



Education and Registration Standards Committee
2 October 2014
Quality Assurance – Annual Reports

Classification	Public
Purpose	For noting
Issue	Minor amendments to the guidance for Recognised Qualification (RQ) Annual Reports 2014.
Recommendation	To note the RQ Annual Report 2014 template and timeline.
Financial and resourcing implications	None
Equality and diversity implications	None
Communications implications	The template report will be uploaded to the QAA website at http://www.qaa.ac.uk/reviews-and-reports/how-we-review-higher-education/general-osteopathic-council-review
Annex	RQ Annual Report template 2014
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Background

1. The RQ Annual Report is part of the current arrangements for assuring the quality of educational provision known as 'Recognised Qualifications' which enable graduates to apply for registration with the GOSc.
2. These quality assurance (QA) arrangements are currently under review, which may result in a revised RQ monitoring mechanism. Early consultation and engagement will begin in late 2014/early 2015.
3. Minor amendments have been made to the RQ Annual Report guidance for the 2014 process. These amendments have been made in light of detailed analysis of previous years' reports. They aim to increase the clarity of the questions in the template form and the utility of the responses both for the Committee but also the osteopathic educational institutions (OEIs) themselves.
4. The RQ Annual Report form 2014 does not represent a change to the content requested from OEIs in annual reports in recent years. This is to maintain consistency until the QA review is completed and to ensure that changes to content are subject to full consultation.

Discussion

5. The minor amendments to the guidance (annexed to this report) include the following:
 - OEIs are explicitly prompted in the 2014 form to ensure that the examples of good practice they provide are different from those reported in the past, or if they are the same that the accompanying commentary is updated. This is because in some previous reports no examples of good practice were provided, or some were a repetition of examples from the past. It is hoped that taken together with findings from the RQ reviews, this will make the good practice section of the annual report analysis more useful and informative for OEIs and the GOSc.
 - OEIs are more clearly asked to ensure that any actions that are mentioned in the body of the report are also included in internal annual monitoring report action plans, or as a minimum that target date(s) are included for completion of the action. This is because in the past it was unclear when some actions were due to take place or whether they had already been undertaken.
6. The Annual Report 2014 activities and dates are summarised below:

Date/Deadline	Activity
29 September 2014	Specific RQ Annual Report sent to each OEI

Date/Deadline	Activity
	by GOsC
Late September 2014 – mid January 2015	Preparation of RQ Annual Report by each OEI
12 January 2015	Completed RQ Annual Report submission date to GOsC by each OEI (to: Kholmes@osteopathy.org.uk)
Mid January 2015 – early March 2015	Analysis of all RQ Annual Reports by GOsC (student fitness to practise data sent to Registration Team)
12 March 2015	Consideration of all OEI RQ Annual Reports and GOsC synthesis analysis report by Education and Registration Standards Committee
Late March – early April 2015	Dissemination of individual RQ analysis report by GOsC to each OEI
Late March – early April 2015	Dissemination of good practice summary report from OEI RQ Annual Reports and recent RQ reviews by GOsC to OEIs Good practice seminar for OEIs and GOsC

7. The minor amendments and timeline were discussed with the Osteopathic Education Institutions (OEIs) at the GOsC/OEI meeting on 17 September 2014. No issues were raised.

Recommendation: to note the RQ Annual Report 2014 template and timeline.

Recognised Qualification Annual Report form 2014

The purposes of annual monitoring are:

- to provide assurances to the General Osteopathic Council (GOsC), pursuant to its statutory responsibilities, about the health of osteopathic education courses with recognised qualification (RQ) status and their providers, and students' fitness to practise;
- to identify examples of good practice in osteopathic education for dissemination across the sector.

With regard to the assurances required by the GOsC, annual monitoring is designed to be proportionate in terms of the administrative burden on course providers.

It also recognises that course providers are already engaged in annual monitoring as part of their own quality assurance arrangements and responsibilities; wherever possible, this process seeks to use evidence from existing arrangements rather than ask for bespoke information.

What happens to the information you provide

The information you give in Part A will be analysed by the GOsC. If this analysis raises any questions and/or suggests any concerns about the course and/or the provider, the GOsC may follow this up directly with you. The information you give may also help the GOsC to identify and address issues of general concern to the osteopathic education sector.

