

Annual Report by Link Tutor – 2016/17

The Link Tutor has a dual role of providing assistance and support to staff in the partner institution and providing assurance to the University that the partnership is operating in accordance with the Course Agreement. Guidance on the role of the Link Tutor can be found [here](http://www.worc.ac.uk/partners/657.htm), and should be used in reference to completing this report.

This report is therefore written for the following:

* Partner course leader
* HE Manager (or equivalent)
* Institute Quality Committee Chair and Secretary
* UW Head of Institute
* Head of Collaborative Programmes

**Reports should therefore be completed electronically and sent to the above.**

Institute Quality Committees will consider these reports alongside the Course Annual Evaluation Report and will use this to determine the overall health of the partnership, highlight aspects of good practice and/or any actions that should be taken to mitigate risks or enhance opportunities.

The report should utilise the following template:

**Institute:**

**Name of Link Tutor:**

**Date of report:**

**Which course (taught at which institution) this report covers:**

1. **Approximate time devoted to the role over the year:**
2. **Brief report on visits to partner institutions over the year:**

*Please append any relevant action plans or reports*

1. **Brief report on other activities undertaken and commentary on the nature of support provided to course manager and team:**

*Examples could include involvement in induction, staff development, activities to encourage progression, internal periodic review or any additional support recommended by QA&E processes (e.g. course planning and approval)*

1. **Evaluation of the effectiveness of arrangements for Course Management Committees, including student representation, meetings, minutes, consideration of annual monitoring matters, student feedback, StARs etc:**
2. **Evaluation of the effectiveness of arrangements for examination boards, including attendance, process and outcomes, external examiner comments, etc.:**
3. **Confirm that all information about the course on the partner’s and UW website is accurate.**

*Please include confirmation that the course title is accurate, the nature of the partnership and provision is indicated correctly, the partnership is identified through the use of logos and/or references in the text, and there is no contradiction between web based information and the programme specification*

1. **Any strengths or areas of good practice in the delivery of the course, in the course management or in the partnership arrangements:**
2. **Any risks or areas of weakness which if not addressed may impact on the quality or future viability of the course:**
3. **Please identify any planned developments or action necessary to mitigate risk as appropriate:**

*This section should be used to inform the Course AE Report action plan*