



University College  
of Osteopathy

# Academic Quality Framework 2017-2018

## Section 5: Annual Monitoring & Reporting

## ACADEMIC QUALITY FRAMEWORK

### SECTION 05: ANNUAL MONITORING & REPORTING

This Section of the Academic Quality Framework should be of particular interest to Course Leaders, Heads of Area, Unit Leaders and members of relevant UCO Committees including student representatives.

<b>Version number</b>	<b>Dates produced and approved (include committee)</b>	<b>Reason for production/revision</b>	<b>Author</b>	<b>Location(s)</b>	<b>Proposed next review date and approval required</b>
V1.0	March 2014 Academic Council	To define the procedures for the management of academic quality and standards in teaching and learning at the UCO.	Head of Quality	Master Version: J:\0 Head of Quality – AQF Published Version: Intranet	Annually and on an “as required” basis.
V2.0	Sept 2016 Academic Council	Reviewed to update staff role and policy titles and to reflect current practice.	Head of Quality	Master Version: J:\ Quality Team \0 Quality Team – AQF Published Version: Intranet	Aug 2017 and on an “as required” basis.
V3.0	Sept 2017 Academic Council	Annual Review including amendments to reflect the name change of the British School of Osteopathy to the University College of Osteopathy	Vice Principal (Education) Head of Quality	Master Version: J:\ Quality Team \0 Quality Team – AQF Published Version: Intranet	Annually and on an “as required” basis.

#### EQUALITY IMPACT

Positive equality impact (i.e. the framework significantly reduces inequalities)	X
Neutral equality impact (i.e. no significant effect)	
Negative equality impact (i.e. increasing inequalities)	

## ACADEMIC QUALITY FRAMEWORK

### SECTION 5: ANNUAL REPORTING & MONITORING

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## 5. ANNUAL MONITORING & REPORTING

### 5.1 INTRODUCTION

5.1.1 In addition to Course and Unit Approval and Modifications (AQF Section 4) and Periodic Review (AQF Section 6), Annual Monitoring and Reporting forms part of the UCO's cycle of assuring and enhancing the academic standards and quality of its courses and units.

5.1.2 The UCO's Annual Monitoring and Reporting processes are agreed by the Academic Council. They align with the requirements of external approval bodies and the Quality Assurance Agency's UK Quality Code Expectation that:

*"Higher education providers, in discharging their responsibilities for setting and maintaining academic standards and assuring and enhancing the quality of learning opportunities, operate effective, regular and systematic processes for monitoring and for review of programmes."*<sup>1</sup>

5.1.3 At the UCO, monitoring activity is overseen by the Quality Assurance Committee on behalf of the Academic Council, co-ordinated by the Head of Quality, and undertaken by members of Course Teams, Heads of UCO Departments, and External Examiners, and involves input from a range of staff and students.

5.1.4 A range of monitoring activity is undertaken both on an ongoing basis and at specific time points to ensure that courses and units remain current and effective.

5.1.5 Ongoing monitoring includes:

- a) Course Teams' reflection on good practice and areas for development throughout the year, which are captured in Course Team minutes and shared between related portfolios of courses, helping to ensure that there is coherence in planning and delivery across related courses.
- b) Termly Course Team and Portfolio Board meetings to monitor the operation of individual courses and provision throughout the year, enabling these committees to respond to any course-related issues efficiently.
- c) Termly Student and Staff Liaison Consultation Group meetings to monitor the Student Experience throughout the year and to respond to student-led issues efficiently.
- d) Monitoring activity undertaken at specific time points includes annual monitoring and reporting. This involves reflection on progress over the past year and identification of opportunities for enhancement to be implemented and tracked through the coming year.

5.1.6 Annual monitoring and reporting activities include:

- a) The production of Unit and Course Annual Reports.
- b) The production of collaborative partner Institutional Annual Reports.
- c) The production of Operational Annual Reports.
- d) The annual review of course documentation and information.
- e) The production of Professional, Statutory and Regulatory Body (PSRB) Annual Reports.

- f) The production of External Examiner Annual Reports.
- g) Dissemination of Student Evaluation Questionnaire results and feedback.

5.1.7 As noted above, the UCO undertakes monitoring activities and produces annual reports as required by Professional, Statutory and Regulatory Bodies (PSRBs). Currently the UCO's pre-registration Recognised Qualification osteopathic provision adheres to the annual reporting requirements of its PSRB, the General Osteopathic Council (GOsC).

5.1.8 The UCO's Annual Monitoring and Reporting Cycle in [Diagram 5.1](#) shows the UCO's current monitoring and reporting activities.

## 5.2 PRINCIPLES & OBJECTIVES OF ANNUAL MONITORING AND REPORTING

### A) PRINCIPLES OF ANNUAL MONITORING & REPORTING

5.2.1 The annual monitoring and reporting processes regarding provision validated by the UCO are confirmed at Course Approval and Periodic Review as appropriate.

5.2.2 The Principles of annual monitoring and reporting are:

- a) To establish an effective and efficient process through which the UCO may review and monitor its provision in order to maintain quality and standards.
- b) To ensure that stakeholders are involved in and contribute to the production of annual reports, to ensure that the UCO's provision is monitored and reported on as appropriate.
- c) To produce a sound and evidence based report upon which teaching faculty, at both a unit and course level, may base enhancements to the quality and operational effectiveness of the UCO's provision and the student learning experience.

### B) OBJECTIVES OF ANNUAL MONITORING & REPORTING

5.2.3 The objectives of the annual monitoring and reporting are:

- a) To provide an evidence base for teaching faculty to improve and enhance the learning experience of students, through action at unit, course and portfolio board level.
- b) To confirm (in conjunction with External Examiner Annual Reports) that the quality and academic standards of provision have been maintained in accordance with all external and internal benchmarks and requirements.
- c) To collect longitudinal data and information on which basis trends and changes relevant to the longer-term quality and sustainability of provision can be assessed (including through periodic review) and actioned appropriately.

