**Open University Validation Partnerships**

**Institutional and Programme Monitoring**

**Programme Evaluation Template**

**2023-24**

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| --- | --- |
| Institution |  |
| Award Title(s) |  |
| Approval Date |  |
| Next Revalidation  |  |
| Academic Reviewer |  |
| External Examiner |  |
| S/QPM |  |

***Please refer to the Programme Monitoring Guidance Notes whilst completing the template.***

***NB: Headings Navigation is available on this document (Press Ctrl F).***

# COMMENDATIONS

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| *OUVP to complete this section. Please identify areas of best practice and commendable actions taken by the programme team.* |
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# ITEMS FOR NEXT YEAR’S REPORT

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| *OUVP to complete this section.*  |
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# ITEMS FROM LAST YEAR’S REPORT

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| *OUVP to complete this section.*  |
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# ITEMS FOR IMMEDIATE ACTIONS

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| **Section** | **Immediate Action** | **Partner response** | **Date** | **OUVP Feedback** | **Date** | **Resolved** |
| ***Example:****B4* | ***Example:****Update the Destination Data table in line with the commentary.* | ***Example:****The relevant table has been checked and updated.**Apologies this was an error and has now been corrected.* |  | ***Example (where applicable):****Further information needed about the numbers entered here.* |  |[ ]
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# OTHER REPORTABLE ITEMS

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| *OUVP to complete this section. Are there any risks and mitigating actions identified by OUVP that have not been addressed in the Partner’s programme monitoring submission? Please also use this section for generic comments on the programme monitoring submission to be addressed.* |
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# CURRENT PLAN

Please provide an update on last year’s Forward-looking plan. The plan must be updated with every submission as appropriate.

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| **No** | **Action** | **Success Criteria** | **Progress- to-Date** | **Responsible Role** | **Date completed** |
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***NB: any ongoing actions must be carried over onto the Forward-Looking plan***

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| **Please reflect on the impact of the actions taken as part of the programme action plan e.g., how successful were the actions taken in meeting the target, what impact did the target completion have on the programme? Please comment on individual actions separately where appropriate** |
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| **OUVP FEEDBACK ON CURRENT PLAN AND REFLECTION** |
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# SUBMISSION A

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| **A1: Student recruitment commentary:*** Patterns and trends
* Changes in entry criteria
* Changes in recruitment strategies
* Potential conflicts of interest
 |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **A2: Student profile commentary** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **A3: RPL Commentary** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **OUVP FEEDBACK ON SUBMISSION A**  |
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# SUBMISSION B

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| **B1: Commentary on progression and retention** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **B2: Commentary on student achievement** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **B3: Detail and commentary regarding appeals, complaints, academic misconduct and mitigation** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **B4: Commentary on destination data and patterns** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **OUVP FEEDBACK ON SUBMISSION B** (This will include any specific feedback from MRAQCP regarding exam board paperwork) |
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# SUBMISSION C

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| **C1: Comment / reflect on outstanding recommendations from most recent (re)validation** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C2: Comment / reflect on engagements with PSRBs and details of any PSRB-specific requirements** (Please include relevant reports where appropriate) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C3: Reflect upon External Examiner feedback received and any resulting actions**(Please ensure a copy of the formal response is included as an appendix to this submission) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C4: Comment and reflect upon engagement with and feedback received from your Academic Reviewer**  |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C5: Comment and reflect on staff feedback and evaluation of the programme** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C6: Comment and reflect on employer feedback received and how it has informed programme development** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C7: If this programme is an apprenticeship and/or includes work placements, comment and reflect on student performance in the workplace, and overall management of apprenticeship/work placement** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C8: Articulate how student feedback is collated, analysed, acted upon and fed back** (Please include a copy of surveys used at institutional, programme and module level, and a summary of results from these surveys) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C9: Comment and reflect on student feedback received and any actions taken** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C10: Staffing** (Please list all programme staff and highlight any new academic staff and attach their CVs and role specification they were recruited to, if these have not been submitted previously) |
| Name | Teaching Role / Responsibility | FTE for this role and programme | CPD Activity and Scholarship undertaken this year |
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| **C11: Commentary on academic and administrative staff resourcing and turnover** (Where applicable, the impact of changes in student numbers recruited on staff resourcing should also be referenced within this commentary) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C12: Commentary regarding any changes to the physical resourcing of the programme**(Where applicable, the impact of changes in student numbers recruited on physical resources should also be referenced within this commentary) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C13: Submit details regarding any planned moderate or major changes to the programme** (please note no changes should be implemented without prior approval from your SQPM) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C14: Submit details regarding minor changes which have been implemented during this cycle**. |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **OUVP FEEDBACK ON SUBMISSION C** |
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# FORWARD – LOOKING PLAN FOR 2024-25

Please supply a forward-looking plan that addresses all the issues arising from the evaluation of the programme above. Please indicate which of the sections above gave rise to them. For each action you should identify any barriers to be addressed, propose solutions, and give a timescale and who is responsible for completion. You may also insert additional rows, if necessary, to capture all actions identified in the report. The plan must be updated with every submission as appropriate.

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| **No** | **Section** | **Action** | **Success Criteria** | **Progress to-Date** | **Responsible Role** | **Target Completion Date** |
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| **Please add any additional information on the Forward – Looking Plan that you feel would be helpful.** |
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| **OUVP FEEDBACK ON FORWARD-LOOKING PLAN AND REFLECTION** |
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# PROGRAMME EVALUATION CHECKLIST

Please provide these as appendices and tick to confirm they have been included with submission C:

Staff CVs (if not already submitted to OUVP) [ ]

Programme Specification [ ]

Formal Response to External Examiner Report [ ]

Summary of Student Feedback/Survey Responses [ ]

# **STATEMENT OF COMPLIANCE**

*(To be completed with submission C)*

I confirm that the programme monitoring process for the above programme has been comprehensively and satisfactorily carried out and that the information given has been approved by the relevant Programme Board

Signed on behalf of:

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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