# Course and Module Action Plan (Collaborative) - 2021/22

London Met requires that all its taught provision, including that delivered at Collaborative Academic Partners, is subject to regular and thorough monitoring and review to ensure a continued high-quality student experience, the maintenance and development of academic standards and that students are supported to achieve positive student outcomes.

Continuous Monitoring is a vital component within quality assurance and enhancement. Full and timely engagement with the process is crucial to reflect on performance at all levels and to drive improvements and further enhancement for future years. It should provide colleagues with time to reflect and analyse, and ultimately all staff and students benefit from its outcomes.

Continuous Monitoring procedures are implemented at module and course levels and performance is assessed in relation to agreed Key Performance Indicators (KPIs). Schools will monitor the courses delivered by their Collaborative Academic Partners, and a review of this will feed into School reporting.

**Course Teams are encouraged to refer to the last version of the action plan for 2019-20, which would have objectives and targets for the academic year 2020-21. Course Teams should reflect on course performance and progress made in 2020-21 and complete this action plan. Priorities, objectives and targets for the academic year 2021-22 should also be considered and written in this document.**

The completed action plan will be received at the School Performance Enhancement Monitoring meeting in November - December 2021 for collaborative provision only.

AQD will support colleagues in the Schools and at Collaborative partner institutions to deliver all their required Continuous Monitoring outputs according to the agreed processes.

The following people/ teams are responsible for completing the following sections:

* Section A: Collaborative Partner.
* Section B: Module Leader(s) at Collaborative partner institution.
* Section C: Course Leader with support of module leaders and other professional services staff in the collaborative partner institution. Input will be required from the University Academic Liaison Tutor/ School Partnerships Coordinator.
* Section D: University Academic Liaison Tutor/ School Partnerships Coordinator.

Date to submit completed document to the University’s AQD Office: **8th November 2021**

Email address: Ruth Kailla - Quality Manager (Partnerships): r.kailla@londonmet.ac.uk and/or Samuel Gambie - AQD Officer (Partnerships): s.gambie@londonmet.ac.uk

Reference Points:

* London Metropolitan University Continuous Monitoring Policy and Process (Collaborative Provision)
* Course data
* External Examiner Annual Report 2020-21
* Last version of Course and Module Action Plan
* Course committee meeting minutes and action plans
* Other committee meeting minutes and action plans
* [QAA Quality Code](https://www.qaa.ac.uk/quality-code)
* London Metropolitan University [Strategy 2019 - 2024](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/marketing-admissions-and-uk-recruitment/brand-and-web/Strategy-2019-20-to-2024-25-for-London-Metropolitan-University.pdf)
* London Metropolitan University [Student Success Strategy](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/marketing-admissions-and-uk-recruitment/brand-and-web/Student-Success-Strategy.pdf)
* [London Metropolitan University’s Education for Social Justice Framework](https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/a-fair-outcomes-approach-to-teaching-and-learning/the-degree-awarding-gap/education-for-social-justice-framework/)
* [London Metropolitan University’s Transitions Framework](https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/a-fair-outcomes-approach-to-teaching-and-learning/continuation/)
* [London Metropolitan University’s Careers Education Framework](https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/a-fair-outcomes-approach-to-teaching-and-learning/careers-education-framework/)
* London Metropolitan University’s Partnerships Framework

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## SECTION A1 - Overview of Course Details

|  |  |
| --- | --- |
| **Collaborative Academic Partner Name:** |  |
| **Course Title:** |  |
| **Validated, Franchise or Dual-Award Course:** |  |
| **Academic Year:** | **2020/21** |
| **State specific Start Month and Year and End Month and year that this action plan covers:**  | ***MM/YYYY - MM/YYYY*** |
| **Course Leader Name:** |  |
| **Module Leader(s) Name(s):** | **1.****2.****3.** |
| **Course original approval date:** | ***MM/YYYY***  |
| **Last re-approval date:** | ***MM/YYYY***  |
| **Number of cohorts per academic year and start month:** | **Cohort 1:****Cohort 2:****Cohort 3:** |
| **School e.g. Guildhall School of Business and Law:**  |  |
| **School Subject Area:** |  |
| **Academic Liaison Tutor Name:** |  |

## SECTION A2 - Overview of Course Performance

Please create an additional table for cohorts who may have started in 2020/21 but have not yet completed as you may have some data e.g. student applications, enrolment etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Target - 2020/21 (%)** | **Actual - 2020/21 (%)** | **Target - 2021/22 (%)** |
| **Student Applications** |  |  |  |
| **Student Enrolment** |  |  |  |
| **Student Withdrawals** |  |  |  |
| **Student Continuation/ Progression to next year (if applicable)** |  |  |  |
| **Student Achievement (1st)** |  |  |  |
| **Student Achievement (2:1)** |  |  |  |
| **Student Achievement (2:2)** |  |  |  |
| **Student Achievement (3rd)** |  |  |  |
| **Student Achievement - Pass**  |  |  |  |
| **Student Achievement - Fail**  |  |  |  |