## 5.3 TYPES OF ANNUAL REPORT PRODUCED

### A) UNIT & COURSE ANNUAL REPORTS

5.3.1 An Annual Report is produced for each unit and course leading to an award of the UCO, using an agreed template to ensure that appropriate and common areas across all units and courses are considered, reviewed and monitored. The use of these

templates also enables comparisons across units and courses to be made in addition to longitudinal comparisons with previous years' reports.

5.3.2 Unit Annual Reports (UARs)<sup>2</sup> and Course Annual Reports (CARs)<sup>3</sup> draw on a range of sources of evidence, including:

- Student progression and completion data.
- Minutes of Course Team and Student and Staff Liaison Consultation Group meetings.
- External Examiner Annual Reports and feedback.
- Outcomes of student feedback questionnaires.

5.3.3 Within each UAR and CAR, strengths and weaknesses are identified, action plans from the preceding year are updated, and an action plan for the forthcoming academic year is developed.

#### B) INSTITUTIONAL ANNUAL REPORTS

5.3.4 Institutional Annual Reports (IARs)<sup>4</sup> are produced by collaborative partner institutions who deliver courses that lead to an award of the UCO.

5.3.5 Collaborative partner institutions normally produce an IAR in addition to UARs and CARs to enable them to report on their institutional activities of the preceding year and plans for the forthcoming year, to assure the UCO that partner institution quality and standards are being maintained.

5.3.6 IARs draw on information and evidence provided in UARs and CARs (including External Examiner Annual Reports, student progression data, student feedback and other relevant and appropriate reference points), which are appended to the IAR to provide the UCO with oversight of the partner institution's annual monitoring and reporting processes as agreed at Course and / or Institutional Approval in line with AQF Section 16: Collaborative Activity.

#### C) OPERATIONAL ANNUAL REPORTS

5.3.7 In addition to the annual monitoring and reporting of units, courses, and partner institutions, the UCO also requires each department (as determined by the Senior Management Team) of the UCO that provides services and facilities for students to produce an annual report to ensure that the quality and standards provided by these areas are maintained and to enhance the student experience as appropriate.

5.3.8 Operational Annual Reports (OARs)<sup>5</sup> draw on evidence, including student questionnaire feedback, relevant external reference points and operational performance to reflect on their effectiveness during the preceding year, and to produce an action plan for enhancement for the forthcoming year.

5.3.9 OARs are considered by the Senior Management Team and Academic Council as appropriate.

#### D) NATIONAL STUDENT SURVEY (NSS) ANNUAL REPORT

5.3.10 All eligible final year undergraduate students are invited to complete the National Student Survey (NSS) administered by Ipsos MORI, an independent market research company.

- 5.3.11 The NSS is intended to give final year students an opportunity to report back on their student experience.
- 5.3.12 NSS results are published on the Unistats website<sup>6</sup>, the official website for comparing UK higher education course data, which helps prospective students choose an appropriate course and university.
- 5.3.13 NSS results are also carefully analysed and reviewed in conjunction with UCO Student Evaluation Questionnaire results, and an NSS Annual Report<sup>7</sup> is produced by the relevant Course Leader of each course surveyed. This includes an action plan in response to NSS feedback.
- 5.3.14 The NSS Annual Report is agreed by the Academic Council, and considered by the Senior Management Team and Board of Directors as appropriate. It is also considered and monitored by the Quality Assurance Committee, Education Enhancement & Strategy Committee, and Student-Staff Liaison and Consultation Groups.
- 5.3.15 The action plan undergoes a mid-point review midway through the year to review progress and end end-point review to monitor completion of action plan tasks.

#### E) EXTERNAL EXAMINER ANNUAL REPORTS

- 5.3.16 External Examiners Annual Reports (EEARs) are produced by External Examiners in line with AQF Section 11 (External Examining).
- 5.3.17 EEARs are critical for ensuring that the UCO maintains threshold academic standards, and for assuring and enhancing quality.
- 5.3.18 Course Leaders, in consultation with Heads of Areas, produce a response to each EEAR which, having been approved by the Education Enhancement & Strategy Committee is provided to the External Examiner concerned, to acknowledge their report and to communicate actions taken in response to recommendations made within the report.
- 5.3.19 EEARs and EEAR responses are carefully considered by the Vice-Principal (Education), the UCO's Quality Assurance Committee, Education Enhancement & Strategy Committee, and the Student-Staff Liaison Consultation Groups to ensure that appropriate actions are made in response to recommendations, and to identify and disseminate good practice.
- 5.3.20 EEARs are reviewed by the Vice-Principal (Education) and reported on collectively through the Undergraduate and Postgraduate External Examiner Annual Synthesis Reports, which are considered and approved at an organizational level by the Academic Council.

### 5.4 RESPONSIBILITIES FOR DEVELOPING ANNUAL REPORTS

- 5.4.1 The responsibilities for developing and producing ARs are outlined below.

#### A) UNIT ANNUAL REPORTS (UARs)

- 5.4.2 Unit Leaders (or Course Leaders where no Unit Leaders are allocated) are responsible for developing and producing UARs using the UAR template<sup>8</sup> in

consultation with unit teaching staff, Course Leaders, and Heads of Area as appropriate.

- 5.4.3 One UAR should be completed for each unit.
- 5.4.4 UARs should be produced within the agreed timescale as outlined in the Timeline for Unit Annual Report Completion in [Diagram 5.1](#).
- 5.4.5 UARs should draw on External Examiner Annual Reports, student progression data, student feedback, and other relevant and appropriate reference points as noted in the guidance contained within the UAR template.
- 5.4.6 UARs should be appended to CARs.
- 5.4.7 Unit Leaders are responsible for the accuracy and completeness of UARs, which should be developed in line with the UCO's Version Control Policy and Core Documentation Management Policy and Procedure<sup>9</sup>. This includes using tracked changes to identify amendments and including footers to show the date and version number of the document.
- 5.4.8 Unit Annual Reports are agreed by Course Teams and then recommended for approval by the relevant Portfolio Board.

