**Course Annual Evaluation Report for 2021/22 and Enhancement Plan**

Report authors should seek to highlight any key successes, changes, or issues, and where possible (e.g., in relation to statistical indicators) look at trends over the last three years and benchmark with similar courses in other HEIs (i.e.: see [DiscoverUni](https://discoveruni.gov.uk/)).

Where possible AQU will provide benchmarking information. Where data is not available, or is based on small numbers, please indicate that this is the case. **Report authors are encouraged to use a bullet point format to provide brief commentary under each heading (the questions are prompts and should not be taken as defining what is considered under each heading) with an overall length of no more than 5 pages for the report section**.

You are asked to evaluate aspects of your course, focusing on outcomes as indicators of the effectiveness and impact of the course, using the following judgements:

**Outstanding**: the course exceeds expectations on this measure and evidence indicates it is one of the top performing courses of its kind in the sector

**Good**: the course comfortably meets expectations on this measure and evidence indicates that it performs well in comparison to similar courses in the sector

**Requires improvement:** the course is not currently meeting expectations on this measure and evidence suggests improvements are necessary

The report and associated appendices and evidence sources are designed to present sufficient information to the Head of Department and School Senior Management Team to enable:

1. evaluation the academic health of all provision within the Department and School
2. identify any courses that may require specific attention and/or support in the current reporting year
3. identify matters for the School or the University to address in relation to quality and/or standards issues, and also identify good practice that is worthy of sharing more widely
4. ensure that there is a full and appropriate response to external examiners
5. agree a set of actions/priorities for the school to enhance the quality of courses and the student experience over the next academic year in the form of an Enhancement Plan.

Please annexe the following documents to the AER report and upload to the relevant [SharePoint folder](https://uniworcac.sharepoint.com/teams/uwd-0065/SitePages/Annual-Evaluation-Report.aspx) for your School.

1. Enhancement plan with progress update from last year.
2. Enhancement plan for the current academic year.
3. Course management committee minutes.
4. external examiner reports including response.
5. PSRB report(s) as applicable.

In cases of collaborative provision:

1. Link Tutor report.
2. Partner Overview Report.

**AER guidance on PowerBI data**

PowerBI allows you to select a range of filters to refine the data available to you for your course(s). For the AER, we recommend the following are set:

* UW or partner college (default is UW)
* School
* Course route – selects an individual course (e.g., Single Honours History) – if you are using Course Route then always select the full course title (e.g., Single Honours History), as otherwise you may select an old course that does not contain any data

or

* Pathway Group – selects the highest ‘subject’ level (e.g., History – would select all SH, JH & Majors (exclude Minors in Pathway type))
* Pathway type – can be used to refine to just SH/JH/Foundation etc. Note that for AER purposes Major and Single Hons should be selected where required, Minor is not used as this would double count
* Level of Study – for UG use 3-6, for PGT courses use 7
* Mode of attendance - unless you have a large number of PT students on your courses, then select FT and Other (note both must be selected for DNR totals to be correct)
* Academic year – provided for current and previous year

Further guidance on using PowerBi is highlighted in the relevant fields below.

Data will be added to [SharePoint](https://uniworcac.sharepoint.com/teams/uwd-0065/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2Fuwd%2D0065%2FShared%20Documents%2FSupporting%20Information&p=true&ga=1) and PowerBI when available.

