



Grimsby
Institute

University Centre
Grimsby

Annexe FPAa: Existing Programme Evaluation (EPE) Pro forma

Existing Programme Evaluation (EPE) is **mandatory** for all existing programmes undergoing major amendment or reaching the end of the previous validation's lifespan.

The completed form must be submitted at the same time as the Programme Proposal Approval (PPA) documents (programme specification and module specifications).

This form must be:

- Completed as fully as possible, all fields are mandatory
- Completed by the Head of School/Programme Leader or equivalent
- Audited by the HE Quality department
- Signed by the Assistant Principal 14-19 and HE or nominee

The completed form must be submitted electronically to the HE Quality office.

Guidance notes to assist in completion of the application can be sought from HEQA@grimsby.ac.uk

Feedback on the form is welcomed and should be provided to Karen Field (HE Manager for Audit, Review and Enhancement, fieldk@grimsby.ac.uk).

Existing Programme Evaluation (PPAa)

THIS COMPLETED PRO FORMA AND THE SUPPORTING EVIDENCE FILE DOCUMENTS¹ **MUST** BE SUBMITTED ELECTRONICALLY TO THE HE QUALITY OFFICE AT THE SAME TIME AS THE PROGRAMME PROPOSAL APPROVAL (PPA) DOCUMENTS.

1	Consultation/Review Process
a	Please give brief details of how your programme has changed since its approval or last review, eg in response to feedback from stakeholders (students, employers, service users, PSRBs, etc) [Notes of meetings with key stakeholders must be available for review].
b	Please give details of any changes that have occurred to key external reference sources such as FHEQ, QAA Subject Benchmarks, PSRB requirements that have occurred, and how these have been taken into consideration.

2	With reference to Annual Monitoring Reports, External Examiners' Reports, NSS results and other appropriate documentation, briefly summarise areas of good practice and any issues that have emerged regarding the appropriateness of the following aspects of the programme, noting changes that have already been made and any further changes that need to be included in the action plan.
a	Aims and Learning Outcomes
b	Structure and Modules
c	Learning and Teaching Strategy
d	Assessment Strategy

3	Entry and Performance Data
	With reference to appropriate Annual Monitoring Reports, briefly discuss any issues or trends that have emerged following the review of entry (ethnicity and

¹ This evaluation document must be supported by an evidence file which as a minimum standard must contain all Annual Monitoring Reports and External Examiners' Reports since approval or last major amendment. It should also include any other supporting evidence for example minutes or notes of meetings with key stakeholders (such as students, employers, service users and/or PSRBs).

	gender), retention, progression and achievement (including classification where applicable and first destination) data, and note changes that have been made or which need to be included in the action plan.

4	Resources
	Please comment upon the following resources:
a	Programme Management
b	Staff Delivery Team
c	Physical Resources (eg learning environment)
d	Library, Electronic and IT resources

5	Action Plan																		
a	Please identify any immediate or short term actions planned for the programme.																		
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b	Please identify any longer term actions planned for the programme.																		
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