#### B) COURSE ANNUAL REPORTS (CARs)

- 5.4.9 Course Leaders are responsible for developing and producing CARs using the CAR template<sup>10</sup>, in consultation with Unit Leaders and Heads of Area as appropriate.
- 5.4.10 One CAR should be produced for each course.
- 5.4.11 CARs should be produced within the agreed timescale as outlined in the Annual Monitoring and Reporting Cycle ([Diagram 5.2](#)).
- 5.4.12 CARs should draw on UAR's, External Examiner Annual Reports, student progression data, student feedback, and other relevant and appropriate reference points.
- 5.4.13 Course Leaders are responsible for the accuracy and completeness of CARs, which should be developed in line with the UCO's Version Control Policy and Core Documentation Management Policy and Procedure. This includes using tracked changes to identify amendments and including footers to show the date and version number of the document.
- 5.4.14 Course Annual Reports are agreed by Course Teams and then recommended for agreement by a Joint Portfolio Board where all Course Annual Reports from all portfolios (i.e. undergraduate and postgraduate courses) are considered together for peer review and recommendations for enhancement. The Joint Portfolio Board recommends the peer-reviewed reports to the EESC for approval.
- 5.4.15 The EESC approves Course Annual Reports and monitors progress of Course Annual Report Action Plans on behalf of the Academic Council.



### C) INSTITUTIONAL ANNUAL REPORTS (IARs)

- 5.4.16 The equivalent of the Vice-Principal (Education) of partner institutions is responsible for producing IARs using the IAR template<sup>11</sup> in consultation with Unit and Course Leaders (or their equivalents).
- 5.4.17 One IAR should be produced for each partner institution delivering one or more courses that lead to an award of the UCO.
- 5.4.18 IARs should draw on the information provided in UARs and CARs in addition to other relevant and appropriate reference points, to provide a comprehensive and informative annual report on institutional activities over the past year and plans for the forthcoming year.
- 5.4.19 UARs, CARs and relevant External Examiner Annual Reports should be appended to IARs.
- 5.4.20 The equivalent of the Vice-Principal (Education) of the partner institution is responsible for the accuracy and completeness of IARs, which should be developed in line with the UCO's Version Control Policy and Core Documentation Management Policy and Procedure. This includes using tracked changes to identify amendments and including footers to show the date and version number of the document.

### D) OPERATIONAL ANNUAL REPORTS (OARs)

- 5.4.21 The head of each department (as determined by the Senior Management Team) is responsible for producing OARs using the OAR template<sup>12</sup> in consultation with their department staff and others as appropriate.
- 5.4.22 One OAR should be produced for each department, as determined by the Senior Management Team.
- 5.4.23 OARs should draw on relevant evidence, including student feedback questionnaire results.
- 5.4.24 Heads of departments are responsible for the accuracy and completeness of OARs, which should be developed in line with the UCO's Version Control Policy and Core Documentation Management Policy and Procedure. This includes using tracked changes to identify amendments and including footers to show the date and version number of the document.
- 5.4.25 OARs are considered and approved by the Senior Management Team and may be considered by the Academic Council as appropriate.

### E) NATIONAL STUDENT SURVEY ANNUAL REPORT (NSSAR)

- 5.4.26 The relevant Course Leader is responsible for producing an annual report regarding NSS results, using the NSSAR template<sup>13</sup>, in consultation with academic and non-academic staff as appropriate.
- 5.4.27 One NSS Annual Report should be produced for each course surveyed.
- 5.4.28 The NSSAR is considered by relevant Course Teams to inform CARs, and is considered by the Education Enhancement & Strategy Committee and the Quality Assurance Committee to make recommendations for enhancements as appropriate.

5.4.29 The NSSAR is then considered and approved by the Academic Council (for academic matters) and the Senior Management Team (for institutional matters). It is also presented to the Board of Directors for academic oversight.

#### F) EXTERNAL EXAMINER ANNUAL REPORTS (EEARs)

5.4.30 External Examiners are responsible for producing EEARs, using the EEAR template<sup>14</sup>, to cover the provision they are contracted to examine within the timeline stipulated in the AQF Section 11 (External Examining) and / or their contract.

5.4.31 One EEAR is required to be produced per External Examiner for each course that they are contracted to examine in line with AQF Section 11: External Examining for further information.

5.4.32 The Vice-Principal (Education) is responsible for reviewing and producing annual Undergraduate and Postgraduate External Examiner Synthesis Reports which are agreed by the EESC and approved by the Academic Council.

5.4.33 It is the responsibility of the Quality Assurance Committee to note receipt of EEARs and for the EESC to approve External Examiner Responses.

### 5.5 ANNUAL REPORT DEVELOPMENT & APPROVAL PROCESS

5.5.1 The development and approval process for ARs that applies to all taught degree provision at the UCO and partner institutions delivering courses that lead to an award of the UCO is provided in [Diagram 5.3](#).

5.5.2 Guidance for developing ARs is provided within report templates to ensure a consistent approach to report production.

5.5.3 Authors of reports are recommended to liaise with other staff members when developing ARs, to avoid duplication and ensure that actions are appropriate and achievable.

5.5.4 [Table 5.1](#) shows the development and approval stages, normal completion dates, tasks and responsibilities for developing and approving ARs. Tasks should be undertaken in numerical order. Those listed under the same Stage Number take place concurrently.

5.5.5 The Quality Assurance Committee and Education Enhancement and Strategy Committee monitor the completion of the following stages via update reports from the Head of Quality.

