**ANNUAL QUALITY MONITORING REPORT 2022-23**

(UNDERGRADUATE PROGRAMMES DELIVERED THROUGH THE ASSOCIATE COLLEGE PARTNERSHIP, INCLUDING APPRENTICESHIPS)

**NOTES ON COMPLETING THIS TEMPLATE**

1. Please consult your Liaison Manager on the completion of Part 1 to ensure your goals are consistent with current Faculty and University priorities for enhancing the student experience. Your LM can also assist with accessing the SMART dashboard for any data you need to support your report narrative (you may also wish to use your own data held by the College, and any other relevant sources of evidence).
2. Parts 2 - 4 of the report should provide a brief analysis of programme performance under each heading, drawing on any relevant evidence. You should also reflect on your current position in relation to the goals you have set out in Part 1, and these reflections should form the basis of the action plan in Part 6. The Oxford Brookes Liaison Manager must complete Part 5 – please do not enter ‘not applicable’ in any of this part of the report.
3. In addition, the following two themes run through each of the three sections:

* **Diversity and inclusivity** – including how you are diversifying the curriculum, and supporting the needs of all groups of students to enable them to succeed and progress. *You may find this guidance useful:* <https://www.brookes.ac.uk/ocsld/inclusive-teaching/> (you can access the Inclusive Practice benchmarking Tool from here)
* **Innovation and good practice** – including how you know that the activities you describe represent good practice as understood in the sector/discipline, and how they have enhanced the outcomes for your students. Examples of good practice should be related to the achievement of the goals set out above.

1. When you submit your report, please attach:

* a copy of the 2020-21 action plan, with an additional column indicating the action that has been taken to address each issue (or the progress towards completing the proposed action)
* a copy of the external examiner’s report/s for the programme/s, and your response/s
* the data you have drawn on to support your narrative, if you have not included it within the text
* a list of any in-year changes that have been made to the programme

1. REMINDER: If, as a result of reviewing the evidence and compiling this report, you wish to make any changes to the programme/s, you should contact your Liaison Manager to ensure they are taken through the appropriate approval process. If any changes have been made (and approved) to the programme during the year under review, the LM must ensure that an updated programme specification has been submitted to the APQO.

**DELETE THIS PAGE BEFORE SUBMITTING YOUR REPORT**

Annual Quality Monitoring   
Report 2022/23

(Associate College Partnership programmes)

|  |  |
| --- | --- |
| **Programme/s covered by the report:**  Give full programme title/s, including award/s, mode/s of study, and Apprenticeship Standard (if applicable) | |
| **College:** |  |
| **Department/School responsible for the management of the programme/s:** |  |
| **Programme Manager** |  |
| **OBU Liaison Manager:** |  |
| **External Examiner/s:** | Give name/s of external examiner/s who reported in the year covered by this report. |
| **PSRB accreditation:** | If applicable - insert the name of the professional body/ies accrediting the programme/s (indicate which programmes are accredited if it does not apply to all listed above) |
| **Consideration and approval of the report:** | Insert the date of the annual review meeting and, where applicable, give details of any other forums (e.g. staff/student, employers, service users) at which the report was discussed prior to submission to OBU |
| **Evidence base:** | Please provide a summary of the evidence/data used to produce the report. |

Has all action identified in the 2021/22 report been completed? YES ☐ NO ☐

|  |
| --- |
| If No, please give an explanation of why not, and indicate any areas that remain a challenge… |

1. GOALS FOR 2023/24

These goals should be agreed with your Liaison Manager to ensure they are sufficiently ambitious and holistic. They should be linked to College and OBU priorities for the educational experience, and based on an analysis of the evidence you have used to produce this report. The goals themselves should be broad, with more detailed actions to achieve the goals set out in Part 6.

|  |  |
| --- | --- |
| **GOAL** | |
| 1. |  |
| 2. |  |
| 3. |  |

Extend/shorten the list, as necessary

1. STUDENT SATISFACTION & ENGAGEMENT

This section should contain a brief analysis of feedback obtained from students about the quality of their learning experience, in particular the quality of teaching and student engagement with their learning. You should draw on the following sources of evidence:

* Module evaluations;
* National Student Survey results\*;
* FE Choices survey (*for Apprenticeships*)
* you may also wish to draw on other internal or external student surveys which are relevant to the programme/s covered in this report; and on any consultation with students through Programme Committees or other staff-student liaison forums;

*Type in the shaded boxes below*

|  |
| --- |
| Narrative… |
| Diversity and inclusion – identify any issues raised by specific groups of students… |
| Examples of good practice in respect of the quality of teaching and student engagement… |

*\*Actions arising from NSS results should be included in Part 6*

1. STUDENT ATTAINMENT & SUCCESS

This section should provide a brief narrative on retention, continuation and achievement on the programme, including an analysis of any attainment gaps or apparent issues for particular groups of students. You should draw on module results and awards data (including ‘good awards’, and completion of End Point Assessments, for Apprenticeship programmes), and you should also refer to feedback from external examiners\*.

