

**Partnership Team Leader Monitoring Report (taught programmes) for use by Partnership Team Leaders and Executive Partnership Team Leaders**

It is expected that Partnership Team Leaders (PTLs) and Executive Partnership Team Leaders(EPTLs) will have regular contact with collaborative partners.

PTLs or EPTLs normally undertake at least **one formal visit per academic year** to the partner institution. Where it is not possible to visit, alternative arrangements will be made, such as holding meetings by video call.

**For each partnership, the PTL or EPTL is *required* to submit *one monitoring report per semester*, using this template.** The report should be based on all interactions with the collaborative partner (email, voice/video calls etc.)

The expectation is that EPTLs, or PTLs responsible for more than one programme at a partner institution, will use one monitoring report for all programmes. Where this is the case for programmes that are either all taught or all postgraduate research provision it may be beneficial if a separate form is used for each programme.

**Please do not name individual staff members in the Monitoring Report.**

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| **Name of PTL / EPTL:** |  |
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| **Name of partner:** |  |
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| **Name of programme(s):** |  |
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| **Date of visit, where applicable:** |  |
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| **Name of any other UWTSD or external representative present at visit, where applicable** |  |

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| **Actions completed since last monitoring report**  This section should be used as a tracking mechanism and action plan, to inform the work required by both the University and the partner It be cross-referenced to the ‘Actions Now Required’ section of the previous report. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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| **Staffing and staff development**  The University will have a full picture of the levels of staffing and staff development activities at validation, however, it is important that the University is informed of any changes. |

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| Any new staff delivering UWTSD programmes? | YES | NO |
| If yes, have they been approved by the University? | YES | NO |
| If new staff have not been approved by the University please request a CV and consider this in consultation with appropriate members of University staff (including subject specialists). If the qualifications and experience are appropriate for the delivery of the programme then please send CV to the Collaborative Partnerships Office. | | |
| Has the CV been sent to the Collaborative Partnerships Office? | YES | NO |
| Please note here any details of non UWTSD staff development events/courses attended by partner staff applicable to the UWTSD award | | |

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| **Physical Resources**  The University will have a full picture of the levels of physical resources at validation. However, it is important that the University is informed of any changes. This could include equipment/books procurement details, any planned changes of venue etc. Please complete this section even if a visit has not taken place. |

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| Have there been any changes to physical resources? | YES | NO |

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| If yes, please record any observations here. |

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| **Issues raised by students or in relation to the student experience**  This section should be used to record issues relating to the student experience, either raised by students during a visit or which are raised by the partner staff, external examiners etc. The issues could be programme related or wider issues. Feedback should also be given (whether by the E/PTL or partner staff) to the student body, so that students are aware of what has been done to address the issues raised. |

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| Please record any issues related to the student experience that were raised by partner staff, external examiners etc. Any actions required should be recorded in the ‘Actions Now Required’ section. | | | |
| If you visited, did you meet with students from the programme(s)? | YES | NO |
| If yes, please record any observations here and record any actions required in the ‘Actions Now Required’ section. | | | |

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| **Assessment**  EXECUTIVE PTLs THAT ARE SUPPORTED BY PTLs WHO UNDERTAKE THE ASSESSMENT FUNCTION MAY LEAVE THIS SECTION BLANK |

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| Have you reviewed and provided written comments on draft examination papers or other assessments ? | YES | NO |

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| If yes, please provide the details here. |
| If no, please provide explain why and record details of future action in this regard and include in the ‘Actions Now Required’ section. **Please note it is a requirement for you to review assessments.** |
| Please provide details of marking responsibilities, moderation (and cross moderation with other partners delivering the same programme) etc. and include any actions in the ‘Actions Now Required’ section. |

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| Have you sampled student work? | YES | NO |

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| If yes, please record any observations here. |
| If no, please provide explain why and record details of future action in this regard and include in the ‘Actions Now Required’ section. **Please note it is a requirement for you to sample student work.** |

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| **Programme delivery/management** |
| Please record here any comments regarding general issues in relation to the programme’s delivery and management, including discussions with staff at the partner, module analysis, completion of the annual programme review report etc. |

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| **Quality Enhancement**  This section should be used to record examples of good practice so that initiatives, innovation and good practice in schools and the partners can be identified and shared across the University. |

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| Have you identified any examples of good practice? | YES | NO |

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| If yes, please record any observations here. |

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| **Actions now required**  This section is designed to be detachable and to form the basis of an action plan and system for monitoring progress. It will define actions now required in relation to the partner. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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**PLEASE SEND A COPY OF THE COMPLETED REPORT TO THE PARTNER AND TO**

**THE COLLABORATIVE PARTNERSHIPS OFFICE**

You may also send a copy to your Institute Board, via the Principal Administrative Officer and to the relevant Programme Manager, where applicable