

Please complete all sections of the form.

Please use and reference the following **sources of evidence** (where applicable) as you complete the form:

External Examiner Comments

Staff Feedback

Student Surveys (e.g. ISSE, QA forms)

Student Feedback

Programme Board Meeting Minutes

Statistical Data (e.g. student progression rates)

1. PROVISION BEING MONITORED

School:		Department:		
Programme (s) <i>Please add additional rows as required.</i>	Mode of Delivery <i>FT/PT/Blended/Outreach</i>	Professional Accreditation Body <i>(where relevant)</i>	No. of Programme Board Meetings held	Will recruitment onto programme continue? <i>Yes/No</i>

2. ACTION PLAN FROM THE PREVIOUS YEAR

Please append the Action Plan from last year's form with the progress column completed. If any actions have not yet been completed please transfer them to this year's Action Plan.

3. EXTERNAL EXAMINERS

Please list names of External Examiners who monitor this provision	Report received? <i>Yes/No</i>	Date considered by P. Board	Summary of Comments	Response

4. STUDENT and STAFF FEEDBACK

Please number and cross-reference any proposed actions arising from your analysis in the Action Plan in Section 11.

Source of Feedback <i>ISSE/QA survey/PB meeting</i>	Area	Key Strengths and Weaknesses	
		Students	Staff
	Overall Satisfaction		
	Proposed Actions		
	Assessment & Feedback		
	Proposed Actions		
	Teaching and Learning		
	Proposed Actions		
	Academic Support		
	Proposed Actions		
	Programme Administration and Management		
	Proposed Actions		
	Facilities and Learning Resources		
	Proposed Actions		

Please summarise the top 3 SUCCESSES highlighted in feedback.

1.
2.
3.

Please summarise the top 3 PRIORITIES FOR ACTION highlighted in feedback.

1.
2.
3.

5. STATISTICAL DATA ANALYSIS

5.1 Student Recruitment	Source of Evidence
Proposed Actions	

5.2 Student Retention	Source of Evidence
<i>Reflect on withdrawal rates, and where the information is known, commenting on types/patterns of withdrawal and proposals to support student retention.</i>	
Proposed Actions	

5.3 Student Progression	Source of Evidence
<i>Using statistical data, reflect on progression rates compared to previous years. Comment where possible on specific programme modules that perform well and those where there is poor performance, considering how delivery of these modules could be developed to improve student performance.</i>	
Proposed Actions	

5.4 Student Achievement	Source of Evidence
<i>Using statistical data provided reflect on the number of students gaining good degree classifications (Distinction, Merit, 1st or 2.1) comparing results to previous year's performance.</i>	

Proposed Actions	

6. CHANGES TO PROVISION

Describe the programme changes validated and implemented, including related new programme developments.

6.1 Programme Changes Approved	Date of validation (e.g. PEC meeting)
6.2 Programme Changes Implemented	Date of validation (e.g. PEC meeting)
6.3 Nothing to report	

7. ACTIVITIES WITH PARTNER ORGANISATIONS

Describe the number and type of interactions with Partner/Regulatory bodies (e.g. meetings, accreditation reviews, reports submitted, etc.). Cross reference any follow-up actions with Section 11.

7.1 Partner Organisation Activities	Date
Proposed Actions	

8. REFLECTION BY PROGRAMME BOARD

Please number and cross-reference any actions arising from your analysis in the Action Plan in Section 10.

8.1 Curriculum Design and Development (Including Aims and Learning Outcomes)	Source of Evidence
<i>Please reflect on how far the curriculum design continues to be appropriate and highlight any areas which have been or will be developed further.</i>	
Proposed Actions	

8.2 Assessment Process	Source of Evidence
<p><i>Please reflect on how appropriate the assessment is in testing learning outcomes and outline any proposed changes for the next academic year.</i></p>	
<p>Proposed Actions</p>	

8.3 Teaching and Learning (including Technology Enhanced Learning)	Source of Evidence
<p><i>Please reflect on developments in Teaching and Learning strategies and practice either on specific modules or across awards.</i></p>	
<p>Proposed Actions</p>	

8.4 Engagement with Employers	Source of Evidence
<p><i>Please reflect on the engagement of employers in the curriculum and how this has informed curriculum plans going forward.</i></p>	
<p>Proposed Actions</p>	

8.5 Student Support	Source of Evidence
<p><i>Please reflect on how students are supported (e.g. student induction, year convenors, student mentoring, use of SLDC) and outline any plans for future development.</i></p>	
<p>Proposed Actions</p>	

8.6 Learning Resources: Staff Development	Source of Evidence
<p><i>Please reflect on staff development undertaken by the programme team over the academic year and priorities for future staff development.</i></p>	
<p>Proposed Actions</p>	

8.7 Learning Resources: Physical Resources and Facilities	Source of Evidence
<p><i>Please reflect on the continued fitness for purpose of physical resources. Include areas for consideration by the Faculty Management Team, working with relevant University services and departments.</i></p>	
<p>Proposed Actions</p>	

9. QUALITY ENHANCEMENT

Please summarise any activities which contributed to Quality Enhancement in the Institute or to the annual Quality Enhancement Theme.

Summary of Quality Enhancement Activity

10. ADDITIONAL COMMENTS

<i>Additional observations or comments by Programme Board</i>

11. ACTION PLAN FOR THE FORTHCOMING ACADEMIC YEAR

Please summarise the actions to be addressed as highlighted in previous sections of the form. *Please add additional rows as required.*

No.	Action <i>Please state clearly the action required.</i>	Section No. <i>Where in the form was this raised.</i>	Indicator of Success <i>How will the team assess whether the action has been successful.</i>	By Whom <i>Who will carry out the action.</i>	By When <i>Please give an estimated month.</i>	Progress <i>Please complete through the year as progress is made.</i>
Delivery Team Actions						
Management Team Actions (including those which require work with other Institute Fora)						

12. AUTHORSHIP:

Programme Director	
Head of Department	Signature:

	Signature:
Date submitted to Academic Council Academic Quality Subcommittee	

APPENDIX 1:

ACTION PLAN FOR PREVIOUS YEAR: *Append last year's Action Plan here.*