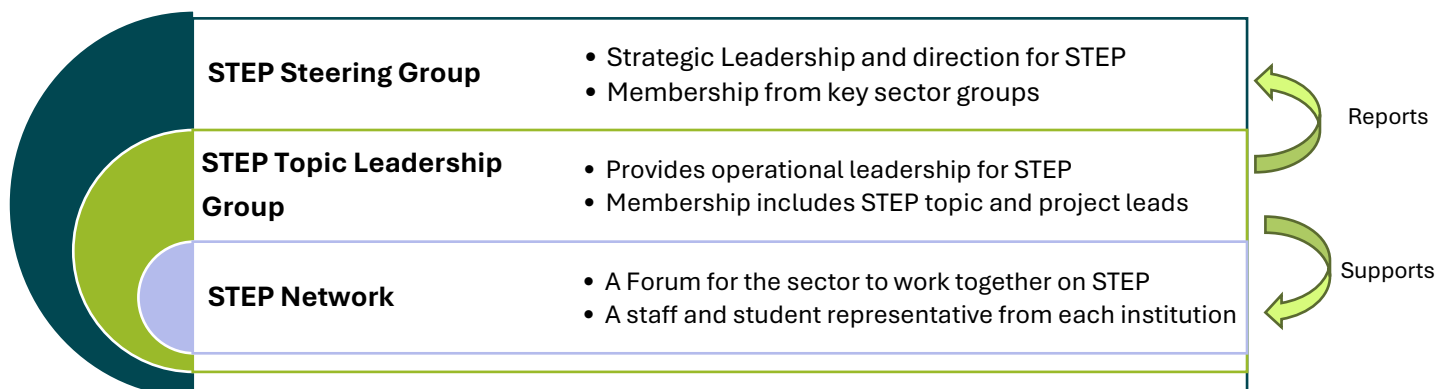


Scotland's Tertiary Enhancement Programme (STEP)- How STEP will be managed

STEP is a new national programme to help Scotland's colleges and universities work together to improve learning, teaching, and the student experience. It is part of a bigger framework to improve quality in Scotland's colleges and universities (Scotland's Tertiary Quality Enhancement Framework (TQEF)). The programme is led by colleges and universities themselves and jointly managed by the Quality Assurance Agency (QAA) and the College Development Network (CDN).

STEP focuses on helping colleges and universities work together on joint projects that create valuable results for the whole tertiary education sector (colleges and universities). Every four years, a topic will be chosen that these projects will be based around.

Three groups, made up of people who work and study in Scotland's colleges and universities, will oversee STEP.



STEP Topic Leads

A core team of four people—two staff leads and two student leads from colleges and universities—will lead the STEP programme. They are key members of the STEP Topic Leadership Group and will work closely with other STEP groups, as well as QAA and CDN, to promote STEP across Scotland.

The staff leads are chosen for each four-year STEP cycle, while the student leads serve for at least one year. They will be part of the STEP Topic Leadership Group, attend Steering Group meetings, and support the STEP Network meetings.

STEP Steering Group

The Steering Group will guide and oversee STEP, making sure it is successfully delivered. They will choose the main STEP topic and priorities, set goals, approve projects, and create a Topic Leadership Group for each cycle. Members will also ensure that information is shared between the Steering Group and the other groups they work with.

STEP Steering Group membership

Representative(s)	Status	Number
College Principals' Group/Vice-Principals' Curriculum Network	Member	3
Colleges Quality Network	Member	1
Scottish Higher Education Enhancement Committee	Member	2
Universities Scotland – Learning and Teaching Committee	Member	1
The Quality Forum	Member	1
sparqs Tertiary Quality Student Expert Group	Member	1
NUS Scotland	Member	1
Individuals with recognised expertise in topic area	Member	2
Individual with relevant or related employer or industry perspective	Member	1
STEP Topic Staff and Student Leads	Observer	4
College Development Network	Observer	1
Education Scotland	Observer	1
QAA	Observer	1
sparqs	Observer	1
Scottish Funding Council	Observer	1

There will be a minimum of three STEP Steering Group meetings per year with one each of these led by a representative from a college, university, and student group.

STEP Topic Leadership Group

The Topic Leadership Group will provide the day-to-day leadership of STEP and provide topic-specific expertise for each STEP cycle. They will regularly report progress and results to the Steering Group. They will also help project teams share what they learn and promote STEP's work across Scotland.

Membership

Representative(s)	Status	Number
STEP Topic Staff and Student Leads	Member	4
College Development Network	Member	1
Education Scotland	Member	1
QAA	Member	1
sparqs	Member	1
STEP Project Leads (representing the project / named institution for each project)	Member	as appropriate
Other QAA and CDN colleagues as appropriate	Observer	as appropriate
Other individuals as appropriate	Observer	as appropriate

Topic Leadership Group meetings will be led by one of the STEP Topic Leads. There will be a minimum of four meetings per year.

STEP Network

The STEP Network is a larger group which connects staff, students, and sector agencies. Each college and university will have a staff and student representative on the network, along with members from key agencies. This group will lead project development for each STEP cycle.

Membership

STEP Topic Staff and Student Leads	Member	4
Staff representative for each institution	Member	42
Student representative for each institution	Member	42
College Development Network	Member	1
Education Scotland	Member	1
NUS Scotland	Member	1
QAA	Member	1
sparqs	Member	1
Other QAA and CDN colleagues as appropriate	Observer	as appropriate
Other individuals as appropriate	Observer	as appropriate

The STEP Network will be led by Topic Staff and Student Leads, with support from QAA and CDN. In the first year of each four-year STEP cycle, the Network will meet during four Discovery Days to develop ideas for joint projects. In years 2-4, there will be at least three meetings each year, held as a mix of online and in-person sessions.