TABLE 5.1: ANNUAL REPORT DEVELOPMENT & APPROVAL STAGES, TASKS & RESPONSIBILITIES

Stage No.	Completion Date	Annual Report (AR) Development Task	Responsibility
1	Jun / Jul	Circulation of AR templates to those responsible for developing ARs with timeline for completion. Dissemination of student feedback questionnaire results to Unit and Course Leaders, Heads of Areas & Departments as appropriate.	Head of Quality

2	End of July	Course Team Annual Review meetings take place where requirements for AR development is noted.	Course Leaders
		Undergraduate EEARs Produced.	External Examiners
3	Jul – Sep	Dissemination of Undergraduate EEARs to Unit and Course Leaders and Heads of Area as appropriate.	Head of Quality
		Dissemination of student progression data to Unit and Course Leaders and Heads of Area to produce Undergraduate EEAR Responses.	Academic Registrar
		UARs produced by Unit Leaders in consultation with unit teaching staff, Course Leaders and Heads of Areas as appropriate.	Unit Leaders
		OARs produced by Heads of Departments in consultation with Line Managers	Heads of Departments
4	Sep - Oct	CARs produced in consultation with Unit Leaders and Heads of Areas as appropriate.	Course Leaders
		Approval of Undergraduate EEAR responses and formal letters.	Vice-Principal (Education)
5	Early Oct	Approved Undergraduate EEARs sent to External Examiners.	Head of Quality
		Course level peer review and approval of UARs and CARs. Course level review of EEARs.	Course Teams
		Student Consultation of CARs, OARs (as appropriate), NSSAR, EEARs.	Student-Staff Liaison Consultation Groups
6	Late Oct	Joint Portfolio Board peer review and agreement of CARs to recommend approval of this to the EESC.	Joint Portfolio Board
7	Oct - Nov	IARs produced and internally approved through approved committee system as agreed at Partner Approval.	Vice-Principal (Education) (or equivalent) of Collaborative Partner Institution
8	Early Nov	Submission of IARs to the Head of Quality.	Vice-Principal (Education) (or equivalent) of Collaborative Partner Institution
9	Mid Nov	Consideration of Joint Portfolio Board approved CARs and consideration of NSSAR and IARs recommending that these be approved by the Academic Council. Consideration and agreement of undergraduate EEARs and responses. Consideration and agreement of Undergraduate External Examiner Report Synthesis to recommend this for approval by the Academic	Education Enhancement & Strategy Committee

		Council.	
		Consideration and approval of OARs.	Senior Management Team
		Consideration and agreement of EEARs.	Education Enhancement & Strategy Committee
10	End of Nov	Postgraduate EEARs produced.	External Examiners
11	Dec	Approval of CARs, IARs, Undergraduate EEAR Synthesis Report.	Academic Council
		Dissemination of Postgraduate EEARs to Unit and Course Leaders and Heads of Area as appropriate to produce responses.	Head of Quality
12	Mid Dec	Approval of Undergraduate EEAR responses and formal letters.	Vice-Principal (Education)
		Approved Undergraduate EEARs sent to External Examiners.	Head of Quality
		Postgraduate Course Leaders update CARs in response to EEARs.	Postgraduate Course Leaders
13	Mar	Consideration and agreement of Postgraduate External Examiner Report Synthesis to recommend this for approval by the Academic Council.	Education Enhancement & Strategy Committee
		Approval of Postgraduate External Examiner Report Synthesis.	Academic Council

## 5.6 ANNUAL REPORT MONITORING PROCESS

5.6.1 To review and update the progress of AR action plans, the UCO undertakes formal monitoring activities. These include mid-point (normally in February - April) and end-point (normally in September of the next academic year) reviews of action plans of all Annual Reports at appropriate committees, including the Academic Council and Senior Management Team as appropriate.

5.6.2 The purpose of the AR monitoring process is:

- a) To enable AR owners to consider and include data that may not have been available at the time of report production.
- b) To inform relevant staff and students of the progress of action plans.
- c) To assure the Academic Council that actions are being completed and enhancements implemented.

5.6.3 Where concerns have been raised, for example regarding student performance or satisfaction of a particular unit, course, partner institution, or department, the AR

owner will normally be required to complete an Annual Reporting Enhancement Plan<sup>15</sup> to respond specifically to the concerns in detail, enabling the UCO to assure that such concerns are monitored and addressed appropriately.

5.6.4 The Quality Assurance Committee on behalf of the Academic Council monitors the completion of AR monitoring activities.

5.6.5 [Table 5.2](#) shows the stages, tasks and responsibilities of Annual Report monitoring activities.

**TABLE 5.2: ANNUAL REPORT MONITORING STAGES, TASKS & RESPONSIBILITIES**

Stage No.	Completion Date	AR Monitoring Task	Responsibility
1	Feb / Mar	Mid-Point Review of UAR & CAR Action Plans.	Course Teams (including the equivalent at Collaborative Partner Institutions)
2	Feb / Mar	Mid-Point Review of IAR Action Plans to include updates made to CAR Action Plans and any student progression data and External Examiner Annual Reports not available during IAR production. Submission of mid-point reviewed IAR & CAR Action Plans to the UCO Head of Quality.	Collaborative Partner Institutions
3	Feb / Mar	Mid-Point Review of EEAR and EE Report Synthesis Action Plans. Mid-Point Review of IAR Action Plans.	Education Enhancement & Strategy Committee
		Mid-Point Review of OAR Operational Plans	Education Enhancement & Strategy Committee Quality Assurance Committee Research & Scholarship Strategy Committee Widening Participation & Admissions Strategy Group Senior Management Team
4	Mar	Noting of: Mid-Point Review of relevant OAR Operational Plans External Examiner Report Synthesis Action Plans Mid-Point Review of IAR Action Plans	Academic Council
5	Apr	Mid-Point Review of CAR Action Plans to include updates made to take account of student progression data and External Examiner Annual Reports not available during report production.	Joint Portfolio Board (including the equivalent at Collaborative Partner Institutions)

6	May	Noting of Mid-Point Review of CARs by Joint Portfolio Board	Education Enhancement & Strategy Committee
7	Sep	End-Point Review of UAR and CAR Action Plans.	Course Teams (including the equivalent at Collaborative Partner Institutions)
8	Sep	End-Point Review of IAR Action Plans. Submission of end-point reviewed IAR Action Plans to the Head of Quality.	Collaborative Partner Institutions
9	Sep	End-Point Review of EEAR & External Examiner Report Synthesis Action Plans. End-Point Review of CAR Action Plans. End-Point Review of IAR Action Plans.	Education Enhancement & Strategy Committee
		End-Point review of OAR Action Plans.	Senior Management Team
10	Jun	Consideration and approval of all end-point reviewed AR action plans.	Academic Council (for academic matters) Senior Management Team (for institutional matters)

## 5.7 DISSEMINATION OF ANNUAL REPORTS

5.7.1 The UCO disseminates approved ARs and the outcomes of monitoring mid-point reviews widely to staff, students, and External Examiners. This takes place through committees, the annual Staff Conference, and electronic circulation.