*Type in the shaded boxes below*

|  |
| --- |
| Narrative… |
| Diversity and inclusion – identify any issues for specific groups of students… |
| Examples of good practice which have led to improvements in student retention, progression or attainment… |

*\*The external examiner report/s and your response/s should be submitted with this report.*

1. STUDENT OUTCOMES & EMPLOYABILITY

This section should provide a brief narrative on student outcomes and progression to employment or further study, drawing on relevant sector-level employability metrics and surveys, and any other evidence available about the employability of graduates of your programme. You should include an analysis of any differential outcomes for particular student groups; and comment on proactive measures being taken by the programme team to enhance the employability of graduates from the programme/s. Please also include your response to any issues that have arisen from your ongoing monitoring of the quality of placement provision or other work-based learning opportunities, especially where they are a mandatory aspect of the award.

*Type in the shaded boxes below*

|  |
| --- |
| Narrative… |
| Diversity and inclusion – identify any issues for specific groups of students… |
| Examples of good practice which have led to improved outcomes for students in respect of highly skilled employment or further study… |

1. LIAISON MANAGER’S REPORT

The Liaison Manager’s role is wide-ranging and covers quality assurance, quality enhancement and risk monitoring. In this report, the University seeks reassurance that various aspects of the role, as specified in operations manuals and the Liaison Manager role descriptor, have been addressed during the year.

|  |  |  |
| --- | --- | --- |
| **Area of responsibility** | **Activities undertaken and when** | **Outcomes and any recommendations for improvement** |
| 1. Monitoring published information: ensuring publicity materials are approved and module/programme handbooks up to date |  |  |
| 1. Advising on admission and induction of new students |  |  |
| 1. Ensuring staff are approved to teach on the programme; assisting with induction of new staff |  |  |
| 1. Monitoring quality and currency of learning resources |  |  |
| 1. Monitoring the quality of teaching, and advising on / assisting with any staff development needs |  |  |
| 1. Coordinate Programme Core Activities at three key points during the academic year |  |  |
| 1. Monitoring student satisfaction, e.g. through meetings with students, attending programme committees, reviewing survey results, etc |  |  |
| 1. Ensuring student feedback is collected and responded to |  |  |
| 1. Ensuring programme committees are held with student representation |  |  |
| 1. Ensuring that University regulations and policies are adhered to (Assessment Compact, plagiarism, mitigating circumstances, etc.) |  |  |
| 1. Ensuring compliance with operations manual in approving and moderating assessments |  |  |
| 1. Ensuring student records are accurate and up to date |  |  |
| 1. Identifying, and monitoring response to, changes in PSRB requirements |  |  |
| 1. Reviewing and proposing changes to the Operations Manual\* |  |  |
| Any other comments on or recommendations for improvement in the programme or partnership not covered elsewhere | | |

1. FORWARD PLAN

Actions set out in your forward plan in the table below should be linked to the goals set out in Part 1, and relate to the areas covered in Parts 2-4. The plan should be monitored by the Programme Committee, and any other relevant programme team meetings throughout the year, with regular reflection on progress against your stated goals.

The actions should be reviewed at key milestones and the Status column updated to indicate whether actions are ‘complete’, ‘on target’, or ‘delayed (until… new completion date)’. During the year, you may find that you need to change direction in some areas, and the action plan should reflect this, i.e. abandoned actions should be marked as such, and replacement actions added to the plan.

If you have any requests or recommendations for the University, please add them to the appropriate table in Part 7 overleaf.

6A ACTION TO BE TAKEN BY THE PROGRAMME TEAM and/or COLLEGE MANAGERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goal | Action to be taken | **Measurement of action (how will you know it is complete?)** | Accountable person, and key milestones (dates) | Status (as at…) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

Add more rows if needed.

6B SPECIFIC ACTIONS ARISING FROM NATIONAL STUDENT SURVEY RESULTS

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Action to be taken | Who is responsible for the action and how will it be monitored and evaluated? | Deadline for implementation |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. ISSUES FOR CONSIDERATION BY OXFORD BROOKES UNIVERSITY

This section should identify any wider issues that need to be addressed, or where you need additional support or guidance from the University, in order to enable you to achieve the actions set out in your forward plan. Please make your recommendations for action in the appropriate table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Recommended action or resource | Why is this required? | When is it needed? |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

END OF REPORT