06.1B - Programme Enhancement Plan Template – Undergraduate Programmes



Undergraduate Programmes

### Programme Enhancement Plan

|  |  |
| --- | --- |
| School | Programme(s) |
|  | *Please include previous programme title if this is still being taught out. Please list all relevant programmes if the PEP is reporting on a programme cluster.* |
| Programme Director | Any Linked Short Courses |
|  |  |
| Related, Professional, Statutory and Regulatory Bodies (PSRB) |
|  |

# Guidance Notes

Please find below 3 sections for completion during the current PEP cycle. The cycle will run from July 2022 to March 2023 and you will be asked at each engagement point to reflect on previous planning, recent data, and to make new plans to enhance your programme. Your core KPI data can be accessed [here](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=school%20dashboards%5cprogramme%20kpi.qvw&lang=en-US&host=QVS%40bilive01)

|  |  |  |
| --- | --- | --- |
| **Section** | **Reflection on** | **PEP entry to be made available to QED** |
| **Section 1** | * National Student Survey data;
* Student Satisfaction Survey data.
 | 29 July 2022 |
| **Section 2** | * Recruitment: Number of new enrolments for the 22/23 session;
* Retention: Number of students who progressed from year 1 to year 2 at the commencement of the 22/23 session;
* Graduate Outcomes;
* Standards: External Examiner feedback in their reports covering the 21/22 session;
* Awards Outcomes: Award outcomes from summer and autumn 22 examination boards;
* Module Performance: any modules with higher or lower than average pass rates. Please draw on Module Summary Forms for this data;
* Module Evaluation: any module evaluations completed by students between March 22 and November 22.
 | 25 Nov 2022 |
| **Section 3** | * Module Evaluation: any module evaluations completed by students between November 22 and March 23;
* Retention: any in-year withdrawals between November 22 and March 23.
 | 28 April 2023 |

In each section of your Programme Enhancement Plan you will be asked to:

1. Insert any KPI data into the Summary Measures of Success field. You can access this data and your RAG rating via the programme [KPI dashboard](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=school%20dashboards%5Cprogramme%20kpi.qvw&lang=en-US&host=QVS%40bilive01).
2. Provide an update on actions identified in your last planning round. You may list actions that have been successfully achieved and those that are ongoing. Please include a commentary on any outstanding actions and the reasoning for this.
3. Reflect on the latest data available to you (see above) and determine actions for the future. In each case you will be asked to provide:
4. A **critical review** of current position (including quantitative and qualitative data to support analysis);
5. A **response** to the NSS scores, Graduate Outcomes results and KPIs for your programme of study;
6. An outline of planned **enhancements/ actions** (including timeline);
7. Who is **responsible** for actions.

**SECTION 1: FOCUS ON NSS AND SSS – TO BE COMPLETED AND MADE AVAILABLE TO QED IN JULY 2022**

**1.1 Summary of Measures of Success** Please access these via the Programme KPI Data Dashboard available [here](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=school%20dashboards%5Cprogramme%20kpi.qvw&lang=en-US&host=QVS%40bilive01). More detailed data on your programmes NSS performance can also be accessed at the NSS dashboard [here](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=nss%5cnss%202021.qvw&lang=en-US&host=QVS%40bilive01). One summary measure of success grid must be completed for each Department Code (1s and 2s) being reported on in this PEP. Programmes with pathways, or PEPs that are reporting on a cluster of programmes, may find there are a number of these tables needed. NSS Department codes can be found [here](https://outlookuwicac.sharepoint.com/sites/QED/SitePages/National-Student-Survey-FAQs.aspx). If you are unsure, please contact metvoice@cardiffmet.ac.uk for clarification.

|  |  |
| --- | --- |
| **Programme Title** |  |
| **NSS Thematic area** | **The teaching on my course** | **Learning opportunities** | **Assessment and feedback** | **Academic support** | **Organisation and management** | **Learning resources** | **Learning Community** | **Student Voice** | **Overall Satisfaction** |
| **Red** |  |  |  |  |  |  |  |  |  |
| **Amber**  |  |  |  |  |  |  |  |  |  |
| **Green** |  |  |  |  |  |  |  |  |  |
| **SSS Thematic area** | **The teaching on my course** | **Learning opportunities** | **Assessment and feedback** | **Academic support** | **Organisation and management** | **Learning resources** | **Learning Community** | **Student Voice** | **Overall Satisfaction** |
| **Red** |  |  |  |  |  |  |  |  |  |
| **Amber**  |  |  |  |  |  |  |  |  |  |
| **Green** |  |  |  |  |  |  |  |  |  |

**1.2 Update on Previous Actions** Please reflect on the Action Plan you completed in your last PEP and include an update on actions below, including reflections on actions that improved the student experience. If you are reporting on a programme cluster you may complete one update covering multiple actions plans.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Area** | **Source** | **Current Status: to include for outstanding actions the reason why the action is ongoing (please indicate evidence base or refer to KPI information above/below)** |
| *20.01..* |  |  |  |
|  |  |  |  |