5.7.2 The responsibility for disseminating ARs rests with their authors in liaison with the Vice Principal (Education) and Head of Quality.

## 5.8 ANNUAL REVIEW OF COURSE DOCUMENTATION & INFORMATION

5.8.1 Included in the UCO's monitoring and reporting activities is the regular review of approved course documentation (i.e. Unit and Course Information Forms and Handbooks) and published course information (i.e. promotional materials, course brochures and website and intranet content), to ensure that these reflect up to date and accurate data.

5.8.2 The review of course documentation and information is normally undertaken annually in May / June, by allocated staff as identified in [Table 5.3](#).

5.8.3 The processes that should be followed for amending approved course documentation and information are also shown in [Table 5.3](#).

**TABLE 5.3: ANNUAL REVIEW OF APPROVED COURSE DOCUMENTATION & INFORMATION**

<b>Documentation / Information to be Reviewed</b>	<b>Responsibility for the Review</b>	<b>Amendment Process</b>
Course Information Form (CIFs)	Course Leaders	Course and Unit Modification process outlined in AQF Section 4: Course and Unit Approval and Modifications <sup>16</sup> .
Unit Information Forms (UIFs)	Unit Leaders	Course and Unit Modification process outlined in AQF Section 4: Course and Unit Approval and Modifications.
Course Handbooks	Course Leaders	In line with the Developing and Reviewing UCO Policies, Procedures and Regulations Procedure <sup>17</sup> .
Unit Handbooks	Unit Leaders	In line with the Developing and Reviewing UCO Policies, Procedures and Regulations Procedure <sup>18</sup> .
Online Student Handbook and other intranet content	Head of Quality in liaison with relevant Heads of Departments and staff	In line with the Developing and Reviewing UCO Policies, Procedures and Regulations Procedure.
Course information published on the UCO's website	Head of Quality in liaison with relevant staff	In line with the Developing and Reviewing UCO Policies, Procedures and Regulations Procedure.
Promotional Material	Head of Marketing & Communications in liaison with Course Leaders and other relevant staff	In line with the Developing and Reviewing UCO Policies, Procedures and Regulations Procedure.

## 5.9 ANNUAL MONITORING AND REPORTING TO PROFESSIONAL, STATUTORY AND REGULATORY BODIES

### A) INTRODUCTION

- 5.9.1 In addition to annual monitoring and reporting of UCO Awards as detailed in this section of the Academic Quality Framework, the UCO also produces annual reports as required by Professional, Statutory and Regulatory Bodies (PSRBs).
- 5.9.2 Currently the UCO's pre-registration Recognised Qualification provision adheres to the annual reporting requirements of the General Osteopathic Council (GOsC)<sup>19</sup>.

## B) ANNUAL MONITORING AND REPORTING TO THE GENERAL OSTEOPATHIC COUNCIL (GOsC)

- 5.9.3 The GOsC requires osteopathic education institutions providing pre-registration Registered Qualification courses to complete an annual report.
- 5.9.4 The purposes of the Recognised Qualification Annual Report (RQAR) to the GOsC are:
- a) To provide assurances to the GOsC, pursuant to its statutory responsibilities, about the health of osteopathic education courses with Recognised Qualification (RQ) status and their providers.
  - b) To identify examples of good practice in osteopathic education for dissemination across the sector.
- 5.9.5 The UCO submits the RQAR to the GOsC, who then submits it for analysis by the Quality Assurance Agency (QAA). The QAA produces an analysis report, which is then considered by the GOsC's Education and Registration Standards Committee (ERSC).
- 5.9.6 The RQAR is produced by completing a form provided by the GOsC annually. The form includes sections that monitor the health of the UCO and identifies areas of good practice.
- 5.9.7 A single RQAR form includes and provides details of all courses that the UCO delivers which have RQ status, and covers the preceding academic year.
- 5.9.8 The GOsC's process seeks to use evidence that the UCO already produces as part of course annual monitoring rather than asking for bespoke information, including appending relevant CARs, External Examiner Annual Reports, Course Information Forms, relevant insurance documentation and a copy of the UCO's most recently audited accounts.
- 5.9.9 The RQAR does not normally include an action plan as a requirement, however an update regarding any RQ specific conditions is provided as part of the report.
- 5.9.10 The RQAR is normally submitted to the GOsC annually in December / January.

## C) GOsC RQ ANNUAL REPORT PRODUCTION, APPROVAL AND MONITORING

- 5.9.11 The process stages, completion dates, tasks and responsibilities for producing, approving and monitoring the RQAR are outlined in [Table 5.4](#) below, and apply to Recognised Qualifications only.
- 5.9.12 The RQAR should be produced and reviewed in line with the UCO's Version Control Policy and Core Documentation Management Policy and Procedure<sup>xx</sup>. This includes using tracked changes to identify amendments and including footers to show the date and version number of the document.
- 5.9.13 Responsibility for the accuracy and completeness of documentation production rests with the staff identified in [Table 5.4](#) below, unless otherwise specified.



5.9.14 The Quality Assurance Committee and Education Enhancement and Strategy Committee monitor the completion of the following stages via update reports from the Head of Quality.

