

Appendix 3: Guide to the Annual Monitoring of Collaborative Provision**Table of Contents**

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1 Introduction

- This Guide outlines the Annual Monitoring processes for Collaborative Partnerships in categories C-F.
- In line with the University's risk based approach to Collaborative Provision, the University's Annual Monitoring process tailors the requirements to the type of provision and the level of risk.
- A list of Collaborative Provision partnerships forms part of the dataset for Autumn Monitoring.

2 Overview of Monitoring by Category of Collaborative Provision

- Depending on the category of provision, this is either considered by the University Academic Quality and Enhancement Committee (AQEC) or through Autumn Monitoring.
- The table below details the monitoring undertaken by category and where responsibility for production lies.

2.1 Table providing overview of Annual Monitoring Requirements for Category C-F

Category of Collaborative Provision				Annual Monitoring: Programme	Annual Monitoring: Partner	Responsibility for production:	Considered by:
C	Outreach Supported Learning Centres	C1	Outreach Supported Learning Centres: Education providers (UK)	Through Autumn monitoring	Category C Partner (CP AMR1)	Partner Institution	Faculty Quality Committee
		C2	Outreach Supported Learning Centres: Non-education providers (UK)	Through Autumn monitoring	Category C Partner (CP AMR1)	Partner Institution	Faculty Quality Committee
		C3	Outreach Supported Learning Centres: overseas (whole programmes)	Through Autumn monitoring	Category C Partner (CP AMR1)	Partner Institution	Faculty Quality Committee
D	Credit-rating	D1	Credit-rating	Category D Provision (CP AMR2)		Edge Hill Link Tutor	Faculty Quality Committee
E	Articulation agreements	E1	Articulation agreements	Category E Provision (CP AMR3)		Edge Hill Link Tutor	Faculty Quality Committee
F	Delivery with a third party	F1	Franchised (single modules)	Category F1/F1 provision (CP AMR4)		Partner Institution	Faculty Quality Committee
		F2	Co-delivery	Category F1/F1 provision (CP AMR4)		Partner Institution	Faculty Quality Committee
		F3	Franchised (whole programmes)	Category F3, F4, F5 (CP AMR5)	Partner AMR (CP AMR6)	Programme: shared between Edge Hill Verifier, Liaison	

						Tutor and Partner Programme Leader	Faculty Quality Committee
		F4	Validated provision	Category F3, F4, F5 (CP AMR5)	Partner AMR (CP AMR6)	Partner: Partner Institution	Faculty Quality Committee
		F5	Joint awards	Category F3, F4, F5 (CP AMR5)	N/A	Edge Hill Verifier, Liaison Tutor and Partner Programme Leader	Faculty Quality Committee
SD	School Direct			Category School Direct (CP AMR6)	N/A	Edge Hill Verifier, Liaison Tutor and Partner Programme Leader	Faculty Quality Committee

2.2 Category C: Outreach Learning Venues

- Monitoring of programmes delivered at learning venues is undertaken through the standard programme monitoring processes (please refer to Chapter 4 of the QMH for further details).
- All Category C partners are required to complete a Category C Partner AMR (CP AMR 1).
- Reports are considered by the Faculty Quality Committee and then form part of the Faculty AMR which is considered by AQEC.

2.3 Category D: Credit-rating

- Monitoring of provision in Category D is undertaken using the Category D proforma (CP AMR2).
- In monitoring this provision, the Department should ensure that the external qualification is monitored to ensure that it remains an appropriate fit to University credit and that the assessment remains appropriate.
- Reports are considered by the Faculty Quality Committee and then form part of the Faculty AMR which is considered by AQEC.

2.4 Category E: Articulation

- Monitoring of provision in Category E is undertaken using the Category E proforma (CP AMR2).
- One AMR report required for each approved articulation route.
- The Department should ensure that the external qualification is monitored to ensure that it remains an appropriate fit with the progression route to which it articulates.
- In monitoring this provision, the Department should consider the following:
 - Communication with the awarding body;
 - External moderator reports for the articulation route;
 - Programme and module specifications and any approved changes to curriculum of the articulation route;
 - Monitoring the performance of students who progress to Edge Hill via the articulation route.
- Reports are considered by the Faculty Quality Committee and then form part of the Faculty AMR which is considered by AQEC.

