



HE PROGRAMME MONITORING CYCLE

QAA Quality Code B8 I1,2,4,5,6,7,8

1. Rationale

1.1 As part of the college's commitment to ensuring and improving the quality of its provision to all students a formal annual cycle of monitoring programmes has been implemented. This consists of a series of meetings between Programme Leaders with Senior Management and, for the programme monitoring academic board meeting, Governors and outside experts.

2. Overview of the Annual Programme Monitoring Cycle

Preparation of the Annual Monitoring Report - JULY

2.1 The programme leader will begin to compile the Annual Monitoring Report (AMR) this has a format prescribed by the University partner and includes an action/development plan.

2.2 In addition to statistical data regarding student profile, retention and achievement and any subject benchmarking data, which will be provided by the Assistant Principal Quality. Programme leaders should draw on a range of material to compile their AMRs including but not exclusively:

- Feedback on coursework marking and other internally assessed work;
- Moderators' and External Examiner Reports
- Minutes from Boards of Study & Link Tutors
- Feedback from Student Reps & Student Evaluations
- Tutor module evaluations
- Team meeting minutes
- Appropriate chapters of the QAA quality code

2.3 The AMR should include actions to address any areas of concern.

Programme Monitoring Academic Board Meeting – OCTOBER

2.4 This process is the key element in the process of validating self-assessment and facilitating student enhancement.

2.5 An external representative with appropriate higher education experience will be invited to attend the academic board meeting to help review the AMRs.

- a) All programme leaders will present to the panel (consisting of the Principal, Assistant Principal, Governor, External Representative, Students Representative) and the other programme leaders and will be supported by the Director of Adult & Higher Education and the higher education quality assistance (HEQA). Each subject will have a dedicated time slot .
- b) Following presentation there will be the opportunity for panel members to ask questions of the presenter;
- c) The procedures for presentation are as follows:

- The presenter identifies and substantiates a maximum of **four** bullet points . These may be strengths or weaknesses (usually a mixture of strengths and weaknesses with an emphasis on strengths). Please guide the panel to where these points are developed in the AMR. Actions/ Development plans and opportunities for student enhancement should then be outlined. Presentations are expected to take approximately five minutes.
- The presenter closes the presentation by proposing / stating whether the course does or does not meet UK expectations (in line with the HER handbook) with regard to:
 - The academic standards of the award(s) the college offers on behalf of awarding bodies
 - The quality of student learning opportunities
 - Quality of information produced by the college about its learning opportunities
 - Enhancement of student learning opportunities

A summary /overview of the key points from all external examiners reports will also be presented for consideration.

AMRs finalised and sent to University Partner – OCTOBER

MID-Year Review of AMR – FEBRUARY/MARCH

2.6 This meeting focuses on progress made in the first half of the academic year in relation to the actions in development plan and to look forward to the year ahead.

(Members Principal, Assistant Principal Quality HEQA with PL and Director of Adult & Higher Education)

2.7 Programme Leaders review the actions on the AMR and submit review notes electronically for central collation.