**TABLE 5.4: GOSC RQ ANNUAL REPORT PRODUCTION, APPROVAL & MONITORING PROCESSES**

a) GOSc RQ Annual Report Production & Approval			
Stage No.	Completion Date	GOSc RQ Annual Report (RQAR) Production Task	Responsibility
1	Sep	RQAR form to be completed is provided electronically to the UCO's Principal.	General Osteopathic Council
2	Sep	Forward RQAR form on to the Vice-Principal (Education) and Head of Quality for completion.	Principal
3	Sep / Oct	Agree responsibilities for completing the RQAR with the Vice-Principal (Education). Circulate RQAR to relevant staff members for completion with a deadline date.	Head of Quality
4	Oct / Nov	Completion of relevant sections of the RQAR.	Relevant Staff Members
5	Nov	Collate completed RQAR sections into one single report. Gather required appendices from relevant staff members.	Head of Quality
6	Nov	Peer review and approval of the RQAR. Recommendation that the peer-reviewed RQAR is approved by the Academic Council.	Education Enhancement & Strategy Committee
7	Dec	Consideration and approval of the RQAR and approve for submission to the GOSc.	Academic Council
8	Dec / Jan	Submission of the approved RQAR and relevant appendices to the GOSc by the deadline date.	Head of Quality
9	Dec - Feb	Analysis of the submitted RQAR and production of an analysis report for consideration by the GOSc's Education and Registration Standards Committee.	Quality Assurance Agency

10	Dec – Feb	Consideration of the QAA's analysis report. Provide the UCO's Principal with the paper to be considered by the GOsC's Education & Registration Standards Committee regarding the RQAR submission.	General Osteopathic Council's Education & Registration Standards Committee
11	Feb	Circulate the paper to be considered by the GOsC's Education & Registration Standards Committee regarding the RQ Annual Report submission to the Vice-Principal (Education) and Head of Quality.	Principal
<b>b) GOsC RQ Annual Report Monitoring</b>			
Stage No.	Completion Date	GOsC RQ Annual Report (RQAR) Monitoring Task	Responsibility
1	Mar	Circulate the GOsC's Education & Registration Committee's outcome of the RQAR submission, including areas of good practice to be shared between osteopathic education institutions, to the UCO's Principal.	General Osteopathic Council
2	Mar	Forward the RQAR submission outcome to the Vice-Principals and Head of Quality.	Principal
3	Mar	Note and review the RQAR submission outcome and agree responses as appropriate.	Education Enhancement & Strategy Committee Academic Council
4	Mar – Jun	Disseminate areas of good practice to relevant Course Leaders (for consideration by Course Teams) and other staff as appropriate. Respond to any requests for information as stipulated in the RQAR outcome in consultation with the Principal (on behalf of Academic Council) and the Vice-Principal (Education) (on behalf of the Education Enhancement & Strategy Committee).	Head of Quality
5	Jun	Note the RQAR submission outcomes and actions to be taken in response to these.	Academic Council
6	Jul	Monitor the progress of actions to be taken in response to the RQAR submission outcomes.	Education Enhancement & Strategy Committee (for educational matters) Quality Assurance Committee (for institutional matters)

