Introduction

In May 2018 Senate approved a proposal to review and revise the APE guidance and form for 2018/19 to align with the requirements of City’s KPIs, Subject- Level TEF and NSS. An APE Working Group was established in January 2019 comprising academic and professional staff representatives from Schools and Professional Services. It has, over the course of 4 workshops and in consultation with relevant stakeholders (including ADE Forum and TEF Steering Group), revised the 2018/19 APE UG & PGT paperwork as follows:

Key Changes:

Undergraduate & Postgraduate Taught APE Guidance 2018/19:

- The UG & PGT Guidance document has been revised into clear sections including an Overview section and 5 sections which mirror the sections of the UG & PGT forms 1 – 5 in order to streamline the information being requested and avoid duplication.
  - Scope & Overview
  - Timetables for UG & PGT
  - Completing the form:
    1. Programme Details & Tracking
    2. Executive Summary
    3. Areas for Improvement Action Plan
    4. Reflection on Programme Management Information
    5. Student Survey Scores & Actions

  The revised sections offer step by step guidance and templates for the completion of the UG and PGT forms. Including extensive mapping to the TEF criteria to support the completion of the UG APEs.

- Periodic Review - Within the ‘Overview’ section of the document guidance is provided for programmes who have completed their Periodic Review. It was agreed that programmes who completed a Periodic Review in the APE year under review year will not need to complete Section. Executive Summary of the form as the key details and information around good practice and areas for improvement against the KPIs should be covered within the Periodic Review Reflective Report.