**School: Allied Health and Community Studies**

**Course/Programme title: FdA Integrative Counselling**

**Award titles covered by this report: FdA**

**Date report completed:** **Author:**

**Enhancement Plan from previous year, with report on progress and commentary as appropriate** (*please append)*

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| 1. **Recruitment and student profile** (data available December)   [PowerBI Applications excl Withdrawals total conversion rate]   * *How successful is recruitment to the course in terms of applications and admissions in relation to targets?* * *What has been the impact of any recruitment initiatives you have undertaken over the last two years (either to improve recruitment overall and/or to strengthen recruitment of students from diverse backgrounds and under-represented groups)?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **2a. Retention and withdrawals** (Live data from December onwards; report on end of year figures)  [PowerBI total withdrawn & DNR no. and %]   * *How effective are course strategies for retention both overall and for different social groups?* * *How do retention rates compare with similar courses in the Department/School?* * *What has been the impact of initiatives to improve retention/completion over the last two years?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **2b. Progression and completion** (data available August – September)  [PowerBI total completion no. and % (note FT only) and total able to progress plus total able to progress with conditions no. and %]   * *How effective are course strategies for progression and completion both overall and for different social groups?* * *How do progression rates compare with similar courses in the Department/School?* * *What has been the impact of initiatives to improve progression/completion over the last two years?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **3. Achievement** (data available August – September)  [PowerBI total no. and % First/Upper Second Class – note FT students only]   * *How effective is the course in achieving good outcomes (as measured by proportion of 1 and 2:1 degrees if relevant or Distinction profiles if relevant) for students?* * *Where data are available, please provide information on attainment gaps for different groups.*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **4. First destinations and employment information** (Estimate September)  [Graduate Outcomes data for 2018/19 – graduate activity and graduate employment]   * *How effective is the course in enabling graduates to enter highly skilled (graduate) employment/further study?* * *What has been the impact of any action you have taken in the last two years to improve graduate employment outcomes?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **5a. Module evaluations Semester 1** (data available March)  [Blue feedback dashboard – module results]   * *How effective is the course at securing good (75%+) response rates across all modules?* * *What proportion (x of y) modules indicate 90%+ satisfaction?* * *What do module evaluations indicate about the impact of actions you have taken in previous years and any action that needs to be taken for future years?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **5b. Module evaluations Semester 2** (data available July)  [Blue feedback dashboard – module results]   * *How effective is the course at securing good (75%+) response rates across all modules?* * *What proportion (x of y) modules indicate 90%+ satisfaction?* * *What do module evaluations indicate about the impact of actions you have taken in previous years and any action that needs to be taken for future years?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **6. Student Representation and Student: Staff Liaison Committees**   * *How effective is engagement with course representative?* * *What has been the impact of any initiatives you have taken in the last two years to improve the effectiveness/impact of the course management committee?* * *Review CES results on course representation questions*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **7a. UW Course Experience Survey (or other survey) outcomes** (data available April)  [Blue Feedback Dashboard CES results by course]   * *How effective is the course at securing high response (60%+) rates for the survey?* * *What do the results of the surveys indicate about the impact of the student course experience on satisfaction and engagement?* * *Has there been an improvement since last year?* * *Is there significant difference between L4 and L5 student satisfaction?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **7b. NSS or PTES outcomes** (data available July)  [Data on [SharePoint](https://uniworcac.sharepoint.com/:f:/t/uwd-0065/Es4RVHojkwdOgWFNs1p2AKkBBHETl_UtZ8hbklthVXbrwQ?e=cOgMUv) – use quartile and ranking data as comparison to sector for NSS (subject folder), use ranking data for PTES]   * *How effective is the course at securing high response (75%+) rates for the survey?* * *What do the results of the survey indicate about the impact of the student course experience on satisfaction and engagement?* * *How do NSS scores compare with similar courses in the sector – is the course performing within the top two quartiles on satisfaction?*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Outstanding |  | Good |  | Requires Improvement |  | |

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| **8. Placements and Work- based learning**   * *What does feedback from students and from mentors/employer representatives indicate about the quality and the management of placements?* * *How effective are the processes for feeding back and closing the loop following student evaluations with partners/ employers/placement providers and students?* * *Are all required processes for risk assessment etc. in place?* * *What is the take up of placement opportunities if optional?* * *Review CES and NSS results on placements and work-based learning* |

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| **9.** **Developing Learning, Teaching and Assessment**  *How has the team developed its approaches to learning, teaching and assessment e.g., in relation to research inspired teaching, use of digital technologies, employability, assessment consistency and assessment for learning, etc., and embedding academic support including the personal academic tutor system in the course academic experience?* |