**DIAGRAM 5.1: TIMELINE FOR UNIT ANNUAL REPORT COMPLETION**

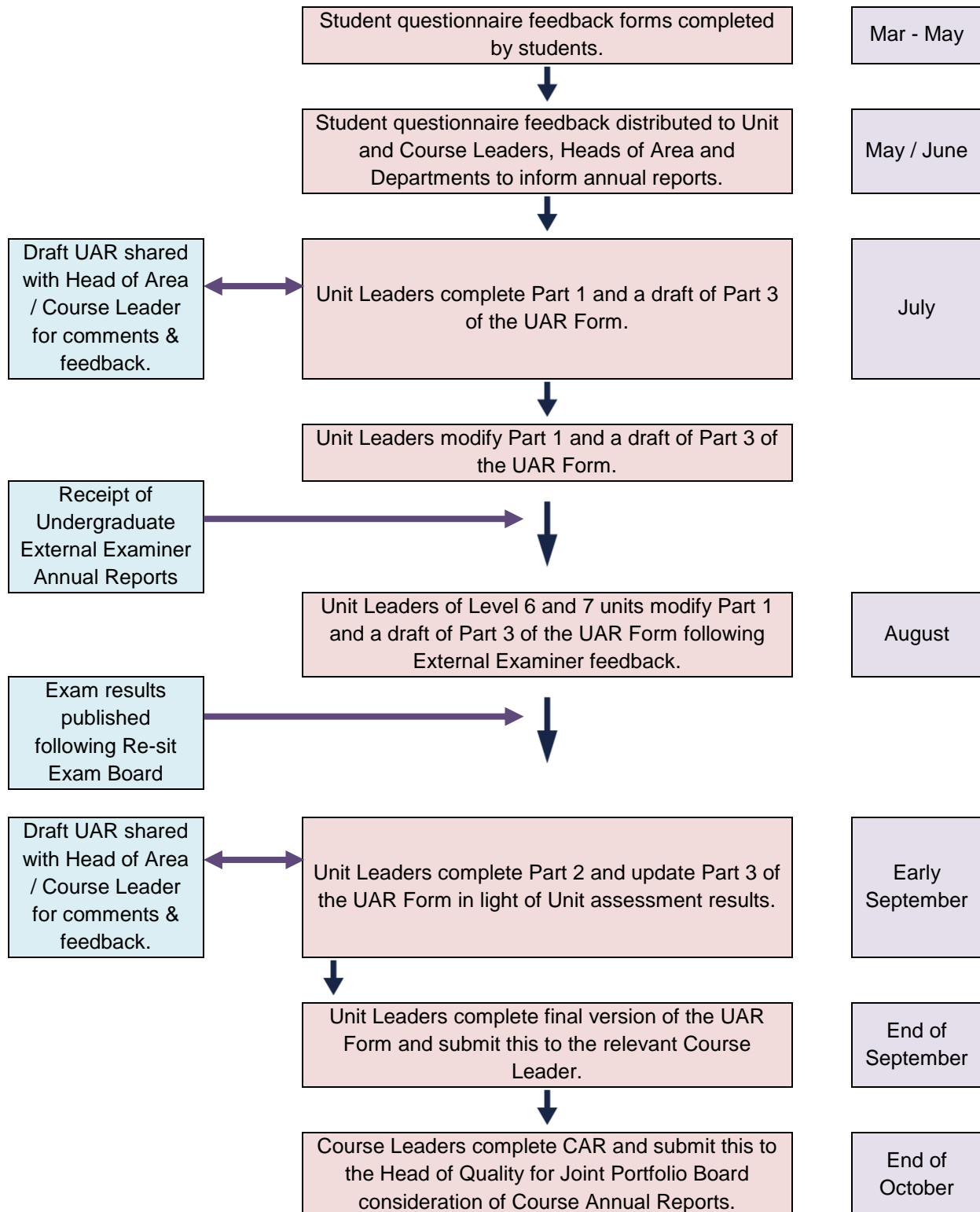
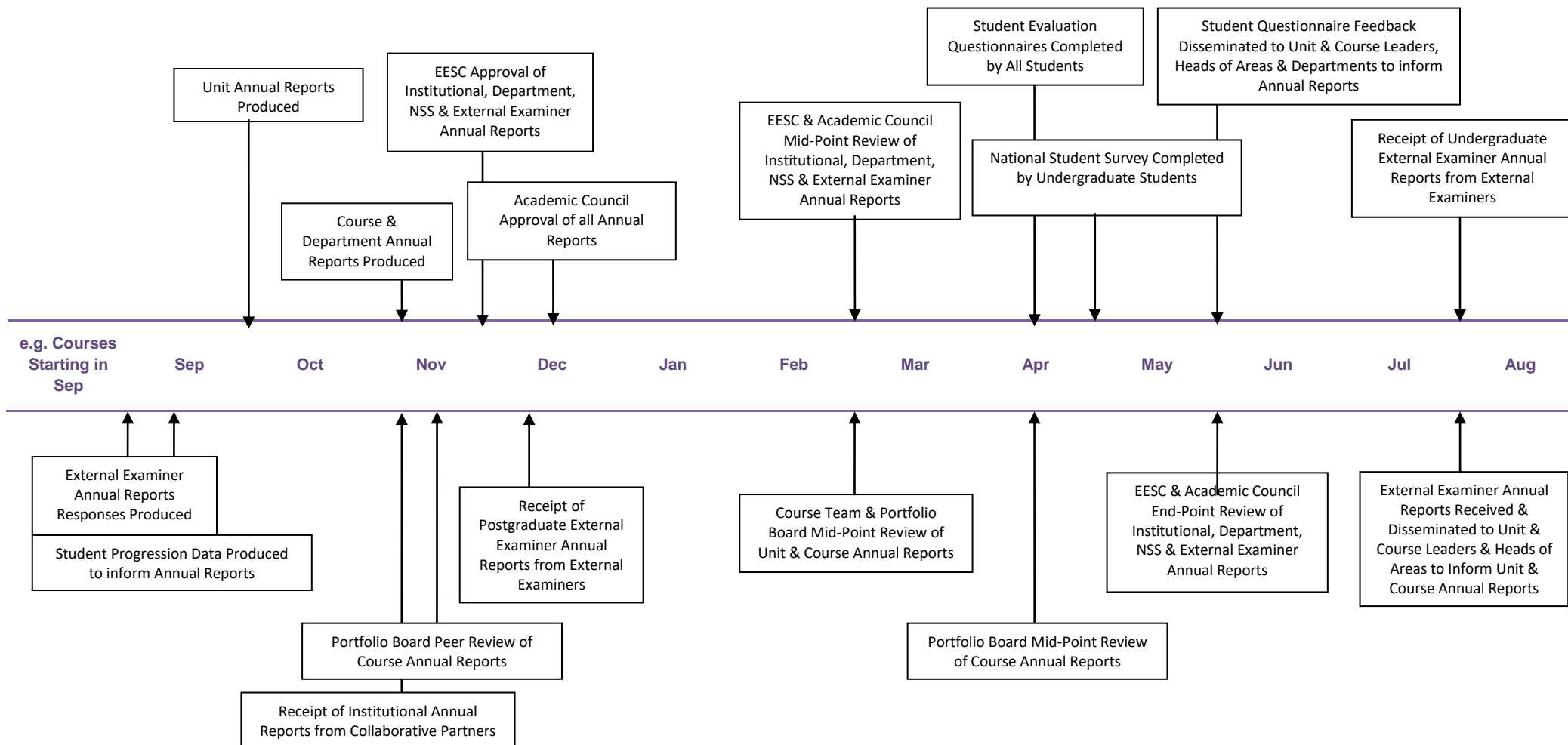
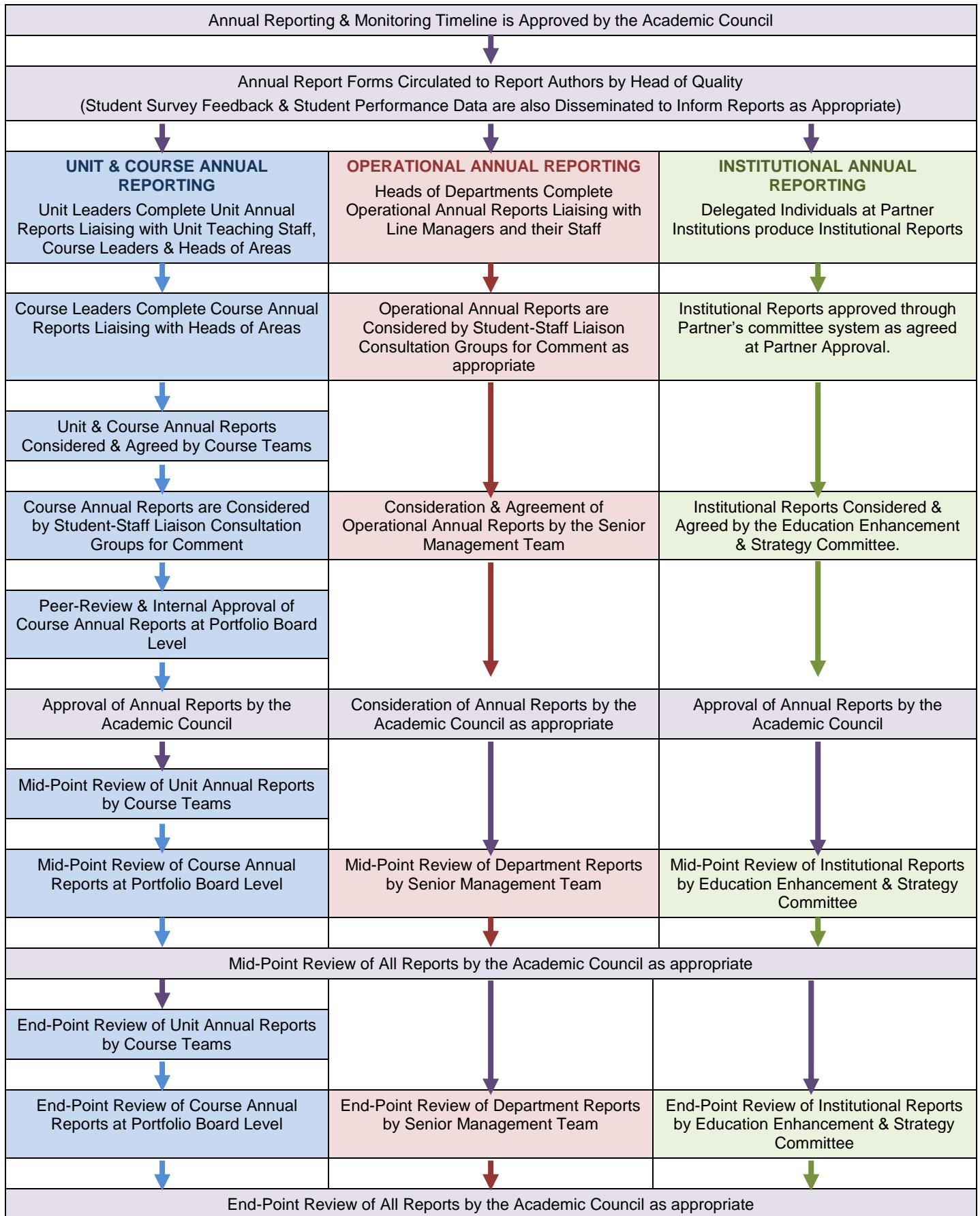


