). NOW Help provides a resource for students seeking online guidance.

Careers Consultants and Employability Advisers provide dedicated support for transition to the world of work; there is an employability NOW learning room for each School.

The [Student Dashboard](#) online resource enables students and staff to understand how well individual students are engaging.

The [Student Support Services](#) webpages are a resource for students seeking guidance; a [Student Support Resource Directory](#) is also available for staff providing information and support for students.

The University's fitness to study policy and procedure are available here.

Creating opportunities

QH Section 5 Course Development and Approval and QH Section 12 Course Design contain the DAG and course design requirements in respect of enabling academic, personal and professional development.

The University's policies and practices for assessment and learning and teaching set out approaches and practices designed to facilitate all-round student development – see QH Sections 14 and 15.

The [Student Dashboard](#) online resource enables students and staff to understand how well individual students are engaging. Tutorial resources are available on NOW.

The University offers opportunities for students to develop their [academic and study skills](#); for [student representation](#) (with NTSU) and for [volunteering](#).

Advice for students about the University's employability schemes, projects and initiatives are available on the [employability](#) webpages.

The Higher Education Achievement Record (HEAR) will be implemented from September 2016.

Effective staff

The [NTU Teaching Development Framework](#) is designed to help all NTU staff access professional development appropriate to their role and expertise.

Further information on the enhancement of teaching and learning skills through, e.g. peer observation of teaching, can be found in QH Section 14 Learning and Teaching and the CADQ [Teaching](#) webpages.

The PGCAP is part of the broader Trent Institute of Learning and Teaching ([TILT](#)) initiative that enables staff to share and develop their academic practice.

[Organisational Development](#) provides a number of relevant courses, workshops and other activities; it supports colleagues in identifying learning and development needs and considering effective means of meeting these. The Library offers a wide range of resources to support [teaching and learning](#).

Equality and Diversity organise [learning programmes](#) to build individual, team and organisational capability in equality and diversity.

Further information on the enhancement of teaching and learning skills through, e.g. peer observation of teaching, can be found in QH Section 14 Learning and Teaching and the CADQ Teaching webpages. [Information about the assessment of student learning can be found in QH Section 15 Assessment and on the CADQ \[Assessment\]\(#\) webpages.](#)

Learning resources

The [Library Learning and Teaching Team](#) provides in [person](#) and [online](#) guidance and support to enable staff to develop [academic and study skills](#).

The [Student Dashboard](#) online resource enables students and staff to understand how well individual students are engaging.

The [Student Support Services](#) webpages are a resource for students seeking guidance; a [Student Support Resource Directory](#) is also available for staff providing information and support for students.

Student Support Services incorporates a [disability service](#) that coordinates support and access arrangement for disabled students and students with specific learning difficulties.

[The recording of lectures enables students to revisit sessions and is considered by NTU and Nottingham Trent Student Union \(NTSU\) as an important element of learning resources. The NTU Lecture Capture can be found \[here\]\(#\)](#)