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| **10. Response to external examiner report(s)**  *Please include in the AER evidence folder the external examiner report(s) with completed section 7 responding to issues raised. Use this section to make any additional points/responses (as appropriate). Any arising action points should also be included in the Enhancement Plan below.*  ***N.B. Course AERs should be submitted by the deadline regardless of the absence of the external examiner’s report for the course, with an update provided once the report has been received****.* |

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| **11. SWOT analysis**  *In the light of your review of the evidence (both statistical and feedback from stakeholders), and overall evaluation of the excellence of the student educational experience, please provide a short SWOT analysis for the course, identifying its key strengths (aspects of excellence), its weaknesses, together with any identifiable opportunities that the team plan to take to strengthen the course further, and any threats you identify that may impact on the future viability and/or excellence of the course.  Generally, actions to address weaknesses, take advantage of opportunities and mitigate threats should feed through into your enhancement plan.*   * **Strengths:** * **Weaknesses:** * **Opportunities:** * **Threats:** |

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| **12.** **Where applicable, summary of outcomes from any PSRB involvement in the year (reports, visits, accreditation, etc.)**  *If any such involvements raised issues of any kind, these* ***must*** *be noted in this section. PSRB reports received during the year should be located in the AER evidence folder.* |

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| **13. For collaborative provision only: Key points of relevance arising from Link Tutor report and/or Partner Overview Report**  *The Link Tutor report and/or Overview Report should be located in the relevant SharePoint folder (see below).* |

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| **14. Enhancement plan for current reporting year** *(please use template and append to this report). Note: actions should clearly derive from evidence. It is expected that a variety of evidence is used to inform the Plan.* |

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| **15. Embedding graduate attributes**  *Identify what progress the course has made in considering and embedding the* [*Graduate Attributes*](https://www2.worc.ac.uk/aqu/documents/EmbeddingGraduateAttributes.pdf) *within the curriculum.*  *Identify what has worked well and what impact is anticipated or can be evidenced.*  *Outline the next steps.* |

**Authorisation**

Report completed by [name of author] and submitted with all annexes on [date]

Head of Academic Department confirmation

I confirm that I have read the AER and associated documents and confirm that the report and the enhancement plan is complete and of appropriate quality. All matters of concern previously identified have been appropriately addressed in the action plan.

[Name]

[Date]

**Enhancement Plan for 2022/23**

*Please identify key priorities for action to be instigated over the forthcoming academic year. Actions should arise from the preceding analysis of evidence, and also the Course Team’s plans for developing the course and for enhancing the student learning experience.*

*For courses which have undergone Periodic Review during 2021/22, please ensure that any Actions arising from the Periodic Review are carried forward into the Course AER Enhancement Plan for 2022/23.*

*The Enhancement Plan should be regarded as a ‘live’ document, to be reviewed and updated by the Course Management Committee throughout the year.*

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| **Issue or objective to be addressed** | **Action/s to be taken** | **Key dates for achievement of action/s** | **Key person/s responsible** | **Criteria for success/impact** | **Progress** |
| Indicate the issue you are intending to address  *For example:*  *Improved number of graduates entering highly skilled employment.*  *Improved retention and achievement.*  *Consistent team approach to assessment feedback.* | Set out the key action/s that will be taken at Course level  *For example:*  *Establish employer liaison group; Incorporate CV development into Level 5 core module; Map employability skills development at module level*  *Explore use of learning engagement data from BB to identify’ at risk’ students. Implement attendance monitoring on core on all modules.*  *Agree principles for giving feedback and share with students; Establish standardisation meetings in each semester* | Give indicative dates for achievement of key actions/ milestones  *For example:*  *Employer liaison group established by Jan 2023 and 2 meetings held by June 2023* | Identify who will be responsible for leading/managing/monitoring the actions  *For example:*  *AA (Course Leader)* | Specify how the success or impact of the actions will be measured  *For example:*  *Employer liaison group established and 2 successful meetings*  *Core modules using BB engagement data; improved retention.*  *Improved NSS and CES scores on assessment and feedback* | Record a running log of progress.  Progress updates should be reviewed by Course Management Committees with College LTQEs requiring a formal response on a risk-assessed basis. |