



ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT: PROGRAMME ANNUAL MONITORING AND REVIEW

PERIOD:	
PROGRAMME TITLE(S):	
MODE OF DELIVERY	
LOCATION/S OF DELIVERY	
AUTHOR(S) OF REPORT:	
EXTERNAL EXAMINER(S):	
SCHOOL	

The purpose of this document is to provide a comprehensive review of programme performance, at module level, which informs focused action planning for the next academic year. It will be completed during October-November of the year under review, to be presented at the Annual Monitoring Review Meeting in November, informing the Annual Rolling Action Plan for the remainder of the academic year (December-September). Other documents feeding into the completion of the review include Module Leader Reports, External Examiner Reports and a number of key data sets. **The report should be data driven, with succinct narrative.**

SECTION ONE: OVERVIEW OF SUCCESS OF ACTION PLAN ARISING FROM PREVIOUS ACADEMIC YEAR

Please summarise progress towards resolving key areas for focus from previous year's action plan and any actions that have not been completed and why.
(add extra rows as needed)

Issues resolved from previous year	Action(s)	Outcome (impact)

Issues unresolved from previous year	Action(s)	Reasons and further mitigation required	Responsibility

SECTION TWO: STUDENT OUTCOMES

2A) ANNUAL SUMMARY OF STUDENT OUTCOMES AT MODULE LEVEL



Referring to the table below, please identify modules for specific actions and monitoring during the forthcoming academic year. **A table will be produced for the PTL which summarises overall module outcomes by: % submission and pass rates, level, % A-C grades, Centre and mode for the programme; ideally we also need this data in relation to student characteristics-gender, disability, age, ethnicity-programme leaders should have a good idea of which modules are problematic anyway-if we get the Module Leader reports right-we'd expect action on anything red or amber). From the table of module level outcomes as described above, the table below (completed by the PTL) will indicate modules which need attention, having been RAG rated as red or green* (add more rows as needed); the table below will become part of the ARAP.**

*basis of ratings TBC.

Red Rag-rated Module	Outcomes/issues arising	Action(s) to achieve improvement/enhancement	Responsibility	Progress and outcomes:	Completion date
Amber-rated module	Outcomes/issues arising	Action(s) to achieve improvement/enhancement	Responsibility	Progress and outcomes:	Completion date

Green-rated modules	Areas of good practice to disseminate

Confirmation that all Module Leader Reports from the previous year have been received and discussed at the Course Committee	Signature PTL: Date:
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2B) SUMMARY OF STUDENT OUTCOMES AT PROGRAMME LEVEL

Highlight any areas of concern and what steps will be taken to address these. For withdrawals please specifically address withdrawals due to academic failure. For progression please focus on any programme, venue, or cohort, where the average number of credits achieved is 40 credits or more below the expected number of credits achieved.



Student Outcomes at Programme Level	Outcomes/issues arising	Action(s) to achieve improvement/enhancement	Responsibility	Progress and outcomes:	Completion date
a) Enrolments					
b) Level 4-5 continuation					
c) Withdrawals					
d) Average credits achieved by students withdrawing					
e) % Good degrees					
f) Employability					
g) Graduate Employability					
h) Differences in the above by gender, age, ethnicity, declared disability					



SECTION THREE: STUDENT VOICE

NB: for NSS see School Improvement Plan

Student Voice	Outcomes and issues arising	Action(s) to achieve improvement/enhancement	Responsibility	Progress and outcomes:	Completion date
a) Module evaluations summary					
b) SSLCs					
c) Student Complaints					

SECTION FOUR: PROGRAMME REVIEW

Programme Review	Outcomes and issues arising	Action(s) to achieve improvement/enhancement	Responsibility	Progress and outcomes:	Completion date
a) Professional and Regulatory Body Matters					
b) Academic Resources					
c) Public Information					



d) Staffing Resources					
e) Periodic Review					
f) Minor modifications/validations					

SECTION FIVE: QUALITY ENHANCEMENT

Quality Enhancement	Outcomes and issues arising	Action(s) to achieve improvement/enhancement	Responsibility	Progress and outcomes:	Completion date
a) External Examiner Reports (ensure all actions required by EEs are addressed and completed)					
b) Unfair Practice					
c) LTA enhancements and innovation (eg: Innovation Fund Projects, pilots)					

SECTION SIX: SUMMARY REPORT FROM PROGRAMME LEADER



This section is for the programme leader to provide a BRIEF summary of the report-key achievements and priorities for next year -the latter forms the basis of the Action Rolling Action Plan for the subsequent year.

Key Achievements during the year	Key Priorities for next year