Part A includes a section regarding student fitness to practise. The detailed information about findings proved against students helps the GOsC to inform decisions about good character appropriately at the point of registration. The additional anonymous information requested assists the GOsC to understand issues that may indicate the need for additional guidance. Both of these aspects are important to enable the GOsC to exercise its functions in the public interest to protect patients.

The information you give in Part B will inform a report about good practice in the sector, along with findings from recent RQ reviews. The GOsC will disseminate this to all providers in April 2015 with the aim of enhancing the provision of osteopathic education. Please note that all examples provided will be attributed to your institution.

Completing the form

Please complete the form electronically; the boxes will expand as you fill them in. Please avoid using abbreviations or acronyms which are not widely recognised, or provide a key.

Report coverage

You should complete one form providing details of all the courses you deliver which have RQ status. For your convenience we have already entered some information which you should check and amend if necessary.

If you deliver more than one course please use subheadings where necessary to identify course-specific information.

In addition to completing this form, you are also required to provide accompanying attachments; a checklist of these is provided at the end of this template.

Reporting period

The reporting period is the most **recent academic year**. However, it should be noted that where appropriate, institutions should provide the most current data available as required under the general recognised qualification conditions, i.e. in circumstances where there has been a substantial change in the provision, such as listed in Part A, question 3.

Template prompts and general guidance

In preparing your report, please follow the prompts throughout the template. For every section please:

- Provide a summary of information on the form, rather than just referring to an appendix; for example, do not only attach a new programme specification but also state on the form whether there are any changes to the programme specification.
- In areas where you identify issues or opportunities to make improvements please clearly state any actions that have been planned, or have already been undertaken, to address these. These actions should typically feature in your attached action plans, for example within your latest course annual monitoring report action plan. However if they do not (for instance if the action was planned more recently) then target dates for completion of the action(s) should be stated as a minimum..

Submission date

The form should be emailed to kholmes@osteopathy.org.uk by **Monday 12th January 2015**. If you have any queries about it, please contact Kit Holmes on the email above.

Name of institution

Awarding body (if different from above)

Course name

Part A: Monitoring the health of the provision

1. Student data

Please provide or attach the following data on student admissions, progression and achievement in the reporting period (i.e. the most recent academic year):

- The number of students who applied to the **course**.
- The number of students admitted to the **course**.
- The number of students enrolled in each year group or stage.
- The number and proportion of students in each year group or stage who progressed to the next year or stage.
- The number and proportion of students in the final year or stage who successfully achieved the award.

You may present this information in any format you choose provided it is clear and fulfils all the criteria above.

If the progression rate for any of the year groups or stages is less than 90 per cent, please explain why and describe what, if anything, you are doing to improve progression.

2. RQ specific conditions

The specific conditions attached to **this qualification** are as follows:

Please describe below any action you have taken in response to these conditions during the reporting period where applicable.

3. RQ general conditions

Please briefly summarise in the next box any changes or proposed changes in educational provision that may affect the delivery of the *Osteopathic Practice Standards*. Examples of change may include, but are not limited to:

- substantial changes in finance
- substantial changes in management
- changes to the title of the qualification
- changes to the level of the qualification
- changes to franchise agreements
- changes to validation agreements
- changes to the length of the course and the mode of its delivery
- substantial changes in clinical provision
- changes in teaching personnel
- changes in assessment
- changes in student entry requirements
- changes in student numbers (an increase or decline of 20 per cent or more in the number of students admitted to the course relative to the previous academic year should be reported)
- changes in patient numbers passing through the student clinic (an increase or decline of 20 per cent in the number of patients passing through the clinic relative to the previous academic year should be reported)
- changes in teaching accommodation
- changes in IT, library and other learning resource provision.

When outlining the changes, you should clearly state what effect (if any) the change will have on the delivery of the *Osteopathic Practice Standards*, the risks linked to the change and the actions taken to mitigate the risks.

4. External examiner report(s)

Please attach the most recent external examiner report(s) for **this course**. Please also attach your response to the report(s). If you would like to comment on the external examiner report(s), please do so below.

5. Annual monitoring report

Please attach the most recent Annual Monitoring Report you have completed for **the course**. This may have been for your own institution or your awarding body.

If you have already developed or been given a follow-up report or action plan for or by your own institution or awarding body, please do attach that. If you have not, please describe what you are doing in response to the findings on the Annual Monitoring Report in the box below.

