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**Existing Programme Evaluation (HE05J)**

Existing Programme Evaluation (EPE) is **mandatory** for all existing programmes undergoing major amendment or reaching the end of the previous validation’s lifespan.

This form must be:

* Completed by the Programme Leader and Head of Area / Faculty
* Confirmed by the Deputy / Vice Principal or equivalent
* Audited by the HE Quality department
* Confirmed as complete by the chair of the Full Approvals Panel

This completed pro forma and the supporting evidence file documents **must** be submitted electronically to heqa@tecpartnership.ac.uk at the same time as the programme proposal approval Stage 3 Validation FPA documents.

Guidance notes to assist in completion of the application can be sought from heqa@tecpartnership.ac.uk

**Existing Programme Evaluation**

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| 1 | **Consultation/Review Process** |
| a | Please give brief details of how your programme has changed since its approval or last review, e.g. in response to feedback from stakeholders (students, employers, service users, PSRBs, etc) [Notes of meetings with key stakeholders must be available for review]. |
|  |  |
| b | Please give details of any changes that have occurred to key external reference sources such as FHEQ, QAA Subject Benchmarks, PSRB requirements that have occurred, and how these have been taken into consideration. |
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| 2 | With reference to Annual Monitoring Reports, External Examiners’ Reports, NSS results and other appropriate documentation, briefly summarise areas of good practice and any issues that have emerged regarding the appropriateness of the following aspects of the programme, noting changes that have already been made and any further changes that need to be included in the action plan. |
| a | Aims and Learning Outcomes |
|  |  |
| b | Structure and Modules |
|  |  |
| c | Learning and Teaching Strategy |
|  |  |
| d | Assessment Strategy |
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| 3 | **Entry and Performance Data**With reference to appropriate Annual Monitoring Reports, briefly discuss any issues or trends that have emerged following the review of entry (ethnicity and gender), retention, progression and achievement (including classification where applicable and first destination) data, and note changes that have been made or which need to be included in the action plan. |
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| 4 | **Resources**Please comment upon the following resources: |
| a | Programme Management |
|  |  |
| b | Staff Delivery Team |
|  |  |
| c | Physical Resources (e.g. learning environment) |
|  |  |
| d | Library, Electronic and IT resources |
|  |  |

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| 5 | Action Plan |
| a | Please identify any immediate or short-term actions planned for the programme. |
|  | Action | Outcome (link to programme documentation) include by whom and when? |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| b | Please identify any longer-term actions planned for the programme. |
|  | Action | Outcome (link to programme documentation) include by whom and when? |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |