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**Annual Monitoring of Courses**

**Report Template**

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| **Department:** |  |
| **Title and level of course covered by the report:** |  |
| **Period covered by the report:** |  |

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| **Guidance note**The purpose of this template is to support the process of the Annual Monitoring of Units and Courses (see [QA51(A) Quarterly and Annual Monitoring of Units and Courses)](https://www.bath.ac.uk/publications/qa51-a-monitoring-and-enhancement-apprenticeship-courses/).Advice on completing this form, and dates for submission, can be provided by the Assistant Registrar in the Faculty/School or the Degree Apprenticeships Compliance Manager in Academic Registry. PLEASE NOTE THAT NAMES OF INDIVIDUAL STAFF OR APPRENTICES SHOULD NOT BE INCLUDED OTHER THAN TO ALLOCATE NAMES TO ACTIONS.  |

1. **Annual Reporting**

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| **Annual Report (summary of period under review):** |
| **Areas of Practice** | **Sources of Evidence** | **Description** |
| **Course Data:** |
| Demand and Recruitment | SAMIS / Employer files |  |
| Total number of apprentices on a break in learning (in suspense) | Education & Skills Agency (ESFA) Quality Achievement Rate (QAR) / Individualised Learner Record (ILR) data |  |
| Total number of withdrawals | QAR / ILR reports |  |
| Progression data  | SAMIS  |  |
| Completion data | QAR / ILR reports |  |
| Achievement data | QAR / ILR reports /EPAO outcome report (SAMIS) |  |
| Destination data | End of course survey  |  |
| **Learning, Teaching and Assessment:** |
| Course content and delivery | Online Unit Evaluation (OUE) / Staff Student Liaison Committee (SSLC) / External Examiner reports / end of course survey data |  |
| Non-staff – physical and online resources | External examiner reports |  |
| Staff resources and staff development (CPD) | External Examiner reports / workforce development records (HR) / CLT |  |
| Assessment | Achievement rates / marks distribution / External Examiner reports / Independent Assessor (End Point Assessment (EPA)) feedback  |  |
| Subcontracted Provision (quality and outcomes) | Monitoring report / data for delivery of maths and English functional skills (where applicable) |  |
| Outcomes from periodic review | Periodic review report (where applicable) |  |
| Professional Accreditation | PSRB Reports (where applicable) |  |
| Departmental SAR | Self-Assessment Report |  |
| Actions completed against the Institutional Quality Improvement Plan (QIP) | QIP |  |
| **Feedback:** |
| Annual monitoring of Apprentice feedback | Apprenticeship Service / Student Survey Results (PTES, NSS etc) / end of course survey / quarterly reports |  |
| Annual monitoring of Staff Student Liaison Committee (SSLC) meetings | SSLC meeting minutes / Summary report (outcomes and actions) |  |
| Annual monitoring of apprenticeship course OUEs  | OUE data / feedback / summary report (evaluation and feedback) |  |
| Annual monitoring of Employer feedback | Apprenticeship Service / Stakeholder (Employer) meetings / end of course survey / quarterly reports |  |
| Staff | Annual monitoring of units / minutes of course management / teaching and learning committees or similar |  |
| **Safeguarding, wellbeing and student support:** |
| Total number of referrals for academic year | Register / tracker (Student Safeguarding and Support) |  |
| Staff training – Safeguarding | Workforce Development records |  |
| Staff training – Prevent / British Values | Departmental tracker (Moodle) |  |
| Apprentice training – Safeguarding | Off-the-job (OTJ) reflective log  |  |
| Apprentice training – Prevent / British Values | Off-the-job (OTJ) reflective log  |  |
| Careers information and guidance  | Access to services log / Skills Centre |  |

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| **B. ACTION PLAN**  |
| Please provide a composite list of significant actions completed or in progress: * from the previous annual monitoring report
* against the institutional Quality Improvement Plan (QIP) relevant to your department / apprenticeship course
* in response to new actions identified above.
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|  | **Action** | **Timeline for completion** | **Person(s) responsible for action *(role)*** | **Update on progress** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
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| **C. points for WIDER dissemination:** * **identified good practice**
* **any issues of CONCERN**

i.e., issues tobe drawn to the attention of the Faculty or University rather than those being addressed as part of the action plan set out in section B. |
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| **1** |  |
| **2** |  |
| **3** |  |

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| **director of studies: Date:**The report should be approved by the Chair of the Department Learning, Teaching & Quality Committee for submission to the Degree Apprenticeship Quality and Standards Group (DAQSG) and sent to the Faculty/School Learning, Teaching & Quality Committee for noting. |

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| **Attachments** |
| **The following documents should be appended to the report**1. Previous Annual Monitoring Report with key actions
2. Departmental Self Assessment Report (SAR)
3. Institutional QIP
4. Education & Skills Funding Agency (ESFA) Quality Achievement Rate (QAR) reports
5. External Examiners reports (on course and End Point Assessment (EPA)) and Head of Department’s response
6. PSRB Report (where applicable)
7. Periodic Review reports (where applicable)
8. Annual SSLC monitoring report (including OUE summary report)
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