

**Guidance for Partners on Writing your Partner Evaluation and Development Document for Partnership Review.**

*This document has been developed to assist staff from partner institutions in writing the evaluation document for partnership review. AQU welcomes comments on the guidance, so that it can be improved.*

**Partner Evaluation and Development Document (EDD)**

The EDD has three main functions:

 to provide the partnership review panel with an overview of the management of quality and standards within the partnership.

 to evaluate the effectiveness of partner systems in assuring academic standards and the quality of partnership provision.

 to review the alignment of partnership activities with the requirements of the Partnership Agreement.

The evaluation should be concise and refer the reviewer to existing documents which provide evidence to support claims or demonstrate action taken (please note the list of supporting documentation which will be available to the Panel as detailed in the review process). It is perfectly acceptable to use bullets and tables rather than narrative where appropriate.

Partner Evaluation documents can be produced as electronic documents on a memory stick or CD, with hyperlinks to all supporting documents and evidence. The Partner EDD should be submitted to the AQU officer no later than xxxx

Guidance begins on the next page.

**Partner Evaluation and Development Document (EDD)**

**With reference to Strategic Partner and Quality Review (SPQR) outcomes where available and further evidence as appropriate:**

# Partner Context and Background

## Provide a brief introduction to the partner (e.g. its history, size, key business) and a brief overview of how the partnership with the University has developed

## Provide confirmation of the continued alignment between the partner strategic aims and those of partnership (section 3 of partnership agreement)

## Identify any major changes that have occurred, and the key challenges that have arisen, since the last partnership review.

## Evaluate the risk to safeguarding of academic standards and the quality of students' learning opportunities brought about by the changes and challenges identified above.

## Provide details of the external reference points, other than the University, which the partner is required to consider (for example, OFSTED, the requirements of PSRBs)

# Partnership performance

## Provide a` comparison of partnership course performance using three year trend data for the following indicators;

* Enrolments
* Withdrawals
* Successful completions
* Progression following graduation
* NSS data if available

## Comment on the degree to which agreed targets have been met (eg recruitment, staff development, resources)

## Provide information on potential for growth in provision and/or student enrolments identified through strategic planning meetings.

## Show whether costs remain realistic and whether the partnership and provision remain viable

#  Managing quality and standards

## Provide a diagrammatic representation of the structure for management of Higher Education quality and standards at the partner

## Review the partnership issues that have been identified within enhancement plans and evaluate the effectiveness of the partnership in completing the required actions (eg Partnership Review, Periodic Review, SPQR, Annual Evaluation and Course Committee Meetings).

## Evaluate the effectiveness of partner quality systems and structures in embedding improvement following the outcomes of review processes.

## Evaluate the effectiveness of communications systems within the partnership in the support of quality standards including communication with course teams.

# Assuring and enhancing academic quality

## Evaluate the effectiveness of the partnership in meeting the requirements of the partnership agreement and the associated sections within the course agreement with reference to:

* Engagement with Course Management Committee meetings
* Engagement with Examination Boards
* The effectiveness of the Link Tutor role
* The provision of learning resources
* Opportunities for, and uptake of, staff professional development which supports higher education teaching and learning
* The effectiveness of the registered lecturer/administrator system
* The development of opportunities for student engagement and the effectiveness of the StAR system at the partner
* Examples of enhancement of academic quality through the Annual Evaluation Process

# The quality of information about the higher education provision offered

## Evaluate the effectiveness of the partnership in assuring that partnership information is fit for purpose, accessible and trustworthy.

## Confirm that the requirements for the management of publicity and marketing set out in the partnership and course agreements are met.

# Enhancement of students' learning opportunities

## Provide examples of strategic developments by the partner which have resulted in enhancement of student learning opportunities

## Provide examples of partner processes which identify, support and disseminate good practice.

## Provide examples of enhancement of learning opportunities for partnership students which have resulted from review and assurance processes.