# oPEN UNIVERSITY vALIDATION pARTNERSHIPS

# Annual Institutional Overview 2020-21

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| **Name of institution** |  |

In the term following final completion of an academic year, the academic standards committee or academic board of the institution should scrutinise all annual programme reports submitted by programme teams, and:

* confirm that the evaluation process has been comprehensively undertaken.
* confirm that the proposed action plans for programme enhancement to address any problems identified by the evaluation process are satisfactory.
* agree the content of an annual monitoring report, ensuring that all requirements outlined in this template are met.

If you are not sure how to respond under any of the headings below, please contact [ouvp-admin@open.ac.uk](mailto:ouvp-admin@open.ac.uk) for advice and clarification.

**Checklist for annual monitoring 2020-21**

Please ensure that you have completed the documents listed below in full. All documents should be sent electronically to [ouvp-admin@open.ac.uk](mailto:ouvp-admin@open.ac.uk). Please ensure that the Statement of Compliance has been signed and scanned.

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| **Annual monitoring report check list** | **Tick box** |
| Fully completed institutional overview (Part A) |  |
| Updated Institutional Action Plan (see A.3) showing actions during 2020-21 and any progress made to actions carried over from 2019-20. |  |
| Statement about Administrative systems and Procedures (Part B) |  |
| Signed statement of Compliance (Part C)  Please scan and submit with the other documentation |  |
| Annual programme evaluations |  |
| *Please state number or programme evaluations attached* |  |
| Statistics spreadsheet for each programme submitted electronically |  |
| *Please state number of spreadsheets sent* |  |
| Sample Diploma Supplement and Transcript |  |
| Student Protection Plan |  |
| Flow Chart showing your internal annual monitoring process |  |

**ACTION TAKEN**

| **1 Please report on progress made to date on meeting recommendations arising from the most recent institutional approval or review AND Administrative Audit**  *Please provide commentary under each recommendation from the most recent IA/IR. The commentary should explain how the institution is addressing or has addressed the recommendation. Please continue to report on responses to recommendations, until explicitly told otherwise.* |
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| **2.1 Please report on action taken in relation to any QAA or other external reviews by accrediting, professional or statutory bodies during the year. *(Please append copies of reports from any external reviews.)*** |
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| **2.2 Please report on any preparation that is in hand or required for any forthcoming events or interaction with the QAA or other Professional Bodies.**  *All institutions must report on engagement with the QAA. If the institution is recognised by other accrediting bodies (perhaps overseas), please report on any recent interactions with such bodies. Institutions registered with OfS must provide an updated registration status including any additional requirements, for example enhanced monitoring. Please also provide information on the most recent Ofsted review or upcoming review if applicable to your institution.* |
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**CURRENT YEAR’S ACTION PLAN**

**3. UPDATED INSTITUTIONAL ACTION PLAN SHOWING ACTIONS DURING 2020-21 AND ANY PROGRESS MADE TO ACTIONS CARRIED OVER FROM 2019-20 FOR #INSERT NAME OF INSTITUTION#**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Action no.** | **Action** | **Success criteria** | **Action taken** | **Impact of action taken** | **Date completed** | **Outstanding actions** | **Responsible**  **Role** | **Target completion date** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |

| **3.1 Please reflect on the action taken (detailed above) since your response to the issues requiring immediate action in the OU Annual Monitoring Pro-forma 2019-20.** |
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| **3.2 Please reflect on your institution’s response to the issues identified for 2020-21 (detailed above) in the OU Annual Monitoring Pro-forma 2019-20** |
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| **3.3 Please reflect and report on how your institution has responded to any feedback from OUVP and MRAQCP regarding the running and execution of exam boards.** |
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**REFLECTION**

| **4 Please evaluate student feedback across all validated programmes. Identify any areas of good practice and concern and the actions taken to date in response. Reflect on how student feedback has supported work to enhance the student experience.**  *In this section please describe the mechanisms used by the institution for gathering student feedback and how often feedback is sought and fed back to students.*  *This section should reflect student feedback at an institutional level and if necessary, feedback that has affected numerous programmes and therefore requires addressing by the institution as a whole. Please include information on the effectiveness of student engagement in quality processes this year. i.e. student representation on committees, etc.* |
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| **5 Please comment and reflect on your institution’s National Student Survey (NSS) result (if relevant).**  *If your institution is eligible for the UK National Student Survey (NSS), please reflect on the outcomes of this survey at an institutional level. This should include any institutional nominal values used to analyse or measure performance within the institution and in relation to the sector.* |
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| **6 Please reflect and evaluate how you have dealt with appeals, complaints, and disciplinary matters, including plagiarism, and cases dealt with through informal means or mediation. This should consider whether any particular group of students (such as those with disabilities) are making a disproportionately high number of complaints or appeals.**  *You should reflect and provide a summary of the data, across the institution, including trends and areas of improvement for these specific areas.*  *In addition, please provide clarity on how the institution has oversight of the processes and where necessary has taken action to make improvements to these specific areas.*  *(Please feel free to add a diagram or flow chart outlining the process)* |
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**STAFF DEVELOPMENT**

