**Annual Monitoring of Apprenticeship Units**

**Report Template**

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| The purpose of this template is to support the quarterly and annual monitoring of apprenticeship units. It is a requirement of the QA Code of Practice that the outcome of the annual monitoring of units be recorded. However, departments are **not obliged** to use this template and other means of recording the information required are acceptable. Further information on annual monitoring can be found in [QA51(A) Quarterly and Annual Monitoring of Courses and Units](https://www.bath.ac.uk/publications/qa51-a-monitoring-and-enhancement-apprenticeship-courses/). |

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| **Department:** |  |
| **Title of Unit:** |  |
| **Period covered by the report:** |  |

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| **1. Summary of action taken since last report** |
| Please note actions taken, evaluating the effectiveness of these actions, and indicating if further action is required. |
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| **2. Evaluation of year** |
| Indicate good practice and issues to be addressed arising from a) a review of feedback from staff, Student Apprentices and External Examiners and b) an analysis of assessment results. |
| **A. Good practice** |
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| **B. Issues to be addressed** |
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| **3. Any other comments** |
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| **4. Summary action plan** |
| Summarise the action required, the timeline for completion and identify the person/people responsible for the action. |
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| **unit convenor: Date:** |