Stage 2a (ii): Completion and Submission of Partner Reports

This guidance note refers to the Annual Monitoring and Review process for Validation Partners (VPs).

GUIDANCE: Validation Partners (VPs)

1. Following a self-evaluation process, analysing both past and planned activity, the Validation Partner will prepare an annual monitoring and review report for submission to and consideration by the Validation Committee.

2. In summary, the report should:
   i. record the outcomes of a review of the programme's activity over the previous year;
   ii. reflect upon the year's activities, contrasting and comparing to previous years (at least two);
   iii. provide details of any developments to enhance the delivery of the programme and the students' learning experience.

3. The report should include information on the following:
   a. Recruitment and admission of students
      • Numbers, along with an analysis of the numbers over the previous two years.
   b. Progression and retention
      • Numbers, along with an analysis of the numbers over the previous two years. This should include progression, awards, high failure rates and non-completion rates.
   c. Resources to operate the programme:
      • Information on the availability of adequate resources (staff and material) to support students throughout their programme of study.
   d. Student feedback
      • Feedback raised by students, both positive comments and issues requiring attention.
      • Comment on how significant issues raised by students will be addressed and how the outcomes will be reported back to students.
      • Comment on any other issues of concern, relating to feedback, support, guidance.
      • Comment on (and reasons for) any major changes undertaken to policies/procedures that underpin student feedback, support and guidance processes (including complaints).
   e. Actions
      • A review of follow-up actions, agreed in response to monitoring activities such as programme/course monitoring, student feedback and External Examiner reports.
   f. Graduate employment
      • Include a summary of relevant information on employment obtained on completion of the programme, or, other information as appropriate, eg opportunities that have arisen for promotion or further career development, as a result of completing the programme.
   g. Modifications, Developments, Enhancements
      • Provide details of any developments to enhance the delivery of the programme and the students' learning experience.
      • The School should comment on the contribution to objectives set out in Learning and Teaching Strategy Operational Plan or on a designated enhancement theme.

4. The annual report will be considered by a meeting of the Validation Committee, after which the report and the minutes of the meeting will be submitted to the School (by a deadline set by the School).

5. After reviewing the report and minutes, the School will prepare a response letter to the Validation Partner (see template at Appendix 4a). The outcomes of the School's review will inform the completion of the main SAMR report.
6. The report and response letter will be reviewed by the Associate Deans and Deputy Principal (Learning & Teaching) (see main AMR Handbook, stage 2(ii) 'University-level Review of Partners Reports').

7. In order to prevent the delay of updating the validation partner on the outcomes of the review process, the School will post the response letter immediately, prior to the University scrutiny process being undertaken. The response letter will advise that the report, minutes and letter have yet to be reviewed by the University and, upon completion, satisfaction with the review process will be confirmed as appropriate.

8. The School will submit the report, minutes and response letter to Academic Registry by **31 January** of each year.

9. Refer back to the main AMR Handbook for the next stage of the process (Stage 2a (iii) University-level Review of PAMR Reports).