## SECTION B1 - Module Details

Please create an additional table for cohorts who may have started in 2020/21 but have not yet completed as you may have some data for modules that have been completed.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Module Code** | **Module Title** | **Credit Weighting** | **Core or Optional** | **Overall student Pass rate in 2020/21 (%)** | **Overall student re-sitting the module in 2020/21 (%)** | **Overall student re-taking the module in 2020/21 (%)** | **Target student pass rate for 2021/22 (%)** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |

## SECTION B2 - Module Improvement Action Plan

* **Please record any actions that are being carried over from 2020-21 into 2021-22.**
* **Please record any new actions that are to be implemented in 2021-22 for specific modules.**
* **Please add additional rows if required.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Code** | **Module Title** | **Action required** | **Responsibility** | **How will impact be monitored and reported?** | **Action Update****Action complete - Yes/No with date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## SECTION C1 - Course Vision

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| --- |
| **C1.1. Vision and purpose of the course: how would you describe the course to students?**  |
|  |
| **C1.2. How does the course continue to align with your Institution’s strategic priorities and vision?** |
|  |
| **C1.3. How will the course continue to work with** [**students as partners**](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/marketing-admissions-and-uk-recruitment/brand-and-web/Student-Success-Strategy.pdf)**? (Please refer to the University’s** [**Student Success Strategy**](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/marketing-admissions-and-uk-recruitment/brand-and-web/Student-Success-Strategy.pdf)**)** |
|  |
| **C1.4. How will the course continue to enable development of the London Met Graduate attributes (inclusive, creative, confident, resilient, socially responsible, global citizens)? (Please refer to page 9 of the University’s Student Success Strategy)** |
|  |
| **C1.5. What is the approach of the course team to the following key transitions periods for your students? Please provide examples of your good practice in learning, teaching, assessment and student engagement.** |
| **Arrival and Transition to your institution** |
| **Learning, Teaching and Assessment during the course** |
| **Support for Succeeding during the course** |
| **Moving On after completion of the course** |

##  SECTION C2 - Course Top Three Priorities for 2021-22

|  |
| --- |
| 1. |
| 2. |
| 3. |

## SECTION C3 - Action Plan for 2021-22

The number of objectives for each aspect may vary, according to what is required to address particular challenges, goals or needs. If there are no objectives or associated actions for a particular area, please state ‘NO OBJECTIVES/ ACTIONS’ in the table.

**Marketing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

|  |
| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
|  |

**Recruitment and Outreach**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Student Performance**

(in light of module thresholds scrutiny, student experience feedback, data on student referrals, external examiner feedback, PSRB inspections etc)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

|  |
| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
|  |

**External Examiner Feedback**

Record any issues of concern raised by external examiners

|  |  |  |
| --- | --- | --- |
| **Name of external examiner** | **Issue raised** | **Response from Collaborative Partner and/or London Metropolitan University** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**PSRB Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Student Complaints, Conduct, Appeals**

**Complaints in 2020/21**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of informal complaint cases received | Number of informal complaint cases resolved | Number of formal complaint cases | Number of formal complaint cases resolved |
|  |  |  |  |

**Academic Misconduct in 2020/21**

|  |  |
| --- | --- |
| Number of academic misconduct cases in 2020/21 | Outcome  |
|  |  |

**Appeals in 2020/21**

|  |  |
| --- | --- |
| Number of appeals cases in 2020/21 | Outcome  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Students as Partners**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Overall Student Satisfaction for 2020-21**

Please consider the results from the National Student Survey and/or the surveys completed by your students in your institution and feedback given at committees or via other services and feedback platforms)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Student Progression and Retention**

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| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Student Achievement**

(Please consider any degree awarding gaps between specific groups of students)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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**Student Enterprise and Employability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Action for new academic year | Action owner(s) | How will the impact be monitored and reported? | Review Date | Outcome of reviewing actionStatus of action - Open or completed? Please include completion date |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

|  |
| --- |
| **Comments in response to objectives and actions - Academic Liaison Tutor** |
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## SECTION C4 - Good Practice

**Please identify good practice from the previous academic year and comment on ways in which it will be disseminated more widely across your institution.**

|  |
| --- |
| 1. |
| 2. |
| 3. |

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| **Comments in response to good practice identified by the Collaborative Partner - Academic Liaison Tutor** |
|  |

## SECTION C5 - Additional Resource Needs

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| **Comments in response to additional resources identified by the Collaborative Partner - Academic Liaison Tutor** |
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## SECTION C6 - Staff Development Plan in 2021-22

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| **Comments in response to staff development plan by the Collaborative Partner - Academic Liaison Tutor** |
|  |

## SECTION D - Comments from the School

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| --- |
| **D1. How does the course continue to align with the School Vision?**  |
|  |

|  |
| --- |
| **D2. Are there any School or University level initiatives that need to be shared with the Collaborative partner? Please explain the approach that will be taken to disseminate the information and implement any actions.** |
|  |

|  |
| --- |
| **D3. Are there any changes in the course curriculum that need to be shared with Collaborative partner? Please explain the approach that will be taken to disseminate the information and implement any actions.** |
|  |

|  |
| --- |
| **D4. Are there any changes in academic regulations that will have an impact on this course?**  |
|  |