Document

Document Name	Annual Performance Monitoring
Responsible Owner	Navitas UPE Academic Registry
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Brief Description of Policy	This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Annual Performance Monitoring.

Version Control

Date	Version	Summary of changes	Approver
January 2023	2022/01	• Initial policy version	NUKH Academic Board
August 2024	2024_01	• New template used • Head of Academic Quality title amended to Head of Education	NUKH Academic Board
June 2026	2026_01	• New Title • New Process • New Template	NUKH Academic Board

Key Related Documents

Document Name	Location
QS02_1 Annual Performance Monitoring Form	Policy HUB
QS02_2 Tracer Data Form	Policy HUB

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Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for the Annual Performance Monitoring of College* programmes, modules and overall Student Outcomes. Navitas UPE has, as part of its Corporate Code of Practice, a commitment to continuous improvement and the UPE College network has demonstrated its adherence to this commitment through the implementation of an Annual Performance Monitoring procedure in each College. Navitas UPE has a long history of and commitment to the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in the spirit of partnership and co-determination.

**Please interpret 'College' as 'Campus' where applicable*

To complete the College yearly review, **one** Annual Performance Monitoring Form should be completed by every College. This **one** document should provide an overview/review of **all** programmes, modules and overall Student Outcomes the College delivers and, if applicable, mapped to the Office for Students (OfS) B conditions or the Quality Assurance Agency (QAA) Quality Code 2024. Once complete the College Director/Principal (CDP) will sign a declaration for authenticity.

To support the completion of this activity, the CDP will be provided with the following documents and information by the **31 July** each year:

- QS02 Annual Performance Monitoring Policy
- Annual Performance Monitoring Report (APMR) and College Action Plan timelines and key dates
- Navitas Quality and Compliance Audit (NQCA) Self-Assessment Spreadsheet
- Annual College Action Plan Template (aligned to NQCA)
- QS02_1 Annual Performance Monitoring Report (APMR) Template containing:

Prepopulated data:

  - Module Survey Data
  - Annual Student Survey Data
  - Quality Assurance Protection and Oversight (QAPO) Data
  - B3 Dashboard & Pipeline tracker

The completed APMR Template and any associated-UP documentation should be submitted to Navitas UPE Academic Registry by the **31 October** each year for ratification and sign off by the Head of Education. This will be formally received as the "Initial Submission" of the AMPR.

The Final Submission of the APMR is due **12 February**.

The February Final Submission should also include Tracer Data.

Purpose

The purpose of Annual Performance Monitoring is to ensure that the academic standards and quality of the provision offered by the Colleges is maintained and enhanced.

Procedure

The procedure:

a) Provides an opportunity to review the effectiveness of a programme and its assessment practices through data analysis. The main source of this data will be the B3 Dashboard. However, where this is not complete, other sources of data can be used. The data needs to identify the extent to which learning outcomes and student satisfaction are being achieved

b) Where possible and as data becomes available, the process enables the Colleges to review the performance and practice against the Office for Students (OfS) B Conditions and the Quality Assurance Agency (QAA) Quality Code 2024

c) Provides the College with a robust quality assurance mechanism, by completing a NQCA self-assessment activity identifying good practice and opportunities for enhancement in all areas of the College operation and governance.

d) Enables Navitas UPE Academic Registry to complete a thorough analysis of the APMR and the College Action Plan. Academic Registry will then provide findings and recommendations locally and throughout the Division for outcome and experience monitoring.

e) Considers any relevant feedback from those involved with the programme including academic and student-facing staff, University Partner moderators, external examiners (where they are used as part of a particular Recognition and Articulation Agreement) and link tutors.

f) Considers feedback from students obtained through Module Surveys and supported by the Navitas UPE Annual Student Satisfaction Survey, student focus groups, committee meetings and other relevant arenas.

g) Provides an opportunity to update assessment regimes, progression criteria and content, resulting in revised Programme Specifications and DMDs (upon approval)

Where a College and University Partner are teaching under the Integrated Delivery Model, then the College should engage with the University Partner's Annual Monitoring procedure alongside student feedback to gather the required information.

In order to ensure consistency, a pre-populated template is provided for Annual Performance Monitoring Reports **QS02_1 Annual Performance Monitoring Form**.

The following is a checklist of areas that should be covered in Annual Performance Monitoring Reports:

The information required includes:

a) Analysis of Student Data and Outcomes
b) Analysis of the ten Categories within the Navitas Quality and Compliance Audit (NQCA) Self-Assessment Spreadsheet
c) People
d) Partnerships
e) Financial
f) Market Development, Strategy & Risks
g) UKVI Compliance Summary

a) Student Data and Outcome
    - Targets
    - Enrolment (numbers and country of origin)
    - Pass Rates
    - Retention Rates
    - Completion/Withdrawal Rates
    - Progression Rates
    - Continuation Rates
    - Student Characteristics (including gender, ethnicity and disability)
b) Student Experience
    - Student Satisfaction
    - Student Engagement/Participation
    - Extra-Curricular Activities
    - Diversity, Equity and Inclusion

- Employability, Enterprise and Entrepreneurship
- Student Support

c) Learning, Teaching and Assessment
    - QAA and OfS Alignment (where relevant)
    - Assessment Methods and Load
    - Curriculum Design (Pending Pathway Approval and Review)
        - DEI
        - Sustainability
        - Inclusivity and Wellbeing
        - Digital Fluency & AI
        - English Proficiency
    - Quality Assurance Protection and Oversight (QAPO)

d) People
    - Provide any highlights on team performance including achievements, training and other staff development (include Fellowship), attrition, wellbeing, health and safety
    - Include how you are acting on feedback from academic and professional services colleagues

e) Partnerships
    - Provide general comments on the health of the relationship, including strengths and development points

f) Financial
    - Provide key financial metrics (enrolments, revenue, EBITDA vs budget or PY)

g) Market Development, Strategy & Risks
    - Give detail on key initiatives, opportunities and risks (e.g., products, markets, partnership expansion etc)
    - Briefly outline the College's progression against its strategy and future planning (this may link to the above bullet point)

Tracer Data

It is expected, and in accordance with contractual obligations, that all University Partners provide Tracer Data. Tracer Data is carried out by the University Partners on College cohorts to monitor the progress of students during the University Partner stages of their degree programmes to final award. The data contributes to the consideration of the fitness for purpose and effectiveness of the College stage provision. For example, our students achieving a high percentage of good degree outcomes with our University

Partners demonstrates that our programmes have been designed, developed and delivered to meet the appropriate academic standards and teaching quality. Importantly, it also enables College student performance to be compared with Domestic and International students recruited directly by the University Partner. The completed form should be submitted to Navitas UPE Academic Registry by Friday 13th February each year for ratification and sign off by the Head of Education.

Specifically, Tracer Data should compile and compare degree classification data for the following groups of students:

- Foundation students who have progressed to the University Partner from the Navitas UPE College
- Students undertaking Year 1 at a Navitas UPE College before progressing to the University Partner (the Standard Delivery Model)
- Students undertaking Year 1 through the Integrated Delivery Model before fully progressing to the University Partner
- Students entering directly into their UG degree programme at the University Partner
- Pre-master's students who have progressed to the University Partner from the Navitas UPE College
- Students entering directly into their PG degree programme at the University Partner

In addition, Tracer Data should make distinctions between Domestic and International students, and ideally provide pass marks and progression rates, as highlighted on the Tracer Data Form.

Policy Review

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.