Course Annual Evaluation Report and Enhancement Plan 2018/19

Having evaluated the evidence at award level (i.e. statistical data, student feedback, including NSS and UW Course Experience Survey outcomes, module evaluation response rates and outcomes, external examiner reports, and, in the case of collaborative provision, Link Tutor reports, please complete the following Report and Enhancement Plan. **This should be shared and endorsed by the whole course team and the student representatives**.

Data will be added to the O drive when available. Where courses are newly approved, please ensure that any relevant recommendations for action (e.g. suggestions for enhancement) from the Course Approval report have been given appropriate consideration.

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 (ie: see Unistats). 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:

- evaluation the academic health of all provision within the Department and School
- identify any courses that may require specific attention and/or support in the current reporting year
- 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
- ensure that there is a full and appropriate response to external examiners
- 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.

School:

Course/Programme title:

Award titles covered by this report:

Date report completed:

Author:

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

Recruitment and student profile
- *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	

Retention and completion
- *How effective are course strategies for retention and completion both overall and for different social groups?*
- *How do continuation rates compare with similar courses in the sector?*
- *What has been the impact of initiatives to improve retention/completion over the last two years?*

Outstanding		Good		Requires Improvement	

Achievement
- *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?*
- *Are there differences in outcomes for different social groups or those entering with different qualifications?*
- *What has been the impact of action you have taken in the last two years to improve achievement outcomes?*

Outstanding		Good		Requires Improvement	

First destinations and employment information
- *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	

Module evaluations
- *How effective is the course at securing good (80%+) response rates across all modules?*
- *What proportion (x of y) modules indicate 80%+ 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	

Student Representation and Course Management Committees
- *How effective is engagement with course representative (formerly StARs)?*
- *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?*

Outstanding		Good		Requires Improvement	

NSS and UW Course Experience Survey (or other survey) outcomes
- *How effective is the course at securing high response rates for each of the surveys?*
- *What do the results of the surveys 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 quartile on satisfaction?*

Outstanding		Good		Requires Improvement	

Placements and Work- based learning
- *What does feedback from students and from mentors/employer representatives indicate about the quality and the management of placements?*
- *Are all required processes for risk assessment etc. in place?*

- *What is the take up of placement opportunities if optional?*

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?

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 AER evidence folder on the O drive (see below).

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.*

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*.*

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:**

Enhancement Plan for current reporting year *(please use template below 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.*

Please annexe the following documents to the AER report and upload to the AER evidence folder on the O drive within your School.

- Enhancement plan with progress update from last year
- Enhancement plan for the current academic year
- Data summary report (tbc once being produced centrally)
- Course management committee minutes
- external examiner reports including response
- PSRB report(s) as applicable

In cases of collaborative provision:
- Link Tutor report
- partner Overview Report

Please note:
The final version of the Annual Evaluation Report with updated Enhancement Plans from last year and for the coming year should be forwarded to the External Examiner by January 2020. (Schools will indicate who is responsible for doing this).

The External Examiner report with completed response section should already have been forwarded to the External Examiner.

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 2019/20

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 2018/19, please ensure that any Actions arising from the Periodic Review are carried forward into the Course AER Enhancement Plan for 2019/20.

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

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 2019 and 2 meetings held by June 2019*	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.