

Quality Monitoring Process

**Module Leaders'
'Survival Essentials'
workshop**

5th & 6th June 2018

Module SEDs (self-evaluation documents)

- SEDs due at end of each semester, submitted to Quality Monitoring Officer
- Refer to KPI data, key developments, student and external feedback, learning and teaching issues etc.
- Includes action plan for following year, and update on previous action plan
- Compliance reports to Partnership Planning Forum

Programme SEDs

- Programme SEDs for all degrees, HNs, PDAs, and SVQs (levels 4 & 5)
- Due end September each year, submitted to Quality Monitoring Officer
- Draw upon content of module SEDs
- Refer to KPI data, key developments, student and external feedback, learning and teaching issues
- Includes action plan for following year, and update on previous action plan
- Compliance reports to Partnership Planning Forum

Subject Network SEDs

- Due end October each year
- Draw upon content of programme SEDs
- Refer to KPI data, key developments, student and external feedback, learning & teaching issues etc.
- Includes action plan for following year, and update on previous action plan
- SEDs at all levels available on UHI_DOCS drive (Quality Monitoring Documents folder)

Key Performance Indicators

- **KPIs include:**
 - Applications
 - Enrolment and EDI (equality, diversity, and inclusion)
 - Retention outcomes
 - Attainment - awards

Key Performance Indicators

- Accessible to staff via UHI Records/Bridge Reporting
- Used in SEDs at all levels, to be commented on where appropriate and/or flagged
- KPI reports include set tolerance thresholds, to be commented on where outwith threshold

SN Dialogues and SNLQM Forum

- With Quality Monitoring Group (student, internal and external membership)
- SN Dialogues – November each year
- SNLQM Forum – January each year
- Formulates QM enhancement priorities for following year, overseen by Quality Assurance and Enhancement Committee

Annual quality monitoring: summary

Module SEDs

- ↳ Programme SEDs
 - ↳ Subject Network SEDs
 - ↳ QMG SN Dialogues
 - ↳ SNLQM Forum
 - ↳ QAEC (ongoing)

Quality monitoring process

- All submitted module SEDs and process guidance can be found on the UHI_DOCS drive:
 - UHI_DOCS > Quality Monitoring Documents > Module SEDs
 - N.B. Programme and Subject Network SEDs can also be accessed from the Quality Monitoring Documents folder
- Full regulatory guidance available in section 5, Academic Standards and Quality Regulations:
 - <http://www.uhi.ac.uk/regulations>
- Quality Monitoring Officer: Jacki Graham
 - jacki.graham@uhi.ac.uk / 01463 279288