

## Implementation Plan: Policy for Supporting New Student Parents

### A. List of Stakeholders

**HOP** = Head of Operations, Division of Student Life

**VP/AVP** = Vice President / Associate Vice President (Teaching, Learning and Students)

**HOS/HOSA** = Head of School/ Head of School Admin

**Dn/DOFO** = Deans of Faculty/ Director of Faculty Operations

**ADs** = Associate Deans of Faculty

**F PSS** = Faculty PSS staff (T&L)

**UMSU** = University of Manchester Students' Union

### B. Stages, Tasks and Roles/ Responsibilities

X = indicates initials of the person responsible for completion of the task

+X = indicates significant involvement in the task

Stage 1: Policy development								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Review existing maternity/paternity policies across the HE sector and seek external guidance.	X							Done
Draft a new Policy for Supporting New Student Parents.	X							Done
Draft accompanying Procedures.	X							Done
Produce final version of Policy and Procedures for TLG then Senate.	X	X						To TLG in April & May 2016

Stage 2: Consultation								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Manage stakeholder consultation	X							End of July 2016
E-mail stakeholders to indicate consultation expectations as per the Implementation Plan.	X							May 2016
Initiate consultation in Schools via Teaching and Learning Committees and return consolidated Faculty responses to HOP.					X	+X		End of July 2016

Communicate with student reps regarding the draft Policy and return responses to HOP.							X	End of July 2016
Present comments and feedback to TLG for consideration.	X	X						September 2016

Stage 3: Policy Approval								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Approval in principle by TLG.		X						TBC
Approval by Senate.		X						TBC

Stage 4: Implementation / communication								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Oversee Implementation at institutional level.	X							TBC
Publish Policy and Procedures.	X							TBC
Send email to Schools (cc Faculty PSS) to indicate expectations as per the Implementation Plan.	X							TBC
Disseminate responsibilities of all relevant staff to ensure consistent implementation of the Policy at School level.			X					TBC
Communicate with student reps regarding the implementation.							X	TBC

Stage 5: Monitoring and Review								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Review initial implementation and feedback any issues to the HOP.					X	X		TBC
Embed the annual review of the Policy in the cycle of annual monitoring of programmes and Periodic Review.					X	X		TBC
Seek feedback from student reps to feed into the review process.							X	TBC

Stage 6: Evaluation								
Tasks to be delivered	HOP	VP/AVP	HOS/HOSA	Dn/DOFO	ADs	F PSS	UMSU	Deadline
Conduct an institutional review of the effectiveness of the Policy after six and 12 months. To include stakeholder feedback.	X							TBC

**C. Timeline**

<b>Stage</b>	<b>Completion Date</b>
1 – Policy development	Initial draft completed May 2016
2 - Consultation	End of July 2016
3 - Approval	TBC
4 – Implementation/communication	TBC
5 – Monitoring and review	TBC
6 - Evaluation	TBC

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