|  |  |  |  |
| --- | --- | --- | --- |
| **Programme Name** | **Teaching Institution** | **Programme Manager** | **Academic Year** |
| **Section 1** |
| **Review of previous year’s action plan***Consideration of the action plan compiled as part of the previous year’s Annual Monitoring procedure or recommendations from validation* |
| Item | Action | Evidence  | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
| **Section 2** |
| **Comments from External Examiners***Including commendations and issues recommending further action (at School or University level). Programme teams should include any actions in the annual monitoring action plan. If the External Examiner’s annual report is not available at the time annual monitoring is being considered, then oral comments made by External Examiners at Examination Board meetings should be referred to. Comments regarding whether all External Examiners have received a response to their reports and whether they have been appropriately acted upon, where relevant, as specified in the University’s Guidance on External Examiner Procedures in the TQH.*  |
| Item | Focus | Response | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
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| **Section 3** |
| **Recruitment, retention, progression and achievement by students***Comments on any particular trends noted during the year. Information can be found here*  |
| Item | Action | Evidence  | Evaluation (e.g. did it work, what further actions are you going to take)/Future action |
| Recruitment |  |  |  |
| Retention |  |  |  |
| Progression |  |  |  |
| Achievement |  |  |  |
| Other |  |  |  |
| **Section 4** |
| **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 the HEFCE KIS data) and how the programme 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 |  |  |  |
| Key Information Sets |  |  |  |
| Marketing Material |  |  |  |
| **Section 5** |
| **Student engagement and responding to feedback (from staff and students)***Comments made by students throughout the year. This should include responses and resulting actions as a result of feedback from their module evaluation questionnaires, National Student Survey and issues raised by student representatives on university committees* |
| Item | Action/action taken | Evidence | Evaluation (e.g. did it work, what further actions are you going to take) |
| NSS |  |  |  |
| Module Evaluation |  |  |  |
| Student Reps |  |  |  |
| Committees (please specify) |  |  |  |
| Other |  |  |  |
| **Section 6** |
| **Professional, statutory and regulatory bodies (if applicable)***Accreditation reports and visits received during the year – commendations and areas requiring action.* |
| Item | Focus | Evidence | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
| **Section 7** |
| **Other feedback***Any input from employers or authoritative sources from within the discipline, e.g. from school advisory boards, any input gained from alumni.* |
| Item | Action | Evidence/Outcome | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
| **Section 8** |
| **Employability, placements and work based learning***Accreditation reports and visits received during the year – commendation, successes, trends and areas requiring action. Please refer to DLHE results in your evidence.*  |
| Item | Focus | Evidence | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
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| **Section 9** |
| **Curriculum Development and 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 | Action | Evidence/Outcome | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
| **Section 10** |
| **Innovations, enhancements and good practice** *Innovations, improvements and good practice in teaching and learning, which could be disseminated as appropriate.* |
| Item | Focus | Evidence | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
| **Section 11** |
| **Staff Development and broader staffing issues***Any staff development needs, Effectiveness of peer mentoring, peer observation.*  |
| Item | Action | Evidence/Outcome | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
| **Section 12** |
| **Support Needs and resourcing***Any support needs identified.*  |
| Item | Focus | Evidence | Evaluation (e.g. did it work, what further actions are you going to take) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

**Drawing on the action points from the sections above please complete the following action plan. Please ensure any actions are SMART (Specific, measurable, attainable, relevant, and timed)**

**Action plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendations for further changes required** | **Action** | **Responsibility** | **Timescale** |
| 1)  |  |  |  |
| 2)  |  |  |  |
| 3)  |  |  |  |
| 4)  |  |  |  |
| 5)  |  |  |  |
| 6)  |  |  |  |

Signed Centre Head Date

Programme Manager Date