** Annual Monitoring Report for Collaborative Provision Academic Year: …………………**

|  |
| --- |
| This report is designed to provide a strategic oversight of all RAU validated provision delivered by a partner institution. It should make reference to individual programme reports, which should be attached as annexes to this overview report prior to submission to [collaborative.provision@rau.ac.uk](mailto:collaborative.provision@rau.ac.uk) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme(s) covered by the report:**  *Insert the full programme title or titles if delivery is for more than one RAU programme, mode(s) of study available (e.g. full time, part time, blended delivery) and date of next validation. Add additional lines if necessary.* | **Programme title** | | | | | **Mode of Study** | | **Next Validation** | |
|  | | | | |  | |  | |
|  | | | | |  | |  | |
|  | | | | |  | |  | |
| **Name of the Partner Institution responsible for the management of the programme:** |  | | | | | | | | |
| **Student Recruitment:**  *Insert total recruitment (Headcount and FTE) for all RAU validated provision together with target numbers and actual recruitment per cohort* | **Total RAU Validated Recruitment:** | | | **Headcount:** | | | **FTE:** | | |
| **Recruitment per cohort:**  *Add further rows for additional programme cohorts if necessary* | | | **Cohort** | | | **Target Nos** | | **Actual Nos** |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
| **Partnership Link:**  *Insert the name and job title of the author of the report and the names of programme link(s)* | **Report author:**  **Partnership link tutor:**  *Please confirm that the link tutor has been consulted in completing this AMR* **Yes ❑** | | | | | | | | |
| **Evidence:**  *Please list the evidence drawn upon to produce the report (e.g. student feedback, correspondence regarding student recruitment numbers etc.)* |  | | | |  | | | | |
| **External Examiner(s):**  *Insert the name of the External Examiner (s) for the programme(s) together with any key concerns raised during the year. Add additional lines if necessary.* | **External Examiner** | | | | **Concerns raised** | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
| **Has all action identified in the previous report (AMR, APMR, QIP) been completed?** *If No, please give an explanation of why not, and carry forward any outstanding actions to the summary action plan in section 6.* | **Yes**  **No** | **❑**  **❑** | **Explanation of**  **outstanding actions:** | | | | | | |

|  |
| --- |
| **PART 1: INTERNAL AND EXTERNAL ENVIRONMENT** |
| All partners are also required to complete an Annual Programme Management Report (APMR) for each programme award and include as an annexe to this overview report. |

***1a) Teaching staff academic development and sharing good practice***

Please detail what staff development took place (if any) to share this good practice. NB: dissemination of good practice can be undertaken via formal presentations, but also via other channels of communication e.g. committees, management boards, email circulars.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Example of good practice** | **Lead** | **Staff development activity undertaken to disseminate the good practice** | | **Brief description of attendees (target roles and no. of attendees)** |
| **Description** | **Date(s)** |
| ***E.g. attended seminar on poor academic practice and methods to deal with offences*** | ***Programme Leader*** | ***Presentation overview at course committee meeting*** | ***01/04/19*** | ***Other Programme Leaders, student Support staff; student representatives*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Add more rows if needed |  |  |  |  |

Please outline any other academic staff development completed to date. Please make it clear which staff, and where there are multiple RAU programmes, which programmes this information relates to.

|  |  |  |  |
| --- | --- | --- | --- |
| **Teaching Staff** | **RAU programme** | **Staff development completed (if ongoing, indicate date of completion)** | **Forthcoming staff development commitments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Add more rows if needed |  |  |  |

***1b) Student representation***

Please confirm below the opportunities where student representatives are invited to provide feedback on behalf of the student cohort.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Frequency of meetings** | **Student representatives invited?** | | **No. of reps invited** | **Attendance rate** (out of the total number of meetings how often have student reps been present?). | **Key Concerns**  Outline of key matters raised by student reps and how these have been addressed |
| **Yes** | **No** |
| **Staff Student Consultative Committees** |  |  |  |  |  |  |
| **Programme Management Committees** |  |  |  |  |  |  |
| Other committees – please name |  |  |  |  |  |  |
| Add more rows if needed |  |  |  |  |  |  |

Please provide a summary of the effectiveness of student engagement at committees/boards over the reporting period. Consider whether attendance is good/poor and whether student representatives feel well equipped to contribute to discussions (e.g. could there be any support or training provided for them?). Are issues addressed effectively? Is positive feedback shared to encourage good practice amongst multiple programmes, where applicable?

|  |
| --- |
|  |

***1c) Work-based / related and / or placement learning***

Please provide an analysis of any issues - positive or negative - that have arisen from your ongoing monitoring of the quality of this provision. This section is applicable to programmes which involve a proportion of learning which is undertaken either in the workplace or related to the work place e.g. live projects.

|  |
| --- |
|  |

***1d) Feedback on student support services***

Please provide a summary of any issues or comments raised by students about the quality of support services e.g. library, admissions, study support, personal tutoring support and any recommendations for action***.***

|  |
| --- |
|  |

***1e) Note on resources***

Please indicate any changes to the learning and physical resources over the reporting period relating to the delivery of RAU programmes. Please also indicate where and when these have already been reported (e.g. Link Tutor visit; Course meeting etc.). Confirmation or notification of changes to human resources should also be commented on in the relevant APMR.

|  |
| --- |
|  |

***1f) Equality & Diversity***

Please provide a brief commentary on the cohort profile for the programme(s) under review, and on any themes that have emerged (if any) in respect of the performance of students with protected characteristics, such as gender, race and disability.

|  |
| --- |
|  |

|  |
| --- |
| **PART 2: EVALUATION OF PARTNERSHIP AND COMPLIANCE WITH PROCESS** |

***2a) Evaluation of the overall partnership***

Include a brief overview of the highlights, challenges and achievements of the partnership over the reporting period; a reflection of how the provision fits, or continues to fit, with your overall HE strategy; a commentary of how your institution complies with RAU’s QA requirements and identify future planned developments with RAU.

|  |
| --- |
|  |

***2b) Public information***

Please provide links to publicity materials mentioning RAU programmes, for example your prospectus, website and/ or other relevant publicity material.

|  |
| --- |
|  |

All public information must be accurate and not misleading. All marketing/promotional material must be approved by RAU marketing teams. Please confirm what mechanisms are in place to continually check the accuracy of public information to ensure it does not get obsolete. Please also comment on the approval process for your promotional/marketing material.

|  |
| --- |
|  |

***2c) Note on partnership liaison, organisation and management***

Comments here should reflect on the working relationship with RAU over the reporting period, including administration, support, advice and guidance, admissions, registration and communication of changes from RAU; relationship with the Link Tutor, collaborative provision and academic registry staff; staff development/training opportunities and access to information. Please include areas and suggestions for improvement and examples of good practice.

|  |
| --- |
|  |

***2d) List of all visits by RAU to partner institution and vice versa*** (for example, meetings with the programme team, the link tutor, Head of UK Partnerships, collaborative provision and academic registry staff, professional services colleagues, senior management, etc..

|  |  |  |  |
| --- | --- | --- | --- |
| **Visits to RAU from the partner** | | **Visits from RAU to the partner** | |
| **Meeting date** | Brief purpose of the meeting/who was present? | **Meeting date** | Brief purpose of the meeting/who was present? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **PART 3: LINK TUTOR COMMENTS** | |
| Please add any comments in respect of the above report and confirmation that this is an accurate reflection of the activities over the past year |  |
| Link Tutor Signature |  |