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**Quarterly Monitoring of Courses**

**Report Template**

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| **Department:** |  |
| **Title and level of course covered by the report:** |  |
| **Period covered by the report:** |  |

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| **Guidance note**The purpose of this template is to support the process of the Quarterly Monitoring of Apprenticeship Courses as part of the process of Monitoring of Units and Courses (see [QA51(A) Quarterly and Annual Monitoring of Units and Courses)](https://www.bath.ac.uk/publications/qa51-a-monitoring-and-enhancement-apprenticeship-courses/). Advice on completing this form, and dates for submission, can be provided by the Assistant Registrar in the Faculty/School or the Degree Apprenticeships Compliance Manager in Academic Registry. PLEASE NOTE THAT NAMES OF INDIVIDUAL STAFF OR APPRENTICES SHOULD NOT BE INCLUDED OTHER THAN TO ALLOCATE NAMES TO ACTIONS.  |

1. **Quarterly reporting**

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| **Quarterly Report (summary of changes):** |
| Review date: | Course: |
| **Areas of Practice** | **Sources of Evidence** | **Description** |
| **Apprentice progress:** |
| Academic progress | SAMIS |  |
| Progress against Knowledge, Skills & Behaviours (KSBs) set out in the relevant Apprenticeship Standard | Skills Scan – apprentice self-assessment of progress against relevant KSBs |  |
| Attendance and engagement | Registers / Moodle / off-the-job (OTJ) Reflective Log |  |
| Off-the-job (OTJ) training (actual vs planned) | OTJ Reflective Log / Training Plan / Individualised Learner Record (ILR) |  |
| **Tripartite Reviews:** |
| Regularity & attendance | Outlook / Tripartite Review meeting report |  |
| Gateway Review outcomes | Gateway Review Form |  |
| **Temporary and Permanent Withdrawal Data:** |
| Number of apprentices on a break in learning (in suspense)(actual vs previous report) | ILR data / QAR data |  |
| Number of apprentice withdrawals in the last quarter | ILR data  |  |
| **Feedback:** |
| Staff Student Liaison Committee (SSLC) – including Online Unit Evaluation (OUE) - data  | OUE data / SSLC meeting minutes |  |
| Employer | Apprenticeship Service / Stakeholder (Employer) meetings |  |
| Apprentice | Apprenticeship Service / PTES / NSS  |  |
| Complaints - Employer | Register of complaint / progress vs complaint |  |
| Complaints - Apprentice | Register of complaint / progress vs complaint |  |
| **Safeguarding & Prevent:** |
| Safeguarding referrals | Register / tracker (Student Safeguarding and Support) |  |
| Staff training – Safeguarding and Prevent | Workforce Development records |  |
| Apprentice training – Safeguarding  | OTJ Reflective Log  |  |
| Apprentice training – Prevent / British Values | OTJ Reflective Log |  |

**B: Action Plan**

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| Please provide a composite list of significant actions completed or in progress: * from the previous quarterly monitoring report
* against the institutional Quality Improvement Plan (QIP) relevant to your department / apprenticeship course
* in response to new actions identified above.
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|  | **Action** | **Timeline for completion** | **Person(s) responsible for action *(role)*** | **Update on progress** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |

**C. points for WIDER dissemination:**

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| * **identified good practice**
* **any issues of CONCERN**

i.e., issues tobe drawn to the attention of the Faculty or University rather than those being addressed as part of the action plan set out in section B. |
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| **1** |  |
| **2** |  |
| **3** |  |

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| **director of studies: Date:**The report should be approved by the Chair of the Department Learning, Teaching & Quality Committee for submission to the Degree Apprenticeship Quality and Standards Group (DAQSG) and sent to the Faculty/School Learning, Teaching & Quality Committee for noting. |

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| **Attachments** |
| **Any of the following documents should be appended to the report where relevant**1. Previous Quarterly Monitoring Report with key actions
2. Data reports
3. SSLC reports
4. Quality Improvement Plan
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