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**Report of the Partnership Periodic Review for XXXXX held on XXXX at XXXXXXX**

**1 Panel Members:**

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**2 Purpose and Procedure**

The periodic partnership review (PPR) process provides an opportunity to reflect at institutional and course team level on the experience of collaboration. This includes revisiting the due diligence related to the partner, evaluating the viability of the partnership and the strategic and operational arrangements for achieving the aims of the partnership, and appraising the effectiveness of the management of the partnership. The process also considers the quality management of the courses delivered through the partnership arrangements to confirm quality and standards.

The process includes consideration of an Evaluation and Development Document prepared by the partner, a due diligence report which includes a check on the accuracy and currency of information on University and College websites about the partnership and associated courses. Definitive course information, including programme and module specifications, and associated documents related to courses for students and work placement providers is also reviewed. Meetings with a representative group of students, with employers/mentors or other stakeholders (as appropriate), with senior managers from the partner, and with course team members are also part of the process. PPR concludes with a recommendation to ASQEC (acting on behalf of Academic Board), relating to the re-affirmation of the partnership and re-approval of the course/s.

**3 Scope of the Review**

The Panel were asked to review the partnership between the University of Worcester and XXXXX, which includes the following courses:

XXXXX

XXXXX

The partnership with UW and XXXXX has been in existence since…

**3 Summary of Review Outcomes**

Following a review of documentation provided and discussions with students, external stakeholders, staff and senior managers of the partner, and on the basis of documentation provided, the Panel is able to confirm that:

*For each of the following the text can be modified and/or commentary added to reflect the Panel’s conclusions, referring to any actions and/or recommendations as appropriate.*

* due diligence enquiries have been completed and do not identify any matters of high risk
* there are appropriate and secure arrangements in place with regard to University /Partner responsibilities in relation to OfS regulatory requirements
* there is continued commitment on the part of the partner organisation to the partnership and to meeting the terms of the partnership agreement
* the strategic and operational arrangements for the partnership continue to be fit for purpose
* the quality management of the courses is effective in delivering high quality education to students and has a clear commitment to quality enhancement
* issues of course demand, recruitment, admissions and career/employment opportunities for students are satisfactorily addressed
* for validated provision, the structure, content and outcomes of the courses are appropriate and valid and take into account the appropriate elements of the UK Quality Code for Higher Education (including FHEQ, FDQB, Subject Benchmarks) and any PSRB or other relevant external benchmarks, as well as University of Worcester (UW) frameworks and policies
* student outcomes (retention, attainment, employment outcomes, and academic standards are satisfactory
* staff and learning resources, including arrangements for staff development, are appropriate for the delivery of the courses
* the course(s) meet the requirements of relevant UW policies and regulations
* arrangements for University oversight of provision, including Link Tutor arrangements and consideration of student and other stakeholder feedback, are appropriate
* in cases involving significant elements of work-based learning: the arrangements for the management and organisation of the work placement, and of the student experience are clear, and satisfactory mechanisms have been put in place to support both students and the mentors in the work place.
* course documentation, including programme specifications, module specifications and course handbooks are current, accurate and fit for purpose
* information for prospective students is fit for purpose, accessible and trustworthy.

The Panel identified the following **actions, recommendations** and examples of **good practice/innovation**

The Panel agreed the following **Actions,** which will secure the quality and/or standards and effectiveness of the partnership

The Panel made the following **Recommendations,** which will, in the Panel’s view, enhance the quality of the student learning experience:

XXXXX

**Good practice and innovation**

The Panel noted the following features of **Good Practice/ Innovation** worthy of dissemination:

XXXXX

The Partner/Course Team is asked to respond to the Actions and Recommendations by completing the relevant sections of Annexe A. This should be returned to the AQU Officer by the XXXXX*.* Responses to actions will be checked by the AQU Officer and confirmed by the Chair of the Partnership Review, and the completed action plan will be circulated to members of the Panel, partner staff who participated in the event, relevant University Heads of School and the Head of the Partner Organisation. The report and response will be submitted by the AQU Officer to the next Academic Standards and Quality Enhancement Committee to be considered for recommendation of re-approval.

In considering the report ASQEC determines how progress in meeting any actions will be monitored. This may be delegated to the Collaborative Academic Provision Sub- Committee (CAPSC) or the College LTQE Sub-Committee or require regular reporting to CAPSC. In any case, one year after the review, CAPSC will receive a progress update.

**Context for Recommendations and Good Practice**

*The following sections should provide a brief summary of what was discussed in each meeting, providing clear rationale for any actions, recommendations or good practice with cross referencing to list of actions/recommendations/good practice in brackets. This should be in the style of the following example:*

*The Panel discussed with the course team the arrangements for the management of placements, including how mentors are trained and briefed, how placements are approved and the alignment of assessments with the purpose of the placement, and found this all to be generally satisfactory. The Panel considered however, that the Course Team must establish a mechanism for obtaining student feedback on placements on order to assure the quality of supervision and learning whilst in placement, and recommended that that is at least an annual visit to all placement providers to ensure all providers are aware of their responsibilities (Action x).*

**Tour of Resources**

XXXX

**Meeting with Students and Graduates**

The Panel met with x students representing the courses under review and x graduates:

Key points arising from the meeting with students and graduates were as follows:

**Meeting with Employers**

The Panel met with the following employer/placement provider representatives:

XXXXXXX

Key points arising from the meeting with employer/ placement provider representatives were as follows:

* XXXXX

**Meeting with Senior Management Team**

The Panel met with Senior Managers:

XXXXXXXXX

Key points arising from the meeting with Senior Management Team were as follows:

**Meeting with representatives of Course Team/s and key partner organisation staff**

The Panel met with XXXXXXX

Key points arising from the meeting with representatives of Course Team/s and partner organisation staff

**Conclusion**

The Panel therefore recommend to the Academic Standards and Quality Enhancement Committee (ASQEC), acting on behalf of Academic Board, that the partnership should be renewed for a period of x years, subject to satisfactory completion of the actions as specified.

*The conclusion should include some narrative to explain eg the period of re-approval, and /or any requirement in relation to re-approval of courses. It should also indicate the degree of confidence in the management of quality and standards by the partner including any caveats.*

AQU Officer: XXXXX

Academic Quality Unit

University of Worcester

Draft: XXXXX

Report approved by Chair: XXXXX

**Action Plan in Response to Recommendations arising from the Partnership and Periodic Review with XXXX on XXXXX**

The following section/s should be completed by the HE Manager and Course Leader in consultation with appropriate UW staff in response to the Partnership and Periodic Review Recommendations, and sent to the AQU Officer by **XXXXX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Recommendations** | **Action to be taken** | **Key person responsible for achievement** | **Anticipated date of completion (and milestones as applicable)** | **Criteria for success**  *How will you know if you’ve successfully completed the action?* | **Progress update** |
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