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Affiliate College Annual Monitoring: Procedure

Documentation Management

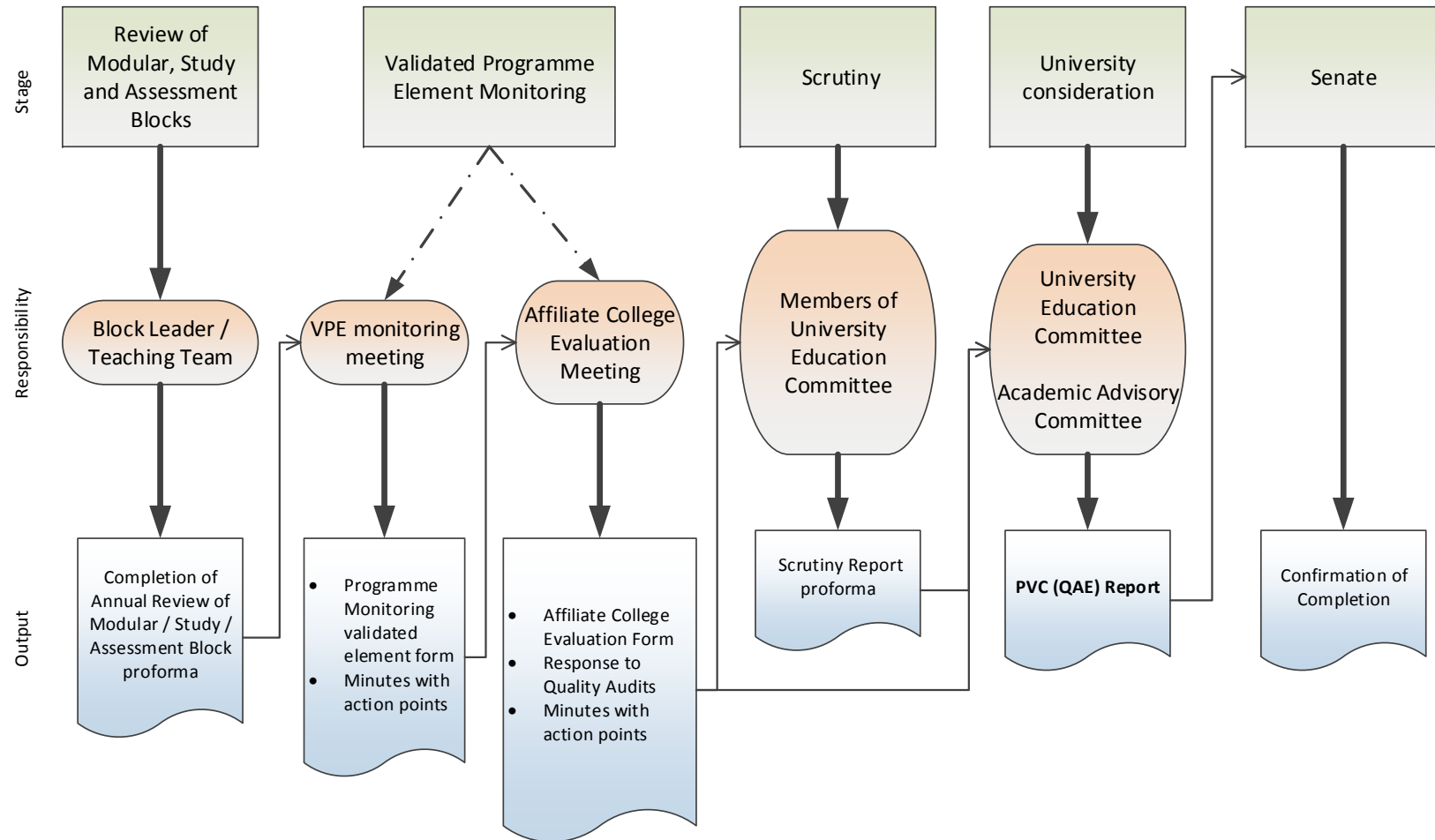
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ANNUAL MONITORING OF VALIDATED PROGRAMME ELEMENTS (VPE)



Annual Monitoring of Affiliate College Programme Elements: Procedure

1. Introduction

1.1 All higher education providers are expected to have effective procedures in place to routinely monitor and periodically review their programmes ([UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards](#) and [Chapter B8: Programme Monitoring and Review](#)). In addition, degree-awarding bodies are required to ensure that programme elements offered through partner organisations are monitored and reviewed through comparable processes ([UK Quality Code for Higher Education Chapter B10: Managing higher education provision with others](#)).

1.2 The QAA sees this as central to an institution's assurance of the quality and standards of its provision, and note that:

“Institutions should consider the appropriate balance between routine monitoring and periodic review of programmes so that there is a continuous cycle. Routine monitoring is an activity likely to be undertaken within the providing unit. Periodic review is normally an institutional process, involving participants of high calibre and with academic/professional credibility. In developing and evaluating such processes, institutions will want to be assured they are monitoring the cumulative impact of small/incremental changes.”

1.3 The importance of regular monitoring is clear – it allows the University to assure itself of the continued quality and relevance of its programmes and allows the Affiliate College to assure itself of the continued quality and relevance of its programme elements. Additionally, it benefits the institution in the identifying and sharing of good practice.

1.4 The responsibility in the University for annual monitoring of both undergraduate and postgraduate programmes is devolved to Colleges, who will make use of qualitative and quantitative data in order to identify concerns and propose responsive actions. Likewise, the annual monitoring of the programme elements delivered by the Affiliate College is devolved to the Affiliate College. This provision will be addressed by both the Colleges and the Affiliate College in their separate annual monitoring activity.