| **7 Please report on staff development activities over the last year and priorities for next year. You should reflect on how the staff development activities have impacted on the student experience.**  *Please provide a summary of how the institution has supported HE staff development and the impact this has had.*  *Please report on any amendments to the institutional policy and strategic approach for this area, including changes to the overall HE staff development budget.* |
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**RESOURCES**

| **8 Please report on any significant changes to the institution’s resources (both physical and staff)**  *Please provide details of any changes to HE administrative, quality or senior management staff, including governance.*  *Please also report on changes to physical resources. You must also provide details if the institution has physically expanded or decreased in size (for example, new campus/buildings).* |
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**ENHANCEMENT**

This is taken to mean ‘an aspect of institutional quality management that is designed to secure, in the context of the constraints within which individual institutions operate, steady, reliable and demonstrable improvements in the quality of learning opportunities’. (QAA)

| **9 Please report on significant achievements and features of good practice identified by the annual monitoring process and how they have been communicated across your institution.** |
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| **10 Other cross-institutional themes or issues arising out of programme evaluation reports not covered elsewhere in this template and any actions taken in response.** |
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**QUALITY CODE**

11 Please attach a template to map current policies against the revised UK Quality Code for Higher Education.

**FORWARD ACTION PLAN**

12 Please complete the following Institutional Action Plan for 2021-22. This should be based on the Action Plans proposed in the programme evaluations and comments above. Please number actions and make it clear which programme or section above gave rise to each of them.

**FORWARD LOOKING INSTITUTIONAL ENHANCEMENT ACTION PLAN 2021-22**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action no.** | **Where action arose[[1]](#footnote-1)** | **Action** | **Success criteria** | **Progress to date** | **Responsible**  **Role** | **Target completion date** | **Date completed** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |

*Please ensure all actions follow the* ***SMART (Specific, Measurable, Achievable, Relevant and Time-bound)*** *criteria.*

*It is recommended that the tracker is regularly reviewed and updated and ideally should be a standing item on the agenda for meetings such as academic board or equivalent.*

*Two action trackers are required:*

1. *A tracker which relates to actions that were in place in the current academic year and how you have addressed these*
2. *A tracker detailing actions planned for the forthcoming academic year (any outstanding actions from the previous academic year must be carried over)*

**Policy Updates**

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| (Please ✔ as appropriate):  □ I confirm that there have been no significant changes to the documents and policies that underpin the academic regulations, and that none of the areas listed below have undergone any significant change since the most recent OUVP administrative audit or annual monitoring exercise.  Or  □ An account is provided below, along with evidence of the change attached, to any significant change made to the following policies, procedures or institutional structures:  □ Attendance policies and procedures  □ HE assessment and moderation policies and procedures  □ Academic misconduct policies and procedures  □ Extenuating circumstances policies and procedures  □ RPL policies and procedures  □ Ethics, fitness to practice, fitness to study policies and procedures  □ Membership of Boards of Examiners  □ Governance or deliberative structure changes  □ Transcript design and production  □ Relationships with previous or current validating bodies  □ Changes to registration/relationships with regulatory Bodies (including PSRBs).  All policies underpinning the regulations for OU validated provision, as well as policies submitted as part of the Administrative Audit and Institutional Approval/Review are to be checked as per your review schedule. Any of these policies which are significantly updated or amended must be sent through with your submission |
| *Please give an account of these changes here.* |

**Statement of Compliance**

I confirm that the annual monitoring process has been comprehensively and satisfactorily carried out, that Open University validated programmes have been taught, managed and operated in accordance with the procedures agreed at validation and that our institution is compliant with the requirements of The Open University as set out in The Open University Handbook for Validated Awards, The Open University Academic Regulations and The Open University Institutional Agreement.

I understand that failure to inform The Open University of any significant changes or to comply with the above, may result in The Open University suspending student registrations or withdrawing from the partnership.

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| Date of approval at Academic Board: |  |

Signed on behalf of:

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| Institution: |  |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |

1. *Please state document where action is identified and paragraph* [↑](#footnote-ref-1)