University of Worcester

The Annual Evaluation Process 2019/20

Course Leaders (CLs) attend an AER Writing Workshops (July & Sept)

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CLs draft AERs between June and the end of September, focussing on statistical analysis, completing the AER report and identifying priorities for an enhancement plan.

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Week commencing **23/09/19** and **30/09/19**, CLs, Quality Coordinators and Heads of Departments attend a mandatory peer support workshop to complete AER ratings and SMART enhancement actions. These will be Chaired by the College Directors LTQE.

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By **25/10/19**, CLs to send finalised AER to their Head of Department

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By **15/11/19**, Head of Department to have reviewed and signed-off all course AERs

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By **15/11/19**, the School Learning, Teaching and Quality Enhancement Evaluation and Development Plan to be agreed by the Head of School and School Senior Management Team (including the College Director)

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By **20/11/19,** the School Learning, Teaching and Quality Enhancement Evaluation and Development Plan to be submitted to AQU for inclusion in College LTQE papers

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On **04/12/19** The School Learning, Teaching and Quality Enhancement Evaluation and Development Plan is considered by College LTQE Committee

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On **15/01/20** ASQEC evaluates the effectiveness of the process and identifies any common themes

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On **29/01/20** the Academic Board receives report from ASQEC

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Progress on the School Learning, Teaching and Quality Enhancement Evaluation and Development Plan is considered by College LTQE Committee on **05/02/20**