**Programme Group & Constituent Programmes:**

**Academic Year:**

**Lead Author:**

**Signed off by Programme Committee(s)/dates:**

**Reviewed by Head of School or Subject/date:**

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| ***Section 1***  ***Review of progress with Quality Improvement Action Plan items from the previous annual review***  *Consideration of the previous action plan plus any subsequent action prompted by other exercises e.g. recommendations from validation* | | | | |
| Item | Planned change/action (to include brief rationale and impact statement) | Applicable to Module/Programme/Group? | Success Measure & Target (as applicable) | Progress (e.g. completion, not completed, ongoing/carried over) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

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| ***Section 2*** | | | |
| ***Review of Performance Indicators***  *Please provide a commentary on Key PIs, plus other indicators and min/max programmer or module results where noteworthy or to impact on planning (EE, Student & Staff feedback PIs cover in 3 below, Graduate Outcomes in 4 below, instead)* | | | |
| Item | Overall, vs previous years/any target/sector or competitors where applicable | Comment on /evaluate range of Programme or Module values | Action to be taken - Module/Programme/ Group/RAU |
| 1 Admission |  |  |  |
| 2 Mean marks |  |  |  |
| 3 Pass rates |  |  |  |
| 4 Progression |  |  |  |
| 5 Cohort completion |  |  |  |
| 6 Good Degrees |  |  |  |
| 7 Academic Misconduct & Student Complaints |  |  |  |

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| ***Section 3*** | | |
| ***Responding to feedback***  *Quantitative Including PIs and qualitative: commendations, successes, trends and areas requiring action.* | | |
| Item | *Focus/summary of feedback* | *Response* & any *Action to be taken - Module/Programme/Group/RAU* |
| External Examiners |  |  |
| Industry Advisory |  |  |
| Students – NSS/SSS |  |  |
| Students – Module Evaluation |  |  |
| Staff |  |  |
| PSRBs (if applicable) |  |  |
| Other |  |  |

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| ***Section 4*** | | |
| ***Employability, placements and work based learning***  *Please refer to Graduate Outcomes results in your evidence.* | | |
| Item | Commentary/Evaluation | *Action to be taken - Module/Programme/ Group/RAU* |
| 1 Graduate Outcomes PIs |  |  |
| 2 Placements |  |  |
| 3 WBL |  |  |
| 4 Other |  |  |

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| ***Section 5*** | | |
| ***Curriculum Validity and Currency (Learning Support)***  *Evaluation of the continuing effectiveness, currency and validity of the curriculum and of assessment in relation to the intended learning outcomes of the programme. This will include the provision of learning support and learning resources. Please cross reference to previous sections as appropriate* | | |
| Item | Topic/Commentary & Evaluation | *Action to be taken - Module/Programme/Group* |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| **Section 6** | | | | |
| **Staff Development**  *For staff as a group, evaluate the effectiveness of peer mentoring and peer observation and lay out development needs for coming year.* | | | | |
| Item | Focus/Topic | Commentary/Evaluation | Action to be taken *Module/Programme/Group/RAU* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
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| ***Section 7*** | | |
| ***Resources, support & risk***  *Evaluate staffing levels, availability & effectiveness of other resources and support available in the past year, identified any particular risks/mitigation and/or changes required for coming year* | | |
| Item | Topic & Evaluation | *Action to be taken - Module/Programme/Group/RAU* |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
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| **Section 8** | | | |
| **Information, advice and guidance to students and published information**  *Comments on the effectiveness of information, advice and guidance to students*  *Comments about how information is given to students about their programme (e.g. handbooks and web information, including Discover Uni) and how the programme group team ensures this is kept up to date and accurately describes University policies and procedures* | | | |
| Item | Focus | Evidence | Evaluation (e.g. did it work, what further actions are you going to take) |
| Programme Specification |  |  |  |
| Module Handbooks |  |  |  |
| Gateway minimum requirements |  |  |  |
| Published data (e.g. Discover Uni, commercial sites) |  |  |  |
| Marketing Materials |  |  |  |

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| **Section 9** | | | |
| **Innovations, enhancements and good practice**  *Innovations, improvements and good practice in teaching and learning, which could be disseminated as appropriate.* | | | |
| Item | Focus/Topic | Evidence | Evaluation (e.g. did it work, what further actions are you going to take or recommended) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

**Section 10: Programme Group Quality Improvement (Forward) Action Plan**

| ***Item*** | ***Section & Item no. above*** | ***Planned change/action (to include brief rationale and impact statement) including any items carried forward from previous year’s plan*** | ***Success Measure & Target*** | ***Implementation (responsibility and timescale)*** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

\* Please use the notes below for advice on filling in of sections of the report and delete the advice notes (all text in red) once the form is completed. For further guidance see the [Pedagogic Framework](https://gateway.rau.ac.uk/course/view.php?id=430) (link provided)

Notes:

* *It is not necessary to write a lengthy narrative for each section. Brief notes (three or four lines of text) and bullet points that will help to make sense of the data presented or referred to are acceptable. All claims made in the text of the report should contain a reference to the documentary evidence and data that supports them but it is not necessary to include all the data. It is anticipated that matters arising from the evaluation in each section may require action to address; please detail this as applicable in each section and summarise these in section 10, including any incomplete actions brought forward from section 1.*
* *The APMR should be drafted in July/August, with final updates made in September once overall marks and progression are known and then submitted to hoS for review and to relevant Programme Committees for sign of before submission to* [*quality@rau.ac.uk*](mailto:quality@rau.ac.uk)
* *PG reports*
* *Section 1 – the first part of this section can be completed by transferring information from the Programme Group Quality Improvement Action Plan document completed at the end of the previous academic year. Updates on progress made on actions and proposed changes should be made in the right hand column.*
* *Section 2 – please comment on/evaluate the indicators laid out in the Programme Group PIs sheet prepared by Academic Services. If you have any queries regarding access to these indicators data please contact* [*calum.dunn@rau.ac.uk*](mailto:calum.dunn@rau.ac.uk)*, this only applies to the RAU and Capel Manor College. Other Collaborative Partners should be able to access their own data sources. Please evaluate the indicators in relation to previous years and to sector/subject norms where known. Please also comment on/provide explanation of individual programmes or modules which are outliers by these measures.*
* *Section 3 – this should include the responses to the most important feedback received from a range of stakeholders. Sources of information could include; External examiner reports available from* [*quality@rau.ac.uk*](mailto:quality@rau.ac.uk) *(usually due to be submitted in July of the academic year), Response to External Examiner, module evaluations, NSS, SSS and Staff Survey results summarised* *in the Programme Group PIs sheet (above) or in more detail/qualitative form from Academic Services, Programme Committee meeting minutes, PSRB audits or reviews, School Advisory Boards etc.*
* *Section 4 – information on placements career focussed activities should be included in this section. Graduate Outcomes data is summarised in the Programme Group PIs sheet (above) or in more detail/qualitative form from Academic Services.*
* *Section 5 – Details on changes and improvements in curriculum delivery, teaching and learning may be recorded here. This could include comments on module development, introduction of new content or ways of delivering content, review of assessments, engagement with RAU and external learning resources and support.*
* *Section 6 - detail individually the various staff development activity carried out in past year, including specifically peer mentoring and observation, evaluate the success of this and lay out your plans for the coming year*
* *Section 7 – Resources, support & risk - evaluate staffing levels in the Group and also the availability and effectiveness of other resources and support. Areas of potential risk should be identified. These could include changes in legislation affecting the subject discipline, changes in the market for the programme, staffing issues etc. Detail action to be taken, including any new or ongoing mitigation.*
* *Section 8 - outline dissemination methods and evaluate effectiveness and accuracy of Information, advice and guidance provided to students and published information*
* *Section 9 - identify innovations, improvements and good practice in teaching and learning coming from the Group and its Programmes/Modules and whether this is proposed for wider dissemination/adoption within and beyond the Group*
* *Section 10 - a summary of action proposed in response to each section/item above, including those carried forward from previous year’s action plan. It is also possible that actions, not directly related to previous sections, could be included here to provide a complete quality forward action plan.*