**1.3 New Programme Enhancement Plan** Please reflect on the latest NSS and SSS data and complete the below table. Please see the [QED PEP webpages](https://outlookuwicac.sharepoint.com/sites/QED/SitePages/Programme-Enhancement-Plans.aspx) for examples of completed PEP to guide you. If you are reporting on a programme cluster you may complete one update covering multiple programmes, please indicate clearly the programmes to which any actions refer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NSS Results**  | **Action Number** | **KPI Indicator:** Green/Amber/Red | **Critical Review of Results** | **Response** | **Enhancements**(planned actions and timeline) | **Responsibility**(named individual/role) |
| **Overall Satisfaction**  |  |  |  |  |  |  |
| **Teaching on Course** |  |  |  |  |  |  |
| **Any other NSS area scoring below the sector average should also be included here***(including**Learning Opportunities/Assessment and Feedback/Academic Support/Organisation and Management/Learning Resources/Learning Community/Student Voice)* |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SSS Results** | **Action Number** | **KPI Indicator:** Green/Amber/Red | **Critical Review of Results** | **Response** | **Enhancements**(planned actions and timeline) | **Responsibility**(named individual/role) |
| **Overall Satisfaction**  |  |  |  |  |  |  |
| **Teaching on Course** |  |  |  |  |  |  |
| **Any other SSS area scoring below the sector average should also be included here***(including**Learning Opportunities/Assessment and Feedback/Academic Support/Organisation and Management/Learning Resources/Learning Community/Student Voice)* |  |  |  |  |  |  |

**SECTION 2: FOCUS ON RECRUITMENT, RETENTION, GRADUATE OUTCOMES, STANDARDS AND AWARDS – TO BE MADE AVAILABLE TO QED IN NOVEMBER 2022**

**2. 1 Summary of Measures of Success** Please access these via the Programme KPI Data Dashboard available [here](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=school%20dashboards%5Cprogramme%20kpi.qvw&lang=en-US&host=QVS%40bilive01). Please complete a grid for each programme that you a reporting on in this PEP.

|  |  |
| --- | --- |
| **Programme Title:** |  |
|  | **Recruitment**  | **Student Retention (Yr 1-Yr 2)** | **Award outcomes** | **External Examiner** | **In work or further study** | **Career is on track** |
| **Red** |  |  |  |  |  |  |
| **Amber**  |  |  |  |  |  |  |
| **Green** |  |  |  |  |  |  |

**2.2** **Previous Action Plan** Please provide an update against any actions identified in section 1.2 and 1.3 above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Issue** | **Source** | **Summary of Progress against Action** |
|  |  |  |  |
|  |  |  |  |

**2.3 New Programme Enhancement Plan:** please reflect on the latest recruitment, retention, outcomes and standards data and complete the below table, data can be accessed by clicking on the data source headings below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Data Source** | **Action Number** | **KPI Indicator:** Green/Amber/Red | **Critical Review of Results** | **Response** | **Enhancements**(planned actions and timeline) | **Responsibility**(named individual/role) |
|  |
| [**DLHE/Graduate Outcomes Data**](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=dlhe%5Cgraduate%20outcomes%202022%20release.qvw&lang=en-US&host=QVS%40bilive01) |
| **Proportion of graduates in high skilled employment or further study** (Measure of Success) |  |  |  |  |  |  |
| **Career is on track** |  |  |  |  |  |  |
| **Any other Graduate Outcomes area scoring below average should also be included here** *(including Survey completion rate, In work or further study, High skilled work of those in employment, Progression to further study)* |  |  |  |  |  |  |
|  |
| [**Non-continuation, Standards and Outcomes**](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=school%20dashboards%5Cprogramme%20kpi.qvw&lang=en-US&host=QVS%40bilive01) |
| **Recruitment** |  |  |  |  |  |  |
| **Retention (Yr 1-Yr 2)** |  |  |  |  |  |  |
| **Award Outcomes** |  |  |  |  |  |  |
| **External Examiner Feedback** |  |  |  |  |  |  |
| **Module Performance** |  |  |  |  |  |  |
| [**Module Evaluations**](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=nss%5Cmodule%20evaluation.qvw&lang=en-US&host=QVS%40bilive01) |  |  |  |  |  |  |

**Please also respond to the following questions:**

|  |
| --- |
| **Has the data, or your review of module summary forms, identified any modules that have a performance rate that is significantly lower than the programme average or specific concerns raised in student feedback? If so please identify these here and the enhancements you plan to make.** |
|  |
| **If your programme is affiliated with a PSRB how have you engaged with this body over the past year and assured yourself that you are operating in-line with their guidance and requirements?** |
|  |
| **Are the Graduate Outcomes results in line with the expectations of the programme? What impact do these results have on the school's figures?** |
|  |
| **How does the programme subject area relate to the graduate outcomes reported, making note of professions and industries?** |
|  |

|  |
| --- |
| **How do any curriculum changes you are planning to make for the 22/23 session respond to the data provided?** |
|  |

**SECTION 3: FOCUS ON MODULE EVALUATION, IN-YEAR WITHDRAWALS AND ANY ADDITIONAL RECENT DATA – TO BE COMPLETED AND MADE AVAILABLE TO QED IN APRIL 2023**

**3.1 Previous Action Plan** Please provide an update against any actions identified in section 2.2 and 2.3 above

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Issue** | **Source** | **Summary of Progress against Action** |
|  |  |  |  |
|  |  |  |  |

* 1. **New Programme Enhancement Plan:** please reflect on the latest module evaluation and in-year withdrawal data and complete the below table. Data can be accessed by clicking on the data source below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data Source** | **Action Number** | **Critical Review of Results** | **Response** | **Enhancements**(planned actions and timeline) | **Responsibility**(named individual/role) |
| [**In-year withdrawals**](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=registry%5Cstudent%20live%20withdrawal.qvw&lang=en-US&host=QVS%40bilive01) |  |  |  |  |  |
| [**Module Evaluation**](https://bilive01.cardiffmet.ac.uk/QvAJAXZfc/opendoc.htm?document=nss%5Cmodule%20evaluation.qvw&lang=en-US&host=QVS%40bilive01) |  |  |  |  |  |

