

**Annex 2: Annual Monitoring Process Annual Return Form (Educational Oversight)**

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| --- | --- |
| **Provider name** |  |
| **Name and role of main contact** |  |
| **Contact details** |  |
| **Date of submission** |  |

Please complete this form electronically and submit to QAA by the date requested (normally 9-10 months after your last QAA visit or annual return). All comments in Sections 2-6 should be supported by evidence. Please append all evidence to this document.

Important note: the provider should notify QAA within 28 days if any of the material changes outlined in Section 2 take place. Failure to do so will result in the provider's CAS allocation being set to zero pending the outcome of the monitoring visit or review.

## Section 1.1 - Student data

Please complete and return the AP data return, which will have been sent to you in advance.

Below, please list all higher education programmes (Level 4 and above on one of the UK qualifications frameworks)[[1]](#footnote-1) currently offered, with the number of students currently studying on each programme (at the point of submission of the annual return). (Please note that Level 3 qualifications should also be included if they are designed to enable entry to a specified degree programme on completion).

For short-term study abroad providers, please complete the table for any higher education programmes you offer. *[Insert more rows as required]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme title** | **Awarding body/ organisation/**  **credit- awarding body** | **Qualification level and duration** | **Date of programme approval** | **Current number of students (headcount)** | **Current number of students (FTE)** |
| *Example: HND Business Studies* | *Pearson* | *5* | *2013* | *25* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Section 1.2 - Data commentary

Please provide a commentary on the information provided on the data return form and in the table above. The commentary should explain trends in recruitment, retention, completion and pass rates over the period covered by the form. This is in addition to any remarks in the 'Comments' column on the data return form, which are intended to clarify how the form has been completed. This is not required for short-term study abroad providers.

*[Type text here: expand as necessary. Please reference and append all supporting evidence.]*

## Section 2 - Recent changes

Please tick if any of the following material changes have taken place since the last review or monitoring visit:

|  |  |  |
| --- | --- | --- |
| Material change (notify QAA within 28 days of one of these changes  taking place) | | Check box |
| Change of address | |  |
| Acquisition of a new building or delivery site | |  |
| Extension of premises with an increase in capacity by 25% or more | |  |
| Change of legal or trading name or merger with another provider | |  |
| Change of principal and/or proprietor or equivalent | |  |
| Change of 20% or more of permanent teaching staff (including both part-time and full-time staff) | |  |
| Change of 30% or more on the type of provision/course offered | |  |
| For providers with fewer than 50 students at the last QAA visit | An increase in total student numbers (international and domestic) of more than 50 students. |  |
| A change of 50% or more on the type of provision/courses offered, including changes of awarding body/organisation. |  |
| For providers with 50 or more students at the last QAA visit | An increase in total student numbers (international and domestic) by more than 20% or 100 students, whichever is greater. |  |
| A change of 50% or more on the type of provision/courses offered, including changes of awarding body/organisation. |  |
| A change in the accredited status of the provider in the UK, or in the accredited status of the overseas higher education provider that awards the degrees | |  |
| For study abroad providers, any move towards offering complete degrees to students who would be enrolled with the provider in the UK for the full duration of their programme | |  |

If you have ticked any items in the table, or have undergone any other changes relevant to QAA, please provide further details on page 4:

*[Type text here: expand as necessary. Please reference and append all supporting evidence.]*

## Section 3 - Update on the annual monitoring for educational oversight action plan and internal quality monitoring processes

|  |
| --- |
| **One year after a full review:** please provide an evaluation of the impact of the actions taken in response to the good practice, recommendations and affirmations from the last review.  Each good practice point, recommendation and affirmation should be accounted  for separately.  **or** |
| **One or two years after a monitoring visit:** please provide an evaluation of the impact  of the actions taken in response to the provider's own internal monitoring processes,  and provide an update on any actions that had not been fully completed at the previous monitoring visit. |

**Provide documentary evidence** to demonstrate the achievement, success and internal evaluation of all actions taken. Please provide a copy of your action plan.

*[Type text here: expand as necessary. Please reference and append all supporting evidence.]*

## Section 4 - Other external reviews

Please provide details of any other external reviews/accreditations that have taken place since the last QAA visit/submission - for example, British Accreditation Council (BAC), Accreditation Service for International Colleges (ASIC), professional or statutory body,   
or awarding organisation - along with the outcomes (conditions, recommendations, and so on).

*[Type text here: expand as necessary. Please reference and append all supporting evidence.]*

## Section 5 - The provider's use of relevant external reference points relating to academic standards and quality for higher education

Please provide details of how the provider has taken account of relevant external reference points, including the UK Quality Code for Higher Education (Quality Code), in managing its higher education provision.

For Higher Education Review (Foreign Providers) and short-term study abroad providers, please provide details of how the provider in the UK meets the requirements of any credit-awarding bodies or overseas higher education institutions in terms of standards and quality.

Where appropriate, you should specify how you engage with relevant external reference points, including the revised Quality Code, relating to standards and quality.

*[Type text here: expand as necessary. Please reference and append all supporting evidence.]*

## Section 6 - Any other information

Please note any other information that may be relevant to the monitoring process.

*[Type text here: expand as necessary. Please reference and append all   
supporting evidence.]*

## Appendices

Please list all evidence appended to this document.

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1. *The Framework for Higher Education Qualifications of UK Degree-Awarding Bodies in England, Wales and Northern Ireland* (FHEQ)*; The Regulated Qualifications Framework* (RQF); *The Scottish Credit and Qualifications Framework* (SCQF); and *The Credit and Qualifications Framework for Wales* (CQFW) [↑](#footnote-ref-1)