**AME2b Partner’s Programme Report Template**

**Annual Monitoring Programme Report Form**



**STUDENT AND ACADEMIC SERVICES**

**Annual Monitoring: Partner’s Programme Report – Academic Year 2017-18**

*Note:*

Data provision for programmes at partner institution:

Where module level data is held in ISIS **and** programmes are run under UWE regulations the following programme level data will be provided by UWE: number of students fully registered (headcount/ fte), retention, progression, good honours. This will be available from your UWE Partnership Site.

The report should be a reflective analysis of qualitative and quantitative data. The report should be completed collaboratively with the Programme Leader at the Partner Institution completing sections A to C and the UWE Link Tutor completing Section D.

Guidance on the monitoring process and timescales can be found [here](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/QPS22_Annual_Monitoring_Partnerships_Guidelines.pdf) and a Progress Tracking table can be found at the back of the report template to monitor completion of the process.

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

**SECTION A** – to be completed by the Partner Institution Programme Leader

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Title**  |  | **Programme Code** |  |
| **Partner Institution Name** |  | **Programme Leader at Partner Institution** |  |
| **Programme Team** |  |
|  |
| **UWE Link Tutor** |  | **Dept Name** |  |
| **Professional Statutory and Regulatory Bodies** |  |
| **Number of Students Registered** | ***Full Time***: |  | ***Part Time***: |  |

#### SECTION B – to be completed by the Partner Institution Programme Leader

#### PARTNER’S PROGRAMME REPORT ACTION PLAN FROM PREVIOUS ACADEMIC YEAR

#### Progress against actions identified in the Partner’s Programme Report for the Academic year [#academic year]

***Please insert a full copy of the previous year’s Partner’s Programme Report Action Plan below and provide a commentary on 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):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue**  | **Where issue considered**  | **Action taken** | **Status (Complete / Ongoing)** | **Evidence** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Commentary:**

**SECTION C** – to be completed by the Partner Institution Programme Leader

**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 use the module reports and the UWE data (where available) to gain an overview of the programme. You should identify areas for enhancement as well as good practice and provide commentary on the performance of the programme relative to each section below:

* 1. **Academic Performance**
		1. **Retention and Progression**As part of your commentary, you may wish to reflect on the types of withdrawals that the programme is experiencing and see if any pattern is emerging for these over time.
		2. **Student Results**

Comment on the outcomes of any cohort that completed this academic year.

* + 1. **Work Based Learning / Placement Participation**

Comment on the number of students undertaking professional experience as part of the programme and any issues, opportunities and enhancements arising from this.

* + 1. **Student Destinations**

Comment on the destination of graduates from this cohort (e.g. employment, further study)

**1.2. Equality and Diversity**

Comment on any themes that emerged (if any) of student performance related to this area. (There is no need to complete this section if your cohort size is under 30 due to the difficulties in extracting meaningful data from a small sample).

**Commentary:**

**2. STUDENT FEEDBACK**

Please reflect on issues raised by students through appropriate local fora in the partnership and comment below. You should consider accessing feedback from modules on the programme, if possible, via the module leaders.

Indicate what the students are saying about the programme and what responses have been made to their feedback. Reflect on whether any comments made will need to be addressed and how, and indicate how items of good practice can be shared.

**Commentary:**

**3. EXTERNAL EXAMINER FEEDBACK**Please provide some commentary below on any verbal feedback received from the External Examiner at or prior to the Award Board. If the programme is also taught at UWE, the UWE Programme Leader will provide some overarching commentary on External Examiner feedback in their UWE Programme report.

If areas of good practice were identified comment on how these might be shared. If issues or areas for enhancement are identified, indicate how these might be managed. External Examiner Reports are not available until after the deadline for this Report has passed. The UWE Head of Department will be asked to comment on anything raised in the External Examiner Reports.

**Commentary:**

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

If you were separately\* reviewed by a PSRB during the academic year please provide details of your engagement. Include the results of any review by a PSRB and highlight identified areas of good practice.

\*(that is a review separate to any review undertaken with UWE)

**Commentary:**

**5. PROGRAMME OPERATION AND RESOURCES**

 Please comment on the overall operation of the programme and the underpinning resources.

**Commentary:**

**6. STAFF DEVELOPMENT TO SUPPORT THE PARTNERSHIP**

 Please comment on any opportunities for enhancement in areas such as programme management,

 curriculum development, research and scholarly activity. Please also identify areas of good

 practice for dissemination.

**Commentary:**

**7. INTERACTION WITH AWARDING INSTITUTION**

 Provide an analysis of the interaction with the awarding institution including visits, Partnership

 Boards and communication with academic and professional services staff.

**Commentary:**

**8. OVERALL EVALUATION:**

 Please comment on the overall operation of the programme and provide a summary of the areas of

 strength and the areas for development, including those drawn from previous sections of this form.

**Commentary:**

**9. GOOD PRACTICE & ENHANCEMENT**

Identify features of the programme you would consider good practice and are used to enhance the quality of provision:

|  |  |  |
| --- | --- | --- |
|  | **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue**  | **Identify if this issue should be considered at Partner, Dept, Faculty or University** | **Action Required** | **Action by who** | **Action by when** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION D** – to be completed by the UWE Link Tutor

**1. OVERALL PERFORMANCE**

Please comment on the overall performance of the programme at this Partner from the UWE perspective. **The commentary should encompass all of the areas covered in sections A – C but need not be limited to these matters.**

Remember, that if the programme is also taught at UWE, you should comment on the overarching performance of the programme using the data and Annual Programme Review in the CI Tool.

**Commentary:**

**Please remember to feedback to the Partner on the outcome of the report and upload the completed report to the** [**Partner Approval Site**](https://intranet.uwe.ac.uk/sites/APPortal/Pages/CurrentPartners.aspx) **and your Faculty SharePoint site:**

[**ACE Faculty SharePoint Site**](https://docs.uwe.ac.uk/faculty/ace/default.aspx)

[**FBL Faculty SharePoint Site**](https://share.uwe.ac.uk/sites/bbs/prog/qa/M%20%20E%202015%20to%20date/Forms/AllItems.aspx)

[**FET Faculty SharePoint Site**](https://share.uwe.ac.uk/sites/fet/qa/default.aspx)

[**HAS Faculty SharePoint Site**](https://teams.uwe.ac.uk/sites/hasme/_layouts/15/start.aspx#/Programme%20Reports%20201415/Forms/AllItems.aspx)

**Progress Tracking:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible** | **Date Completed** |
| Provide partner with report template and deadlines | Link Tutor |  |
| Complete Sections A – C | Partner Institution Programme Leader |  |
| Return completed report to Link Tutor | Partner Institution Programme Leader |  |
| Complete Section D and feedback to partner  | Link Tutor |  |
| Upload report to the relevant SharePoint site and alert UWE Programme Leader (if appropriate) | Link Tutor |  |
| Progress Action Plan | Partner Institution Programme Leader and Link Tutor |  |