ual: london college
of communication

**Academic Progression Tool
2019-20 User Guide**
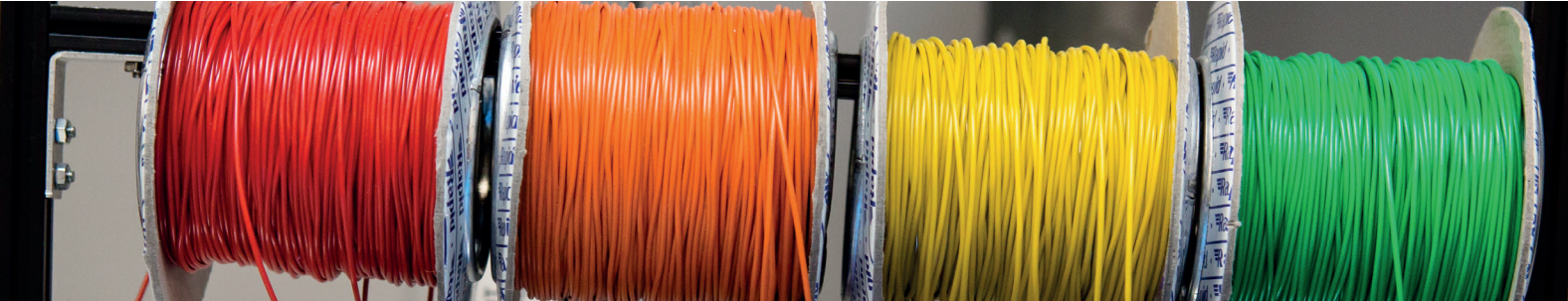
Introduction to APT:

The Academic Progression Tool (APT) has been introduced at LCC to help reduce the number of students leaving their courses prematurely. APT serves as a digital, collaborative, monitoring and communication aide for prioritising support to students, by providing tutors with a unique combination of information in an interactive workbook they can contribute to and communicate through. This information includes students' fee and enrolment status, links to ISA documents, and grades after exam boards. Where possible, I'M IN attendance data is also included as an additional indicator of each student's engagement.

Prioritising support:

The tool is currently aimed at first year undergraduate cohorts, as this is the year when students are most likely to withdraw. A multitude of factors can influence or force students to withdraw from a course of study, ranging from economic to environmental, academic to psychosocial. The purpose of APT is to first identify students being influenced by such factors, using information provided as indicators of engagement and progress, and to then prioritise appropriate support interventions.

The digital workbook:

The Academic Progression Tool is offered to all LCC undergraduate courses in the form of a digital workbook located on the UAL SharePoint site. The workbook is an all-in-one monitoring tool, intended for collaborative use between admin, academic and student support teams in LCC, and aims to facilitate more effective communications between these teams. We require academic teams to update these workbooks at key points in the year, for example after a round of personal tutorials. Priority for support is indicated using a RAG (Red, Amber, Green) system for simple visualisation.

The APT Team:

A team of colleagues are available to help courses to use APT to support their students. The Project Manager can help introduce the tool to courses and bespoke it to their needs. The Administrator and Student Experience Officer can assist course teams input and interpret information on the digital workbooks, and can provide proactive advice and guidance to students experiencing difficulties with course engagement. This support may include outreach contact, 1-1 pastoral sessions and liaison with support services.

The role of the Course Teams:

The First Year Lead or Course Leader from each course are invited to meet with the APT team regularly across the academic year. This is to review students' priority status and to ensure adequate support is identified and put in place. Once the workbook is embedded within a course all academic staff across the team are encouraged to update and use it. The workbook can be further developed and customised to suit the needs of each course team.
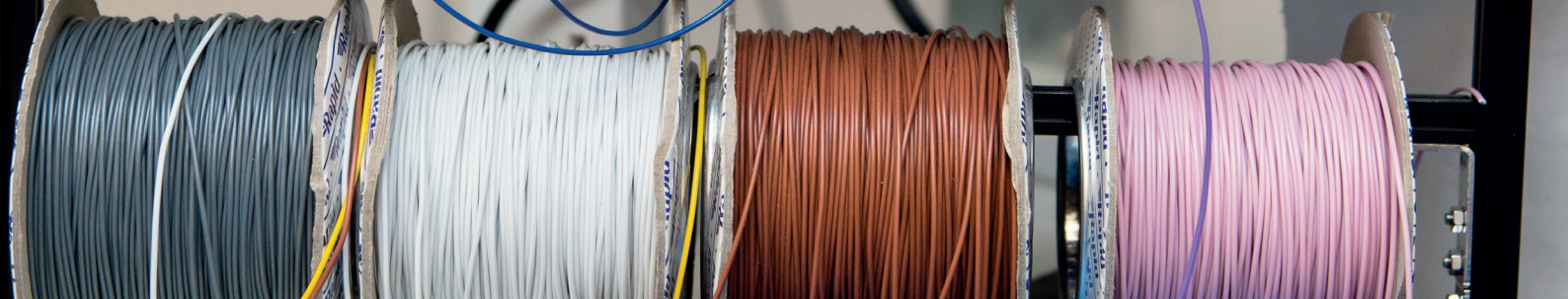
GDPR guidance:

The workbook is shared with selected staff via SharePoint in line with UAL's Student Privacy Policy and cannot be shared without the approval of the APT team. All sensitive information collected in the workbook, i.e. data relating to mental or physical health, must be disclosed by the student themselves and not from a third-party source. This information is used in order to offer the best possible support for our students. We ask staff to not download the workbooks or share information from them with anyone outside of the immediate Course Team. All sensitive data will be deleted within 6 months of the student leaving the College.

Workflow:

Initial meetings are held with the First Year Lead or Course Leader, Programme Director, and First Year academic staff. This is to introduce APT, discuss common issues around student support, and to develop the workbook in line with the course's specific needs. Regular update meetings (at least twice a term/block) are held with the First Year Lead or Course Leader. This is to ensure the workbook is being utilised effectively, to discuss issues arising with students, and to further customise the workbook.

Stage 1   Initial meeting with First Year Course Staff and APT Team.

Stage 2   After initial tutorials, the workbook is updated by course staff to include relevant information, and the actions being taken to support prioritised students.

Stage 3   As actions are progressed they should be updated in the workbook so that all staff are made aware.

Stage 4   Regular meetings with Project Manager and/or Administrator to feedback on the tool, and Student Experience Officer for assistance with outreach to students.

Stage 5   Throughout the year the Administrator will update the workbook with relevant information as it becomes available such as submissions, grades, and attendance data.
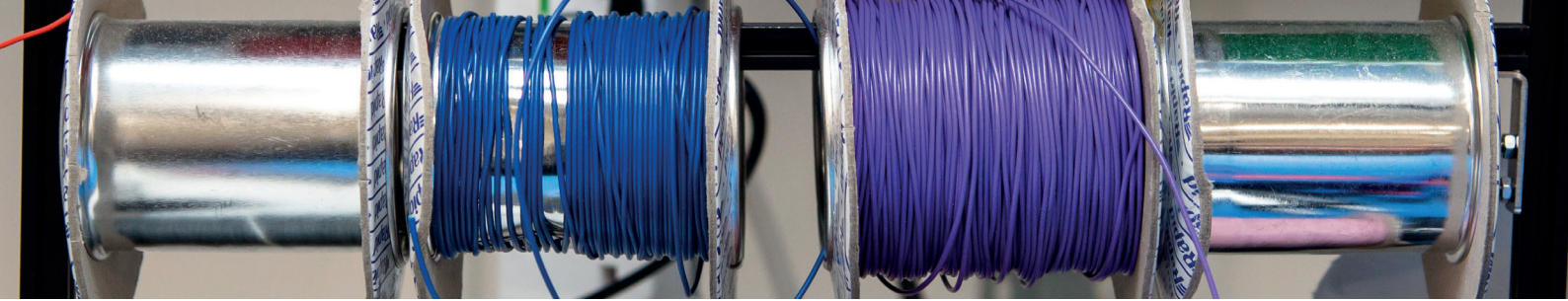
The APT team:

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