1.5 The University recognises that aspects of annual programme monitoring take place at different times of the year, but this procedure sets out the process by which the institution can assure itself of the robustness of the annual monitoring process carried out in Colleges and the Affiliate College.

1.6 The annual monitoring of programme elements should encompass:

- modular / study / assessment block review
- programme element monitoring
- affiliate college evaluation

Outcomes from these annual processes will inform the University's periodic [Periodic Programme Review](#).

2 Annual review of modular, study and assessment blocks

- 2.1 For sound pedagogical reasons and in keeping with good practice, it is important that modular/study/assessment blocks (hereafter referred to as blocks) are monitored and evaluated annually. This is the responsibility of the block leader, and is normally carried out during the summer period. Programmes with study and assessment blocks may consider doing a Level review, where the required information (see 2.2) is considered comprehensively by the whole teaching team.
- 2.2 Monitoring and evaluation should encompass the following information pertaining to the block(s):
- student performance and achievement;
 - student feedback;
 - any issues for the teaching block arising from the Panel of Examiners;
 - any external moderators' comments;
 - issues from professional, statutory and regulatory bodies if appropriate;
 - issues raised by Affiliate College's parent organisation.
- 2.3 Where issues are identified from the above monitoring information, the block leader should consider in their report how the issues could be addressed, whether by modifications to the block design (e.g., aims, learning outcomes, content, learning and teaching strategy, assessment strategy, etc) or its delivery (timing, skills development needs, resourcing, etc). In cases where the issues identified are not addressable at block level, and raise broader programme element concerns, these should also be indicated in the report.
- 2.4 The report should also evaluate the impact/effectiveness of any recent changes to the block.
- 2.5 [Affiliate College Block Review Reports](#) should be stored and made available for the Annual Programme Monitoring of Validated Elements, Academic Programme Review and any external reviews (QAA, PSRBs) as required.

3 Annual monitoring of programme elements

- 3.1 The deadline for completion of annual programme monitoring will be determined on an annual basis by the University Education Committee.
- 3.2 The annual monitoring of programme elements is conducted in order to:
- monitor statistical trends;
 - take stock of any new reviews, reports or evaluations;
 - identify new issues arising in either programme element delivery or design;
 - initiate corrective/enhancement actions;
 - monitor progress of previous actions;
 - identify new examples of good practice that can be shared within the Affiliate College, with the University and with the Affiliate College parent organisation.

- 3.3 A risk-based approach to annual monitoring is taken, where the Affiliate College is asked to assess the performance of its programme elements against a range of quality indicators (see 3.4). Confirmation of scrutiny is provided by completing a short form, and only where concerns are identified are further details required. Particular attention should be paid to any programme element where changes have been implemented.
- 3.4 The primary mechanism for programme element monitoring is the programme element monitoring meeting, which considers the following:
- admission and progression data, with particular attention paid to specific groups (for example, qualification type, country of origin) as appropriate;
 - Annual Tracer Study (generated by the University);
 - Student evaluations;
 - Module summary reports (including Affiliate College Module Reviewer's comments);
 - Annual Modular/Study/Assessment Block Review reports;
 - previous monitoring report and action plan.
- 3.5 Minutes of the programme element monitoring meeting, including an action list, must be kept, which together with the completed [Programme Monitoring \(Validated Elements\)](#) form constitutes the programme element monitoring report. This should be submitted for scrutiny by the Affiliate College Evaluation meeting. A separate form must be completed for each programme element unless clear justification is provided as to why programme elements are considered collectively.

4 Affiliate College evaluation

- 4.1 It is essential that the Affiliate College has a mechanism for evaluating the annual programme element monitoring process, and ensuring that appropriate actions are taken in response to concerns. Affiliate College overview of the process also allows identification of issues that are common to several programme elements, and those that may need to be brought to the attention of the University or the Affiliate College parent organisation.
- 4.2 The Affiliate College evaluation meeting, likely to be a meeting of the Affiliate College's Learning and Teaching Committee (or equivalent), should ensure attendance of appropriate academic members of staff from all relevant Colleges.
- 4.3 The evaluation meeting will consider the Programme Monitoring (Validated Elements) forms and minutes/action points of the programme element monitoring meetings, and in particular discuss issues and proposed actions, including the identification of person(s) or body responsible.
- 4.4. The identification and dissemination of good practice within the Affiliate College and the University is an important outcome of the annual monitoring process, and the evaluation meeting should ensure that this aspect is recorded carefully in the completed reports.

- 4.5 Accountability to the University is through completion of the [Affiliate College Evaluation](#) form, which details the management plan for issues requiring attention at Affiliate College level and reports on any identified concerns that need to be reported to the University Education Committee and to the Academic Advisory Committee (AAC). The University will provide an Annual Tracer Study, which must be submitted along with the Affiliate College Evaluation form, to both the University Education Committee and the AAC.
- 4.6 The completed forms and minutes from the programme element monitoring meetings and Affiliate College Evaluation meeting must be submitted to Quality Assurance during the autumn following the academic year of review (date to be notified to the Affiliate College on an annual basis). These will then be considered at a meeting of the University Education Committee, which will assess the effectiveness of the process. The report will also be reviewed by the AAC.
- 4.7 Following consideration by the University Education Committee, the Pro -Vice-Chancellor (Quality Assurance and Enhancement) is responsible for preparing a capping paper that will accompany the Affiliate College Evaluation report to Senate, highlighting any issues.