

COLLABORATIVE PROGRAMME ANNUAL MONITORING REPORT FOR CATEGORY D PROVISION

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

Name of Partner Organisation:		
Period of review:		
Host University Faculty:		
Host University Department:		
Programmes/modules under review:		
Report author (EHU Link Tutor):		
Date considered by Faculty:		
Report status:	CONFIRMED	DRAFT
Evidence used by the University in completing the report:		

Section 1: Response to the previous year's action plan					
	Actions identified	Responsibility	Outcome	Complete	
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 which may include staff and student feedback; external examiner's reports; periodic review report; and minutes of boards, committees etc.

Section 2: Academic Standards, Curriculum and Benchmarking¹	Action plan	YES/NO
	Enhancement plan	YES/NO

Section 3: Teaching, Learning and Assessment²	Action plan	YES/NO
	Enhancement plan	YES/NO

Section 4: Student progression and achievement³	Action plan	YES/NO
	Enhancement plan	YES/NO

Section 5: Management and Quality Assurance⁴	Action plan	YES/NO
	Enhancement plan	YES/NO

Section 6: Outcomes of any statutory reviews or monitoring (e.g. QAA, OFSTED, CQC, UKVI etc.)⁵	Action plan	YES/NO
	Enhancement plan	YES/NO

Section 7: Summary and general observations⁶	Action plan	YES/NO
	Enhancement plan	YES/NO

Section 8: Action plan (prioritised in order of risk)⁷				
	Actions identified	Risk ⁸	Responsibility ⁹	Target date
1				
2				
3				
4				
5				

Section 9: Enhancement plan¹⁰		
	Feature of good practice	Supporting evidence
1		
2		
3		
4		
5		

Notes for completion of the Collaborative Programme Report

¹ **Section 2: Academic Standards, Curriculum and Benchmarking.** In this section, you should evaluate the steps taken to establish the continuing appropriateness and effectiveness of the curriculum and, for Category D provision, how this is credit rated to achieve parity with Edge Hill awards and credits. You should evidence any recent activity such as benchmarking against the [UK Quality Code for Higher Education](#) and/or relevant professional body standards or requirements, or membership of subject associations and/or engagement with employers. Where your report indicates that changes in curriculum have occurred you should identify the action and support required to achieve this.

² **Section 3: Teaching, Learning and Assessment.** In this section, you should evaluate the processes in place to ensure TLA approaches meet the requisite standard and that those standards are commensurate with the award/level of credit being considered.

³ **Section 4: Student progression and achievement.** In this section, you should comment on and evaluate student progression and achievement and, if appropriate, benchmark to University delivered provision.

⁴ **Section 5: Management and Quality Assurance.** In this section, you should comment on and evaluate the local quality assurance mechanisms that are in operation. Include arrangements for internal and cross-Institutional moderation of assessment and the processes for involving stakeholders in QA procedures such as the student voice, student module evaluation, programme boards and student-staff consultative fora, employers' fora and effective liaison with the host department/Faculty/University.

⁵ **Section 6: Outcomes of any statutory reviews or monitoring (e.g. QAA, OFSTED, CQC, UKBA etc.** In this section you should provide an overview of the outcomes of any statutory reviews or monitoring the Institution has been subject to and what, if any, impact this will have on the delivery. Please also append a copy of any reports.

⁶ **Section 8: Summary and general observations.** In this section, you should detail any other issues that impact upon on the general quality and management of the programme/modules as delivered by partner organisations. You should also detail any relevant Institutional developments which may impact on the partnership.

⁷ **Section 9: Action plan.** Using the supplied grid, please summarise any issues identified within your report that require action 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.

⁸ Indicate LOW, MEDIUM or HIGH.

⁹ Identify whether it is the University or Partner Institution responsible for completing the identified action and the relevant member of staff responsible for its completion.

¹⁰ **Section 10: Enhancement plan** The QAA defines enhancement as the systematic identification and dissemination of good practice. 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.