1. **AME5 Partnership Lead Report Template**

**Annual Monitoring UWE Partnership Lead Report Form**



**STUDENT AND ACADEMIC SERVICES**

**Annual Monitoring: UWE Partnership Lead Report – Academic Year 2017-18**

This overarching report considers themes which may have arisen through the year, particularly through Annual Monitoring and Partnership Boards. It also identifies areas of good practice which could be disseminated to the rest of the partnership, to other partners, the relevant Department, to the Faculty or to the institution. It provides an opportunity to reflect upon the alignment of the partnership to University strategies and the ongoing development and future focus of the relationship. Whilst the UWE Partnership Lead has responsibility for completing and submitting the report it is intended to be a collaborative reflection with the Partner and will form the basis of discussion at Partnership Board.

|  |  |  |
| --- | --- | --- |
| **Name of Partnership** |  | |
| **Name of UWE Partnership Lead** |  | |
| **Collaborating Authors at Partner** |  | |
| **Programme Titles**  *(to be pre-populated, add rows as necessary)* | | **Modes of Delivery** |
|  | |  |
|  | |  |
|  | |  |

#### PARTNERSHIP ACTION PLAN FROM PREVIOUS ACADEMIC YEAR

#### Progress against issues identified in the Partnership Report for the Academic year 2016/17

***Please insert a full copy of the previous year’s Partnership Lead Action Plan below and provide a commentary on action taken and outcomes achieved***

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

**1. PARTNERSHIP THEME(S)**

You should reflect on the information provided in the Partner’s Programme Reports and identify any themes which arise. You should also consider themes which may have arisen in the Partnership Board and ensure that you identify any risk to academic standards and the quality of learning opportunities.

You should include areas of good practice and discuss how these could be disseminated to the rest of the partnership, to other partners, the relevant Department, to the Faculty or to the institution. You should also look at areas for improvement and discuss strategies needed to enhance those.

You may also wish to consider themes related to collaborative work undertaken in the Partnership and anything which might need University consideration. You may wish to link the themes to the Faculty or University Strategy.

**Commentary:**

**2. STUDENT FEEDBACK**

In considering student feedback, particularly highlight any risks to the interests of students in the Partnership. Provide a brief commentary on any themes that emerged from the Partnership Programme Reports. Include areas of good practice as well as areas for improvement.

**Commentary:**

**3. EXTERNAL EXAMINER COMMENT**

Include the key issues for action and response arising from Field external examiner reports. Specific reference should be made to any comments relating to comparability of standards across sites of delivery.

**Commentary:**

**4. OPERATIONAL & RESOURCE MATTERS**

Please comment on the resourcing of the partnership including staffing and facilities and append the Partnership Operations Report to provide detailed commentary on its operation.

**Commentary:**

**5. 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:**

**6. STRATEGIC ALIGNMENT**

Please reflect how the Partnership supports both UWE and the Partner Institution in addressing their strategic priorities, including a commentary on the risk register for the partnership.

**Commentary:**

**7. FUTURE FOCUS OF THE PARTNERSHIP**

Comment on any likely changes or opportunities for growth/development which might have been identified during the year at both programme and partnership level.

**Commentary:**

**8. PARTNERSHIP BOARD MEETINGS**

Confirm the dates of Partnership Board meetings and comment on emerging themes arising from the Boards.

**Commentary:**

**9. OTHER AREAS OF GOOD PRACTICE**

As a result of completing this Partnership Report identify features of the partnership you would consider best practice and how this can be disseminated:

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

#### 10. PARTNERSHIP LEAD ACTION PLAN

A clear action plan should be given below with planned developments and changes identified within a specific time frame. Please concentrate on the five key priorities and enhancement.

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

**Progress Tracking:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Person Responsible** | **Date Completed** |
| Communicate with partner regarding the completion of the report and deadlines | Partnership Lead |  |
| Work with Partnership Lead to complete the report | Relevant member of staff at Partner Institution |  |
| Upload report to the relevant SharePoint site and alert UWE Programme Leader (if appropriate) | Partnership Lead |  |
| Progress Action Plan | Partner Lead, Link Tutor and relevant staff at Partner Institution |  |