

## COLLABORATIVE PARTNER ANNUAL MONITORING REPORT FOR CATEGORY C1, C2, C3 PARTNERSHIPS

(You should refer to Chapter 3 and 5 of the Quality Management Handbook when completing this proforma)

<b>Name of Partner Organisation:</b>		
<b>Period of review:</b>		
<b>Programmes approved for delivery:</b>		
<b>Report author<sup>i</sup>:</b>		
<b>Report considered by Partner Institution:</b>		
<b>Report status:<sup>ii</sup></b>	CONFIRMED	DRAFT

<b>Section 1: Response to the previous year's action plan<sup>iii</sup></b>				
	Actions identified	Responsibility	Outcome	Complete <sup>iv</sup>
1				Yes No
2				Yes No
3				Yes No
4				Yes No
5				Yes No

Using the sub-headings provided, please (i) identify **key issues**, either positive (innovations, achievements and/or examples of good practice) or negative (matters that require action and resolution); and (ii) cite the **evidence** leading to their identification.

<b>Section 2: Status of recommendations and/or operating conditions arising from Partner approval or re-approval<sup>v</sup></b>	Action plan	YES/NO
	Enhancement plan	YES/NO

<b>Section 3: Collaborative Delivery Plan<sup>vi</sup></b>	
Has the Collaborative Delivery Plan for the Partnership/programmes been reviewed?	YES/NO
Are any changes proposed to the CDP?	YES/NO
If yes, please describe the changes and how this will be implemented:	

<b>Section 4: Institutional Developments<sup>vii</sup></b>	Action plan	YES/NO
	Enhancement plan	YES/NO

<b>Section 5: Outcomes of any statutory reviews or monitoring (e.g. QAA, OFSTED, CQC, UKVI etc.)<sup>viii</sup></b>	Action plan	YES/NO
	Enhancement plan	YES/NO

<b>Section 6: Effectiveness of the Partnership<sup>ix</sup></b>	Action plan	YES/NO
	Enhancement plan	YES/NO

<b>Section 7: Student Voice<sup>x</sup></b>	Action plan	YES/NO
	Enhancement plan	YES/NO

<b>Section 8: Summary and general observations<sup>xi</sup></b>	Action plan	YES/NO
	Enhancement plan	YES/NO

<b>Section 9: Action plan (prioritised in order of risk)<sup>xii</sup></b>				
	Actions identified	Risk <sup>xiii</sup>	Responsibility <sup>xiv</sup>	Target date
1				
2				
3				
4				
5				

<b>Section 10: Enhancement plan<sup>xv</sup></b>		
	Feature of good practice	Supporting evidence
1		
2		
3		
4		
5		

**Notes for completion of the Collaborative Partner Annual Monitoring report**

<sup>i</sup> Insert name and role.

<sup>ii</sup> Please enter confirmed to indicate that the report has been approved by the Partner Institution to progress to the University for approval.

**Section 1: Response to the previous year's action plan**

<sup>iii</sup> In this section, please provide an update and response to the action plan from the previous year's Partner AMR.

<sup>iv</sup> Indicate Yes or No. Any actions not complete must be carried forward to the next years action plan.

**Section 2: Status of recommendations and/or operating conditions arising from Partner approval or re-approval**

<sup>v</sup> This section should provide an overview of the status of recommendations and/or operating conditions arising from approval or re-approval in the preceding. If not applicable state 'Not applicable'.

**Section 3: Collaborative Delivery Plan**

<sup>vi</sup> This section should provide an overview of Institutional Developments. This may include, changes to structures within the Institution, key staffing changes, development of new resources and facilities etc.

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**Section 4: Institutional Developments**

<sup>vii</sup> This section should provide an overview of Institutional Developments. This may include, changes to structures within the Institution, key staffing changes, development of new resources and facilities etc.

**Section 5: Outcomes of any statutory reviews or monitoring (e.g. QAA, OFSTED, CQC, UKVI etc.)**

<sup>viii</sup> This section should provide an overview of the outcomes of any statutory reviews or monitoring the Institution has been subject to. It should identify any areas of good practice identified and any recommendations made and how those recommendations are being addressed.

**Section 6: Effectiveness of the Partnership**

<sup>ix</sup> In this section, you should detail the effectiveness of the Partnership, how it is working, areas of good practice and areas for improvement.

**Section 7: Student Voice**

<sup>x</sup> In this section, you should detail any other issues (positive and negative) that have arisen through student feedback and how they have been responded to.

**Section 7: Summary and general observations**

<sup>xi</sup> In this section, you should detail any other issues that impact upon on the general quality and management of the programme and the partnership and highlighted any areas not covered in the other sections of the report.

**Section 9: Action plan (prioritised in order of risk)**

<sup>xii</sup> Using the supplied grid, please summarise any issues identified within your report that require action in order to resolve. These should be listed in priority order based on an assessment of risk, with responsible actors (within your organisation and/or the University) and timescales for completion clearly identified.

<sup>xiii</sup> Action should indicate level of risk identified. Indicate LOW, MEDIUM or HIGH.

<sup>xiii</sup> Action should identify the relevant member of staff responsible for the action, and state whether they are employed by the University or the partner college.

**Section 10: Enhancement plan**

<sup>xv</sup> The QAA defines enhancement as the '*taking of deliberate steps at provider level to improve the quality of learning opportunities*'. Using the supplied 'grid', please summarise any features of transferable good practice identified within your report that may have potential for dissemination within the University or its partner organisations. You should cite the evidence used to establish good practice, e.g. reports of relevant committees, student surveys, module evaluations, periodic review, internal verifier and external examiner reports and/or reports of QAA and Ofsted reviews.