

IBCM Annual Programme Review

PROGRAMME LEADER REPORT

Section 1: Personnel

Programme Leader Name:	
Tutoring/Assessment Team Names and Roles:	
Name	Role (<i>Tutor, Assessor, Internal Verifier etc</i>)

Section 2: About the Programme

Programme Title:	
Level :	
Programme duration: <i>(if programme is two or more years, indicate if this report is for year one, two etc)</i>	
Number of students:	
Programme structure: <i>(termly organisation, weekly attendance requirements, remote support/tuition if applicable, nature of tutoring/assessment and self study etc)</i>	

Section 3: Student attendance and participation

Attendance: <i>(Please provide details relating to each student and their attendance on the programme. Figures can be obtained from the CLAS system. Please note any specific reasons for lower attendance/absence, such as illness/hospitalisation, work etc and indicate if the student received attendance warning letters. If the student is on a Tier 4 visa you will also need to indicate any formal reporting procedures followed.)</i>		
Student Name	Average attendance over the year	Comments <i>(reasons/mitigating circumstances and procedures followed)</i>

<p>Participation/Engagement:</p> <p>Please provide a summary as to how the students engaged with the programme and participated in lessons, group activities and discussions etc.</p> <p><i>(Ensure you have fully discussed this with all tutors/assessors on the programme and highlight any specific differences between tutor findings, modules, activities etc)</i></p>	
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Section 4: Achievement/Work Completion

<p>Please provide some general information in relation to student completion of work/activities/assignments</p> <p><i>(For example did students generally meet the deadlines given – and if not, what the issues were – if there were any issues with examination procedures, or with completion of set tasks/homework etc.</i></p>	
<p>Please provide information in relation to the completion of specific units/modules.</p> <p><i>(Indicate any referrals/re-submissions and any trends in terms of specific modules, activities, individual students etc)</i></p>	
<p>Overall Achievement: Using your student tracking sheets, please provide information as to the status of each student in terms of completion of the programme (or modules required for this academic year)</p>	
Student Name	Achievement Status

Section 5: Student Feedback

Have all students completed a student questionnaire Yes/No

Have all students been made aware of the social events calendar Yes/No

Have any students participated in any of the social events? Yes/No (provide details)

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Were all students made aware of the student forum Yes/No

Have the students participated in this forum? Yes/No (Provide details)

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<p>Using your Learner Progress Review Forms (and any other records of discussions) please provide a summary of any issues/comments raised by students over the year and if/how these have been reported/responded to:</p> <p>Identify any key actions going forward which need to be considered <i>(these will be discussed at the review meeting)</i></p>	
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Section 6: Summary

<p>Taking into account all feedback from students and from your tutoring/assessment team, please provide a summary of what you consider to be the main strengths and areas for development of this programme.</p> <p><i>(This can be in terms of structure, lessons, course materials/resources, personnel, procedures etc. All issues to be discussed at the review meeting)</i></p>
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Summary cont'd:

Programme Leader signature.....Date.....