



NTFS Project 2006-07 Progress Report

The purpose and acceptance criteria for NTFS projects submitting a progress report are described as part of the 'NTFS Project 2006-07 Reporting Procedure' paper.

Please complete the sections below. If you have any queries regarding the completion of the forms please contact the NTFS project strand Project Officer at ntfspjrojects@heacademy.ac.uk or 01904 717500.

Progress Report Project Information

Project lead institution	Norwich School of Art and Design
Project title	InCurriculum
Lead contact name	Simon Willmoth
Reporting period	1 August 2007 to 31 December 2007
Date	8 January 2008

1. Activities and progress	
1a. Please provide a short update on the project's achievements and current activities, to be disseminated on the Academy's website, maximum 200 words. (Only this section will be made publicly available)	
<p>The project has progressed well with the Project Management Group directing the initial phase to establish a project identity and website. The PMG have also planned the design, delivery and assessment of pilot modules that incorporate the work of the AchieveAbility project and Art and Design teaching to import good practice for effective teaching and assessment of SpLD students to all students in the HE sector.</p> <p>Project partners were involved in the launch of the National AchieveAbility Network . The launch was hosted by Barry Sheerman President of the Network and Chair of the Select Committee for children, schools and families. Key speeches included reference to the importance of inclusive curriculum work in mainstream education and information packs were distributed to the 70 guests. The packs included detailed information about the InCurriculum project. The Project Director contributed to the Disability Equality Partnership Higher Education Seminar for National Disability Organisations and Sector Support Organisations in November 2007.</p>	
1b. With reference to your project plan summarise your achievements during the last six months and whether the anticipated objectives, activities or deliverables have been completed.	
<p>All objectives for the first period of the project have been achieved. We established a Project Management Group to meet at least seven times a year – the group has had four very productive meetings so far. A Project Administrator was appointed who also works as the AchieveAbility officer, ensuring an ongoing relationship between the project and the AchieveAbility National Network.</p> <p>The Steering Group was established and has met twice so far. The Steering Group has experts in all areas relevant to the project objectives and is thus able to draw on a wide range of experience to advise on strategic and operational matters, oversee the progress of the project and ensure that the project evaluation is rigorous. Draft written guidelines on inclusive approaches for effective teaching and assessment of all students have been drawn up from analysis of the AchieveAbility project and Art and Design teaching. These have been sent to</p>	

<p>partner academic coordinators to brief module leaders.</p> <p>Dissemination of the project has taken place through networking at the launch of the National AchieveAbility Network at the House of Commons, the Disability Equality Partnership Higher Education Seminar for National Disability Organisations and Sector Support Organisations, HE Academy Significant Interest Group meetings and AchieveAbility Steering group meetings. The InCurriculum Steering Group decided to use network connections and conferences to ensure that the dissemination of project aims and outcomes also takes place internationally. The project website is located at: www.incurriculum.org.uk.</p>
<p>2. Performance against the project plan</p>
<p>2a. Has there been any variance from your planned activities? If so, please say what the variance is and what its causes were?</p>
<p>We identified the need for a Project Management Group to oversee the strategic and operational development of the project, with membership being the Project Director, Project Development Manager, Steering Group Chair and the Project Administrator.</p> <p>The Academic Coordinator at Norwich School of Art and Design was planned to be the Head of Learning and Teaching Development, a post which has yet to be appointed, despite interviews being held. The post is being re-advertised for applications in January 2008.</p>
<p>2b. If applicable, what is being done to get back on track? Will the project plan need to be revised?</p>
<p>Interim arrangements are in place at Norwich School of Art and Design, with a senior member of staff acting as academic coordinator. If an appointment is not made in the next round of interviews another NSAD staff member will be appointed as academic coordinator.</p>
<p>2c. Use the template below to report expenditure. Explain the reasons for any significant overspend or underspend. (Only required for the annual progress report, submitted in July)</p>
<p>N/A</p>
<p>3. Reflection</p>
<p>3a. Are you experiencing any problems which are impeding progress? If applicable, what are these? Are there any unresolved problems from the last report?</p>
<p>Starting the project was delayed in some respects due to staff vacations at the partner institutions in August, so the collaborative agreements took longer than anticipated and the logo, website design were not completed as soon as intended</p>
<p>3b. How has the implementation of activities informed your approach? How do you see the project developing? Has progress changed the project or your expectations in any way? What lessons have been learned?</p>
<p>The developing partnership between the institutions has been very productive, with clear agreement on areas of responsibility and an understanding of how together we can enhance the aims and objectives of the project.</p> <p>We have recognised potential issues with validating 'new' modules in the first year of operation, partly due to approval schedules within the partner institutions for 2007-08 having been set far in advance, and due to the need to trial and evaluate amended or revised existing modules before validating 'new modules'. The issue has been addressed by identifying amendments to the delivery and assessment of existing modules which can be effected in year 1 without full revalidation through QA processes. One new module for a new Masters course will be validated in 2007-08 for first delivery in 2008-09.</p>

4. Future objectives, activities or deliverables
4a. What you expect to achieve during the next reporting period?
<ul style="list-style-type: none"> • Wider consultation/evaluation with stakeholders, to shape ongoing nature of project • Further clarification of the focus and mechanisms for evaluating each stage of the project. • Ongoing development of outcomes aligned to needs of HE sector • Website development • Design of new modules to incorporate inclusive approaches, including assessments • Validation of modules • Dissemination through input to conferences, workshops, networks
5. Any other comments

I understand that the text provided in section 1a will be made publicly available on the Academy's website and other publications.

Name	Simon Willmoth
Date	8 January 2007