DIAGRAM 5.2: ANNUAL REPORTING & MONITORING CYCLE



## DIAGRAM 5.3: ANNUAL REPORTING & MONITORING PROCESS



## AQF05: FORMS & TEMPLATES

Form / Template Reference Number	Form / Template Title
AQF05_01_UAR	Unit Annual Report Form
AQF05_02_CAR	Course Annual Report Form
AQF05_03_IAR	Institutional Annual Report Form
AQF05_04_OAR	Operational Annual Report Form
AQF05_05_NSSAR	National Student Survey Annual Report Form
AQF05_07_AREH	Annual Reporting Enhancement Plan

## AQF05 ENDNOTES

<sup>1</sup> Quality Code Chapter B8: Programme Monitoring & Review

<sup>2</sup> AQF05\_01\_Unit\_Annual\_Report\_Form

<sup>3</sup> AQF05\_02\_Course\_Annual\_Report\_Form

<sup>4</sup> AQF05\_03\_Institutional\_Annual\_Report\_Form

<sup>5</sup> AQF05\_04\_Operational\_Annual\_Report\_Form

<sup>6</sup> <https://unistats.direct.gov.uk/>

<sup>7</sup> AQF05\_05\_NSS\_Annual\_Report\_Form

<sup>8</sup> AQF05\_01\_Unit\_Annual\_Report\_Form

<sup>9</sup> [http://intranet.uco.ac.uk/policies\\_and\\_procedures/](http://intranet.uco.ac.uk/policies_and_procedures/): Version Control Policy and Core Documentation Management Policy and Procedure

<sup>10</sup> AQF05\_02\_Course\_Annual\_Report\_Form

<sup>11</sup> AQF05\_03\_Institutional\_Annual\_Report\_Form

<sup>12</sup> AQF05\_04\_Operational\_Annual\_Report\_Form

<sup>13</sup> AQF05\_05\_NSS\_Annual\_Report\_Form

<sup>14</sup> AQF11\_05\_External\_Examiner\_Annual\_Report\_Form

<sup>15</sup> AQF05\_07\_Annual\_Reporting\_Enhancement\_Plan

<sup>16</sup> [http://intranet.uco.ac.uk/Academic\\_Quality/](http://intranet.uco.ac.uk/Academic_Quality/): AQF Section 4: Course and Unit Approval and Modifications

<sup>17</sup> [http://intranet.uco.ac.uk/policies\\_and\\_procedures/](http://intranet.uco.ac.uk/policies_and_procedures/): Developing & Reviewing Core Documentation Procedure

<sup>18</sup> [http://intranet.uo.ac.uk/policies\\_and\\_procedures/](http://intranet.uo.ac.uk/policies_and_procedures/): Developing & Reviewing Core Documentation Procedure

<sup>19</sup> <http://www.osteopathy.org.uk/>

<sup>xx</sup> [http://intranet.uco.ac.uk/policies\\_and\\_procedures/](http://intranet.uco.ac.uk/policies_and_procedures/): Version Control Policy and Core Documentation Management Policy and Procedure