6. Programme specification or handbook

Please attach the definitive course document (or documents). This may be known as the programme specification or course handbook and will normally include the following information:

- awarding body/institution
- teaching institution (if different)
- details of accreditation by a professional/statutory body
- name of the final award
- programme title
- UCAS code
- criteria for admission to the programme
- aims of the programme
- relevant subject benchmark statements and other external and internal reference points used to inform programme outcomes
- programme outcomes: knowledge and understanding; skills and other attributes

- teaching, learning and assessment strategies to enable outcomes to be achieved and demonstrated
- programme structures and requirements, levels, modules, credits and awards
- mode of study
- language of study
- date at which the programme specification was written or revised.

If the definitive course document(s) changed during the reporting period, please say where, how and why below. Where relevant, please reference your comments to the GOsC's *Osteopathic Practice Standards*.

7. Feedback from students

Please summarise below:

- Your arrangements for obtaining feedback from students
- The most significant issues that have arisen from student feedback in the reporting period and how you have responded to them.

8. Formal complaints

Please describe below any formal complaints you have received from staff members, students, or patients treated by those students, during the reporting period and the outcome of your investigations of these.

The description should include the grounds for the complaint (e.g. discrimination or harassment).

9. Appeals

Please describe below any appeals made by students on **the course** during the reporting period and the outcome of your investigation of these (or the outcome of the investigation carried out by the awarding body).

10. Annual accounts and insurance

Please attach a copy of the institution’s most recent audited accounts.

Please also attach copies of all relevant insurance documents. These may include, but are not limited to:

- Employers’ Liability insurance
- Public Liability insurance
- Professional Indemnity/Medical Malpractice insurance
- Trustees Indemnity insurance
- Building and Contents insurance.

11. Student Fitness to Practise

Please describe below any fitness to practise cases affecting students on **the course** during the reporting period.

- For each case where findings have been proved, please provide:
 - Name of the student
 - Date of allegation
 - Date student is due to graduate
 - Confirmation of the allegations found proved
 - The sanction imposed (and information about reviews of that sanction if appropriate)
 - Information about how the student was confirmed as meeting the *Osteopathic Practice Standards* at the point of graduation (if the student has graduated).
- For each case where findings have not been proved the following **anonymous** information should be provided:
 - The details of the allegations made
 - Confirmation that the findings were not found proved.
- Any other feedback or lessons learned.

Part B: Good practice

The purpose of this part of the report is to identify examples of good practice which may be disseminated across the sector with the aim of enhancing the provision of osteopathic education. For this purpose, good practice is defined as practice which is:

- innovative
- successful in achieving positive results
- sustainable, in that it may be repeated or made routine.

Good practice need not be unique. However, given the aim described above, you should not include examples which you know reflect standard practice elsewhere.

Please provide further information about any aspect of the management and/or delivery of the course which you regard as an example of good practice. For each example, please explain:

- why you chose to adopt it
- what it is designed to achieve
- how you designed or developed it (for example, was it transferred from another discipline? was it completely novel?)
- how you are monitoring its effectiveness or impact.

If you have any evidence to support the examples you provide, please append it to this form. It is helpful if you group any examples you provide according to the following headings:

- course aims and outcomes (including students' fitness to practise)
- curricula
- assessment
- achievement
- teaching and learning
- student progression
- learning resources
- governance and management.

If you are in any doubt as to whether something is good practice, please include it. However, please ensure that the examples you provide are different to those you

have reported in the past, or if they are the same please include an updated commentary.

Please note that by providing examples of good practice you are agreeing to share the name of your institution and the example provided with other osteopathic educational institutions. In some cases the GOsC may follow up the examples you provide to elicit more information, perhaps in order to inform a case study.

Declaration

I confirm that the information provided within, and appended to, this form is comprehensive and accurate.

Name and position

Electronic signature and date

Checklist and feedback

Thank you for completing this form. You should return it by email to Kit Holmes at kholmes@osteopathy.org.uk by **Monday 12th January 2015**. Please make you sure you have appended the following information:

- student data on admissions, progression and achievement (unless this is within the form itself)
- the most recent external examiner report and your response to it
- the most recent annual monitoring report and your response to it (or the subsequent action plan)
- the current definitive course document
- copies of relevant insurance documents
- a copy of the most recent audited accounts.

Please tell us approximately how long it has taken you to complete this form. We would also welcome any other feedback on this process.