2.5 Category F: Delivery with a third party

2.5.1 Category F1: franchise modules

- Category F1 partners are required to complete the Category F1/F2 proforma (CP AMR4) in respect of the modules they deliver on a franchise basis.
- Where modules are located in the same Department, one report can be completed for all module provision.

2.5.2 Category F2: co-delivery

- Category F2 partners are required to complete the Category F1/F2 proforma (CP AMR4), in respect of the modules they deliver on the programme.
- Where modules are located in the same Department, one report can be completed for all module provision.

2.5.3 Category F3: franchise programmes / Category F4: validated programmes / Category F5: joint awards

- Monitoring in provision in category F3, F4 and F5 in undertaken in two stages:
 - Programme AMR (using the Category F3, F4, F5 proforma CP AMR5);
 - Partner AMR (using the Partner proforma CP AMR6).

2.5.3.1 Programme AMR (CP AMR5)

- A Programme AMR must be completed for each programme.
- The Programme AMR is a combined report which the University Verifier, University Academic Liaison Tutor and Partner Programme Leader report are required to co-author.
- The following data is required for each **Programme Report**:
 - Recruitment (applications, targets, actual enrolments);
 - Retention and progression;
 - Final degree classifications;
 - Module performance;
 - Externally driven data (NSS, DLHE).
- A joint action plan is required at the end of the report.
- Detailed notes are provided as part of the report template to provide guidance to the Verifier, Academic Liaison Tutor and Partner Programme Leader when completing the report.
- Once approved the report is added as an appendix to the Partner AMR.
- Reports are considered by the Faculty Quality Committee and then form part of the Faculty AMR which is considered by AQEC.

2.5.3.2 Partner AMR (CP AMR6)

- The Partner AMR must be completed by every Partner Institution in Category F3 and F4 using the standard University proforma.
- The focus of this AMR, whilst referring to programme matters, is on the Partner Institution and its processes and procedures for the delivery of higher education, its strategy and plans for higher education and the support it provides for its higher education provision through staff development, research and scholarly activity.
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- One report is required for each Collaborative Partner. This report comprises Partner overview with individual programme reports added as an appendix.
- Reports are considered by the Faculty Quality Committee and then form part of the Faculty AMR which is considered by AQEC.

2.5.4 Category: School Direct

- A Programme AMR must be completed for each programme.
- The Programme AMR is a combined report which the University Verifier, University Academic Liaison Tutor and Partner Programme Leader report are required to co-author.
- The following data is required for each **Programme Report**:
 - Recruitment (applications, targets, actual enrolments);
 - Retention and progression;
 - Final degree classifications;
 - Module performance;
 - Externally driven data (DLHE).
- A joint action plan is required at the end of the report.
- Detailed notes are provided as part of the report template to provide guidance to the Verifier, Academic Liaison Tutor and Partner Programme Leader when completing the report.
- The Programme AMR is considered and approved by the Faculty Quality Assurance Committee or equivalent.

2.6 Faculty role and responsibility

2.6.1 Faculty consideration of AMRs

- An annual light touch Learning Services Audit for all category C, F and School Direct provision is undertaken by Learning Services and the findings of which are fed into the annual monitoring process by the Faculty.
- All partner AMRs should be considered at approved by the Faculty.
- Where possible, the University Collaborative Provision Manager will attend Faculty Quality Committees where consideration of AMRs is taking place.

2.6.2 Faculty Annual Monitoring Overview Report

- Following Faculty consideration and approval of AMR reports, the Faculty will produce an overview report which will be submitted to AQEC for consideration. All partner and programme AMR reports should be appended to that Faculty overview report.
- Whilst there is no specific format for the Faculty report, it is anticipated that report will provide details on the following:
 - Faculty management and oversight of Collaborative Provision;
 - Overview of any issues or good practice to be drawn to the attention of AQEC;
 - Overview of the consideration of AMRs by the Faculty, any issues or good practice arising and confirmation of approval of the reports by the Faculty.
Note: that this may include appended copies of the minutes from the Faculty Quality Committee meeting where consideration of the AMRs took place;
 - A Faculty action plan is required at the end of the report.