**CEP SCHEDULE 2024/25**

|  |  |
| --- | --- |
| **Name of School** |  |
| **Date of School Academic Committee** |  |
| **Authors** |  |

*UPR AS17 requirements and further instructions. Please delete this italicised section after reading:*

*The ADoS(AQA) will work with their ADoS(L&T), the Associate Director of AQA (CAQA) and Learning and Teaching Specialist (CLASS) allocated to the School to prepare* ***a risk-based*** *schedule of how the CEP Action Plan for each programme in the School will be reviewed during the forthcoming academic year and how Programme Leaders will be supported in developing their programme’s Action Plan. Relevant Subject Heads/Heads of Department/Professional Leads should be consulted.*

*Further instructions for AD(AQA)s completing the Schedule:*

1. *First consult Appendix 1 for dates by which programme leaders must update their Action Plan and Associate Deans and the CAQA Associate Director must review updated Action Plans.*
2. *Then insert in the table below all your School’s programmes identifying the date for review of any Action Plan requiring a meeting, along with details of whether support will be by means of an individual meeting with the relevant Programme Leader (face-to-face or via Teams) or a meeting as part of a group of 3-5 as peer reviewers (face-to-face or via Teams).*
3. *A follow-up meeting with the reviewer may be identified where it is thought likely that substantial work in developing the Action Plan may be required following the Action Plan Review Meeting e.g. where the programme has very poor NSS results or poor metrics more generally.*
4. *Where a meeting is not required, the review dates will be as detailed in Appendix 1.*
5. *The ADoS(AQA)s will present this CEP schedule to the first SAC of the academic year.*

***Notes***

1. **Consultation with Subject Heads/Heads of department/Professional Leads** Before the Action Plan is presented to the SAC, the draft schedule should be sent to the relevant Subject Head for consultation. It is possible that the plan may indicate follow-up or further review action by a Subject Head depending on the action required.
2. **Action Plan AQ Review Date(s)** please see Appendix 1.
3. **Mode of AQ Review** this may be face-to-face, via Teams, as part of a small group with or without peer review of action plans within the group or written feedback on the strengths and any perceived weaknesses in the plan. It is appropriate to only provide written feedback on the CEP Action Plan for a programme team that is engaging fully with their Action Plan/the CEP process e.g. evidence of taking to programme committees to review **and** who have strong metrics.
4. **Reviewers** The School may agree to allocate the review activity to the ADoS(AQA) (or deputies) or the ADoS(L&T).
5. **Reviewer follow up meeting** Depending on the perceived issues, e.g. curriculum design, high module failure rates, poor assessment   
   design, inappropriate timetabling etc, any one or more of the ADoS(AQA), ADoS(L&T), the School’s Associate Director (CAQA), the Learning and Teaching Specialist (CLASS) or Subject Head, may be involved in the follow-up meeting.

Please complete this table for all programmes in the School:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Programme Titles** | **Programme**  **Code** | **Programme**  **Leader** | **Action Plan**  **Review Meeting Date**  **(where applicable)** | **Mode of Review (with rationale)** | **School-based Reviewer(s) assigned to the programme** | **Reviewer**   **follow-up meeting (where applicable)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Add rows as necessary*

**APPENDIX 1 - CEP PROCESS - DATA MONITORING TIMELINE – ACTION PLAN REVIEW POINTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATA** |  | **ACTION FOR PROGRAMME LEADERS** | **ACTION FOR SCHOOL REVIEWERS** | **ACTION FOR CAQA REVIEWER** |
| **Data set 1**   * NSS /PTES * SVQ (Semester AB and B) | August |  |  |  |
| September | **By 30 September**:  Complete adding action points in response to data and update existing actions where appropriate |  |  |
| **Data set 2**   * External Examiner Reports * SVQ (Semester C) * MGPs (pre and post referral) * Non-Continuation * Withdrawal data (complete previous academic year) * Awards \* **UG only** * Graduate Outcomes | October |  | **By 15 October**:  School Review of updated Action Plan in relation to data set 1 | **By 31 October**:  CAQA Review of updated Action Plan in relation to data set 1 |
| November | **By 15 November**:  Complete adding action points in response to data and update existing actions where appropriate | **By 30 November**:  School Review of updated Action Plan in relation to data set 2 |  |
|  | December |  |  | **By 15 December**:  CAQA Review of updated Action Plan in relation to data set 2 |
|  | January |  |  |  |
|  | February |  |  |  |
| **Data set 3**   * Admissions (from Sep) * MGPs (Semester A (pre-referral only) * SVQ (Semester A) * Withdrawals (Sept - end of Feb) * Value Added \* **UG only** * Awards \* **PGT only** * Outstanding External Examiner Reports \* **PGT only** | March | **By 31 March**:  Complete adding action points in response to data and update existing actions where appropriate |  |  |
| April |  | **By 15 April**:  School Review of updated Action Plan in relation to data set 3 | **By 30 April**:  CAQA Review of updated Action in relation to data set 3 |
|  | May |  |  |  |
|  | June | **By 30 June**  Provide completion comments and mark as complete any outstanding actions where appropriate |  |  |
|  | July |  | **By 30 July**:  School reviewer signs off all completed actions in readiness for archiving on the 31st |  |