**AME2 Programme Report Template**

**Annual Monitoring Programme Report Form**



**ACADEMIC SERVICES**

**Annual Monitoring: Programme Report – Academic Year 2016-17**

*Note:*

The report should be a reflective analysis of qualitative and quantitative data. It should include comparisons of on-campus, off-site and different modes of delivery in order to establish the equity of the student experience. It should also focus on how the learning opportunities for the students could be enhanced.

In compiling this report you should consider the [Education for Sustainable Development](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/ESD_and_QMEF.pdf) (ESD) prompts which are available.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Title** |  | | | **Programme Code** | | |  | |
| **Programme Manager** |  | | | **Dept Name** | | |  | |
| **Programme Team** |  | | | | | | | |
|  | | | | | | | |
| **Professional Statutory and Regulatory Bodies** | |  | | | | | | |
| **Mode of Attendance** | |  | | | | | | |
| **Number of Students Registered** | | | ***Full Time***: | |  | ***Part Time***: | |  |
| Please use the action plan from the previous programme report to provide an update on the action taken and outcomes achieved (*if this is the first year this programme has run, comment on any actions taken from recommendations made as a result of the Approval process*)**:**  ***Please provide a full copy of the previous year’s Programme Action Plan as Appendix 1.*** | | | | | | | | |

1. **PROGRAMME OVERVIEW**

You should reflect on the performance of the programme over the academic year with particular emphasis on academic standards and the quality of the provision. You should identify areas for enhancement as well as good practice and provide commentary in the box below. You should ensure that you include any collaborative provision in your analysis and you will receive a separate Programme Report from the Partner(s), which includes comments from the Link Tutor, to enable you to do this.

You should use the module reports available to you to gain an overview of the programme, and the comparative data provided by the [Programme on a Page Report](http://ista-bidw01.campus.ads.uwe.ac.uk:8080/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=AQuWxyv4rvJFqgBJ.JeGx98) to reflect on the specific performance of the programme relative to each heading given below:

**Areas for commentary:**

* 1. **Market Performance at UWE**
  2. **Academic Performance**

**1.2.1 Retention and Progression**

**1.2.2 Student Results**

For levels of programme other than undergraduate, comment on the outcomes of any cohort who completed this academic year.

* 1. **Equality and Diversity**

Comment on any themes that emerged (if any) of student performance related to this area. (If your cohort size is under 30 please be aware that there may be difficulties in extracting meaningful data from that small sample.)

**Commentary:**

**2. STUDENT FEEDBACK   
Please note that Student Survey Data is expected to become available in the 3rd week of August.**

**2.1** **Student Surveys**

Please look at all areas of student feedback (including [NSS results](file:///C:/Users/j-strong/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/2UF7TDU2/NSS%20Results)) and comment below.

You should consider accessing feedback from modules on the programme, through either the module

evaluations or the module reports that can be accessed through the Faculty SharePoint site.

If you have a significant number of international students you should consider the International Student Barometer survey results.

Indicate what the students are saying about the programme and what responses have been made to their feedback. Reflect on whether the comments raised offer any opportunities for enhancement and indicate how items of good practice can be shared.

Please indicate whether there are specific enhancements you would like to include in the You Said UWE Did campaign for 2015/16.

**Commentary:**

**2.2 Student Forum**

Please reflect on issues raised in the Student Representative Staff Forums and any programme level evaluations. Action sheets are available on the Academic Services Governance sharepoint site by following [this link](https://teams.uwe.ac.uk/sites/srsf/Faculty%20of%20Arts%20Creative%20Industries%20and%20Educati1/Forms/AllItems.aspx) and selecting your Faculty from the list on the left-hand side.

Please indicate whether there are specific enhancements you would like to include in the You Said UWE Did campaign for 2015/16.

**Commentary:**

**3. EMPLOYABILITY**

Please include how you ensure that the programme is relevant to the future employment market. State whether there is an employer advisory board. Evidence base should include: Feedback from [Graduate Destinations](file:///C:/Users/j-strong/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/2UF7TDU2/DLHE%20Results), feedback from Placement providers, External Examiners, Employers, Carers and Service Users and Professional, Statutory and Regulatory Bodies (if applicable).

**Commentary:**

**4. EXTERNAL EXAMINER FEEDBACK**

Provide some commentary below on any verbal feedback received from the external examiner at or prior to the Award Board. If areas of good practice were identified comment on how these might be shared with your Department/Faculty/University. If issues or areas for enhancement are identified, indicate how these might be managed. Remember that the External Examiner Reports will not be available until after the deadline for this Report has passed. Your Head of Department will be asked to comment on anything raised in the External Examiner Reports.

**Commentary:**

**5. CURRICULUM AND ASSESSMENT DESIGN AND CONTENT**

Comment on the effectiveness of the curriculum and assessment in relation to the learning outcomes of the programme and outline the impact of any changes made at the start of the past academic year. Also discuss any further changes planned especially those that relate to PSRB, Service Users and Carers (HLS) and employer input. Furthermore, please reflect on the [Assessment Cycle](http://www1.uwe.ac.uk/aboutus/policies/assessmentcycle.aspx), including how your enhancement will affect the overall programme assessment strategy and calendar – you can include this commentary in the rationale you make for any changes to your curriculum. Areas of good practice should be identified, as well as enhancement opportunities.

**Commentary:**

**6. EXTERNAL BENCHMARKS**

Have there been any changes within the sector (i.e. to the Quality Code, Subject Benchmarks etc.) that impact upon UK Threshold Standards? Comment upon how these have been considered, how the programme continues to meet these standards and any action taken.

**Commentary:**

**7. PSRB INVOLVEMENT IN THE PROGRAMME (Professional, Statutory and Regulatory Bodies)**

Please provide details of your engagement during the academic year with any PSRB(s). Include the results of any review by a PSRB and highlight identified areas of good practice.

**Commentary:**

**8. SUSTAINABLE DEVELOPMENT**

Please highlight where opportunities for students to engage with and reflect upon social, environmental and economic aspects of Sustainable Development (SD) have been provided within the core modules of the programme. You may also wish to comment within the action plan on where enhancement of SD would take place within the next academic year. Please particularly identify any areas you consider to be good practice and enhancement opportunities.

**Commentary:**

**9. SUMMARY**

As a result of completing this programme report, identify features of the programme you would consider best practice and how this could be disseminated:

|  |  |  |
| --- | --- | --- |
|  | **Description of good practice** | **Impact** |
| 1. |  |  |
| 2 |  |  |
| 3 |  |  |

#### 10. PROGRAMME ACTION PLAN

A clear action plan should be given below with planned developments and changes to the programme identified within a specific time frame. Please concentrate on high impact areas and enhancement. **Please also ensure that you encompass actions to be taken from all forms of student feedback (from section 2 above) and indicate any results already achieved of those particular actions.**

If your programme was involved in Periodic Curriculum Review during the academic year, identify and discuss any action/areas for enhancement on which action was required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | **Identify if this issue should be considered at Dept, Faculty or University** | **Action Required** | **Action by who** | **Action by when**  **(if student feedback actions already achieved please indicate here any outcomes)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Appendix 1

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#### PROGRAMME ACTION PLAN FROM PREVIOUS ACADEMIC YEAR

#### Progress against issues identified in the Programme Report for [#programme name] for the Academic year 2015-16

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue** | **Where issue considered** | **Action taken** | **Status** | **Evidence** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |