

Procedure 2.6 Programme and annual monitoring

The Academy aims to promote:

- a self-critical culture: an ethos in which it is possible for staff to be open about weaknesses without feeling vulnerable to criticism or punitive measures
- quality assurance arrangements that operate on the basis of 'bottom-up' self-assessment and reflect a commitment to continuous improvement
- self-assessment that meets the needs of relevant external organisations and is aligned where appropriate with the expectations of the *UK Quality Code*
- robust teaching observation that is used to share good practice and support classroom/workshop performance
- judgements that are based on objective evidence, including students' experiences and the views of other customers
- clear action plans with measurable and achievable targets and the rigorous monitoring of progress in reaching these targets
- opportunities for teams to share experience, particularly examples of good practice
- the early identification of performance concerns and effective improvement planning

The Course Quality Review and Annual Monitoring Review process provides an annual opportunity for reflection, self-evaluation, acknowledgement of any weaknesses and celebration of successes at course level by programme teams and at Academy level by senior management.

Course Quality Reviews consider individual programmes/courses.

The **Annual Monitoring Review** provides an evaluative overview of the position of the Academy as a whole.

2 Course Quality Reviews

Each year, the Academy allocates two to three days to its self-assessment process at course/programme level. All programme teams are required to review their performance on an annual basis.

Teams are issued with the performance data for the current year. There are also strategic steers, provided by Academy senior management. These are intended to give direction and focus to the review and the ensuing planning process.

Course Quality Reviews (CQRs) consider:

- reports of the external/standards verifier for each programme
- commentary on any action taken to meet EV/SV recommendations

- module evaluation reports
- data on student attendance
- data on retention, achievement and progression
- outcomes from the cross-Academy student and staff survey
- outcomes from teacher observation activities
- commentary on learning resources
- commentary from programme managers about strengths and weaknesses of each programme

An overall action plan is then framed for each programme to address identified weaknesses and area for improvement in the ensuing year.

The Course Quality Reviews (CQRs) are reviewed and moderated by the Academic and Advisory Board and, where content is judged to be insufficiently rigorous, guidance is provided about issues that need addressing.

4 Annual monitoring report (AMR)

The Annual Monitoring Report (AMR) is prepared when all CQRs have been completed. It takes account of all the Academy's activities over the past year.

The Annual Monitoring Review (AMR) considers:

- key issues arising from the Course Quality Reviews
- any identified areas of good practice in teaching and learning
- action taken by the Academy in respect of student enhancement
- a summary of student data across all the Academy's programmes and activities
- commentary about any external review, inspection or scrutiny reports and their outcomes (eg QAA, BAC, etc.)
- commentary on the Academy's progress against its strategic plan objectives over the past year
- commentary on marketing, promotion and recruitment initiatives
- overall successes and weaknesses of the past year
- proposed Academy initiatives for the coming year

The draft AMR is presented to the Board of Governance for approval and will be published on the Academy website after it has been formally approved.