

Annual Course Evaluation and Curriculum Review

The process of Annual Course Evaluation is in line with the RCA process of Annual Programme Review (contained in the RCA Academic Development Handbook) and has been designed in light of the theme on [Monitoring and Evaluation](#) of the UK Quality Code for Higher Education.

All NFTS MA and Diploma courses undertake Annual Course Evaluation (ACE). ACE is intended to encourage reflection on the past year, and consider improvements, which can be made for the future.

Academic Standards Committee is responsible for the Annual Course Evaluation process, and the associated timescales.

The purposes of Annual Course Evaluation are:

- To assure the School that the quality and standards of each course remain secure;
- To consider in detail the student experience and student feedback;
- To assure the School that emerging trends in student data, at School and course level, are identified and considered in timely fashion;
- To assure the School that each course remains responsive to the external environment.

ACE requires the Head of Department annually to reflect on the following information:

- External Examiner reports
- External Assessor Course Feedback
- Module evaluation by students
- Statistical data regarding admission and progression provided by Registry
- Diversity of visiting tutors
- Feedback from tutors and/or Curriculum Coordinators
- Feedback from Advisory Panel members
- Summary findings from the annual NFTS Student Survey provided by the Director
- Progress on the previous year's action plan

The Annual Course Evaluation process is aligned to the concept of risk analysis and is focused on enhancements by addressing immediate concerns, and responding to key opportunities and threats. As such, the process is designed to be both backward looking and to provide assurance about quality and standards, but also predictive, to ensure that courses are taking appropriate and timely action to respond to developments in the discipline.

The process of Annual Course Evaluation is undertaken in a self-critical and supportive environment where the views of staff, students, externals, industry advisory board feedback can be expressed and fully considered. An intended outcome of the process is to review the levels of student achievement of all in a course, and that the quality of learning opportunities is monitored and improved. It also provides a vehicle for the School to identify and share good practice across courses.

The process will normally take place before the end of the first term of the academic year. Each course team prepare a written evaluation using a School template which is circulated to a specially convened panel composed of the School's Director, Registrar, the Quality Assurance Manager and two independent Heads of Department at least one week in advance of the meeting. Appended to the ACE blank template by the Director are the minutes of the industry advisory board, the latest student feedback and the application and entrance data. The Head of Department and the course team complete the Annual Course Evaluation template, taking account of all relevant evidence. The evaluation concludes with the Head of Department updating the previous year's action plan and proposing an action plan for the year ahead. The full evaluation with supporting document is returned to the Quality Assurance Manager who forwards it on to the panel.

The HoD attends the panel to present and discuss their ACE report. A summary report from all the individual panel meetings, along with action plans, is then drawn up by the Quality Assurance Manager and taken to ASC for discussion. This both ensures a degree of critical distance from the report, and supports the dissemination of good practice across the School.

Additionally, for the Masters award, following the conclusion of the ACE process, ASC receives an overview report which identifies issues to emerge from the annual review process. The overview report includes a Masters-wide Action Plan. This overview report is received by the JAB and is sent to the RCA Academic Standards Committee.

The actions that emerge from the Annual Course Evaluation process are added to the actions emerging from any Enhancement Strategy discussions, by ASC and QAA and PSRB actions into a synoptic annual summary action plan which is monitored by ASC.