Open University Validation Partnerships

Institutional and Programme Monitoring

Institutional Overview 2023-24

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| --- | --- |
| Institution |  |
| Number of OU Validated Programmes |  |
| Programme Title(s) |  |
| Date of Institutional Approval |  |
| Date of Next Institutional Re-approval |  |

***Please refer to the Institutional Overview Guidance Notes whilst completing the template.***

***NB: Headings Navigation is available on this document (Press Ctrl F).***

# COMMENDATIONS

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| *OUVP to complete this section. Please identify areas of best practice and commendable actions taken by the Institution.* |
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# ITEMS FOR NEXT YEAR’S REPORT

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| *OUVP to complete this section.* |
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# ITEMS FROM LAST YEAR’S REPORT

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| *OUVP to complete this section.* |
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# ITEMS FOR IMMEDIATE ACTIONS

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| **Section** | **Immediate Action** | **Partner response** | **Date of response** | **OUVP Feedback** | **Date Completed** | **Resolved** |
| ***Example:***  *A4* | ***Example:***  *Please comment on the outstanding action remains from the MRAQCP report* | ***Example:***  *The Institution has taken the following action to address the issue….* |  | ***Example (where applicable):***  *Further information needed about the surge on the numbers of complaints.* |  | **☐** |
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# OTHER REPORTABLE ITEMS

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| *OUVP to complete this section. Are there any risks and mitigating actions identified by OUVP that have not been addressed in the institutional overview? Please also use this section for generic comments to be addressed through the institutional overview.* |
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# CURRENT PLAN

Please provide an update on last year’s Forward-looking plan.

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| **No** | **Action** | **Success Criteria** | **Progress- to-Date** | **Responsible Role** | **Date completed** |
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***NB: any ongoing actions must be carried over onto the Forward-Looking plan***

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| **Please reflect on the impact of the actions taken as part of the institutional action plan e.g., how successful were the actions taken to meeting the target, what was the impact of this action? Please comment on individual actions separately where appropriate.** |
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| **OUVP FEEDBACK ON CURRENT PLAN AND REFLECTION** |
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# RECOMMENDATIONS UPDATE & QUALITY ENHANCEMENT

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| **A1: Recommendations from Institutional Approval or Review**  (Please provide a progress up-date on the recommendations from the most recent IA or IR) |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **A2: Reflect and report on how your Institution is responding to identified areas of quality enhancement as identified through programme evaluation** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **A3: Report and reflect on the minutes from your Academic Board and other quality assurance committees** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **A4: Reflect and report on how your institution has responded to any feedback from OUVP and MRAQCP regarding the running and execution of exam boards** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **OUVP FEEDBACK ON SUBMISSION** |
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# EXTERNAL REVIEWS AND STUDENT FEEDBACK

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| **B1: External Reviews** | | |
| **External Body** | **Outcome of Review** | **Date of Review** |
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| **B2: Commentary on engagement with external bodies**  (Please report on any preparation being undertaken or required for any forthcoming reviews) | | |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** | | |
| **B3: Reflection on student feedback across all validated programmes**  (Please comment and reflect on institutions national student survey, if applicable) | | |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** | | |
| **OUVP FEEDBACK ON SUBMISSION** | | |
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STAFF DEVELOPMENT AND RESOURCES

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| **C1: Overview and reflection on Institution’s approach to HE staff development** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **C2: Update and reflect on any changes to the Institution’s resources (both physical and staff)** |
| **Please list any resulting actions; these should also be copied onto the Forward-Looking plan:** |
| **OUVP FEEDBACK ON SUBMISSION** |
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# FORWARD – LOOKING PLAN FOR 2024-25

Please supply a forward-looking plan that addresses all the issues arising from the institutional overview. Please indicate which of the sections above gave rise to them. For each action you should identify any barriers to be addressed, propose solutions and give a timescale and who is responsible for completion. You may also insert additional rows if necessary, to capture all actions identified in the report.

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| **No** | **Section** | **Action** | **Success Criteria** | **Progress to-Date** | **Responsible Role** | **Target Completion Date** |
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| **Please add any additional information on the Forward – Looking Plan that you feel would be helpful.** |
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| **OUVP FEEDBACK ON FORWARD-LOOKING PLAN AND REFLECTION** |
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# QUALITY OF SUBMISSIONS

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| *OUVP to complete this section; details on the indicators below are provided in the institutional overview guidance notes.* | | |
| **Content** | Meets Expectations | Remedial Work needed |
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| **Timeliness** | Meets Expectations | Remedial Work needed |
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# ACADEMIC POLICY UPDATES

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| (Please ☒ as appropriate):  I confirm that there have been no significant changes to the documents and policies that underpin the academic regulations, and that none of the areas listed below have undergone any significant change since the most recent OUVP administrative audit or Institutional Monitoring exercise  Or  An account is provided below along with evidence of the change attached to any significant change made to the following policies, procedures or institutional structures (Please ☒ as appropriate):  Attendance policies and procedures  HE assessment and moderation policies and procedures  Academic misconduct policies and procedures  Extenuating circumstances policies and procedures  RPL policies and procedures  Ethics, fitness to practice, fitness to study policies and procedures  Membership of Boards of Examiners  Governance or deliberative structure changes  Relationships with previous or current validating bodies  Changes to registration/relationships with Regulatory Bodies (including PSRBs)  Administrative staffing structure\*  \**Please do not use the field below to update on any changes to administrative staffing structure. Updates must be provided* ***on a separate document*** *submitted alongside your reports.* |
| Please give an account of these changes here. |

# ADMINISTRATIVE POLICY UPDATES

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| (Please ☒ as appropriate):  I confirm that none of the areas of our administrative infrastructure listed below have undergone significant change since the latest OU Administrative Audit or Institutional Monitoring Exercise.  Or  The following areas of our administrative infrastructure have undergone significant change since the most recent OU Administrative Audit/Institutional Monitoring Exercise (Please ☒ as appropriate):  Equality and diversity policy  Signed current Health and Safety Policy  Fire Safety management policy/procedure  Procedures for Safeguarding Children and Vulnerable adults  Prevent Policy (if applicable)  Data Protection Policy  Freedom of Information policy or equivalent (if applicable)  Student Disciplinary policy  Terms and Conditions  \**Please do not provide an account in this report. Updates must be provided* ***on a separate document*** *submitted to* [*ouvp-enquiries@open.ac.uk*](mailto:ouvp-enquiries@open.ac.uk)*.* |

# OVERVIEW CHECKLIST

Please provide these as appendices and tick to confirm they have been included (Please ☒ as appropriate)

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| Confirmation that relevant policies have been reviewed (in line with your institutional review schedule) and any revised policies are provided for OUVP |  |
| Sample Diploma Supplement and Transcript |  |
| Student Protection Plan |  |

# STATEMENT OF COMPLIANCE

I confirm that the **Institutional and Programme Monitoring process has been comprehensively and satisfactorily carried out**, that Open University Validated Programmes have been taught, managed and operated in accordance with the procedures agreed at validation and that our institution is compliant with the requirements of The Open University as set out in The Open University Handbook for Validated Awards, The Open University Academic Regulations and The Open University Institutional Agreement.

**I understand that failure to inform The Open University of any significant changes or to comply with the above, may result in The Open University suspending student registrations or withdrawing from the partnership**.

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| Date of approval at Academic Board: |  |

Signed on behalf of:

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| Institution: |  |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |