**Template D2**

**Course Enhancement Plan (CEP)**

|  |  |
| --- | --- |
| **Course Title:** |  |
| **Course Group:** |  |
| **Course Location** |  |
| **Department:** |  |
| **School:** |  |
| **Faculty:** |  |
| **Course Leader** |  |

**Please ensure that you are completing your CEP at the correct level. Usually, the recommended template to complete is the one at ‘Course Group’ level which takes data from all instances of a course (i.e. FT, PT, placement, Jan/Sep intake) and amalgamates it into one comprehensive CEP. However, if a course has a different occurrence because its also taught with a collaborative partner, the CEP should be completed at ‘course’ level to differentiate between KU delivery and delivery at the partner. If you are unsure about which template to use, please contact your** [**Faculty Assistant Registrar (QAE)**](https://kingstonuniversity.sharepoint.com/sites/staffspace/dep/qae/Pages/meettheAQSteam.aspx)

The online CEP form includes tooltips to explain the source of some of the data fields – please hover your mouse over the data field and a tooltip will appear. Before beginning your CEP, you are strongly encouraged to engage with the wide range of asynchronous resources that are available to support you in this process. These can be accessed from the ‘[Supporting the Kingston Continuous Enhancement Process](https://canvas.kingston.ac.uk/courses/311/pages/supporting-the-kingston-continuous-enhancement-process)’ tab on the Support for Academic Staff module on Canvas. Please contact your School Director of Learning and Teaching for support with completing the CEP.

You should refer to the [CEP and Course Group Hub](https://datainsight.kingston.ac.uk/#/workbooks/599/views) which brings together key metrics to support a holistic overview of the course performance throughout the student journey.

1. **Action Plan**

*Note: faculties have delegated authority to make changes to courses within the Undergradaute and Postgraduate Regulations through the Course and Module Modifications Panel (CMMP). For more details please see Section G of the Academic Quality and Standards Handbook*

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| **Action No** | **Description of issue** | **Action(s) to be taken** | **Evidence** | **Lead staff** | **Timeframe** | **Update on progress (and date of update)** | **CMMP approval needed (Yes/No)** | **Status of action (open/closed)** |
|  |  |  |  |  |  |  |  |  |
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1. **Course overview**

*Please Note: The table shows data for only certain categories of student outcomes, therefore the numbers across one row will not total up to 100%.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total number of students** | **Eligible to progress after 1st assessment** | **Eligible for academic progression** | **Awarded** | **Outcome Awaited** | **Withdrawn** | **Unknown** |
|  | **No.** |  | **No./%** | **No./%** | **No./%** | **No./%** | **No./%** |
| **Level 3** |  |  |  |  |  |  |  |
| **Level 4** |  |  |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |  |  |
| **Level 7** |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

|  |
| --- |
| **Please select one of the following for ‘course overview’:**  the data shows that this is anarea for improvement (include action(s) in action plan)  thedata isin line with expectations  thedata shows that this is an area of strength  Please provide a brief explanation (no more than 100 words) for why this judgement was reached: |

|  |  |
| --- | --- |
| Date ‘course overview’ section last updated: |  |

1. **Retention**

The data shows percentage of students remaining at Kingston University one year and 14 days from starting that level. Note: The data will only become available in October for courses starting in September.

|  |  |
| --- | --- |
| Level 3 |  |
| Level 4 |  |
| Level 5 |  |
| Level 6 (integrated Masters only) |  |

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| --- |
| **Please select one of the following for ‘retention’:**  the data shows that this is anarea for improvement (include action(s) in action plan)  thedata isin line with expectations  thedata shows that this is an area of strength  Please provide a brief explanation (no more than 100 words) for why this judgement was reached: |

|  |  |
| --- | --- |
| Date ‘retention’ section last updated: |  |

1. **Student Engagement**

**SEATS attendance data** (visit the [CEP and Course Group Hub](https://datainsight.kingston.ac.uk/#/workbooks/599/views) for more data)

|  |  |
| --- | --- |
| Percentage of Mandatory activity attended within course |  |

|  |
| --- |
| **Please select one of the following for ‘student engagement’:**  the data shows that this is anarea for improvement (include action(s) in action plan)  thedata isin line with expectations  thedata shows that this is an area of strength  Please provide a brief explanation (no more than 100 words) for why this judgement was reached: |

|  |  |
| --- | --- |
| Date ‘student engagement’ section last updated: |  |

1. **Award Data and Value Added**

|  |  |  |
| --- | --- | --- |
| **Qualification on Entry (entry standards)** |  |  |
|  |  |  |
| **Awards (%)** | Good degrees (1st + 2.1) | % |
|  | 1st | % |
|  | 2.1 | % |
|  | 2.2 | % |
|  | 3rd | % |
|  | Aegrotat | % |
|  | Commendation | % |
|  | Distinction | % |
|  | Merit | % |
|  | Pass (Hons) | % |
|  | Pass (Ordinary) | % |
|  | Pass | % |
|  | Not classified | % |

|  |  |
| --- | --- |
| **Value Added Black** |  |
| **Value Added Asian** |  |
| **Value Added White** |  |
| **Value Added Mature** |  |
| **Value Added Young** |  |
| **Value Added IMD Quintile 1** |  |
| **Value Added IMD Quintile 5** |  |

|  |
| --- |
| **Please select one of the following for ‘award data and Value Added’:**  the data shows that this is anarea for improvement (include action(s) in action plan)  thedata isin line with expectations  thedata shows that this is an area of strength  Please provide a brief explanation (no more than 100 words) for why this judgement was reached: |

|  |  |
| --- | --- |
| Date ‘award data and value added’ section last updated: |  |

1. **Student Voice – National Student Survey (NSS) and Module Evaluation Questionnaires (MEQs)**

**NSS**

*Note: at course level this will refer to course group level*

**More granular level data is available in the** [CEP and Course Group Hub](https://datainsight.kingston.ac.uk/#/workbooks/599/views)

|  |  |  |
| --- | --- | --- |
| **Participants** | **Respondents** | **Response rate** |
|  |  |  |

|  |  |
| --- | --- |
|  | **% satisfied** |
| Teaching on my course |  |
| Learning Opportunities |  |
| Marking and Assessment |  |
| Academic Support |  |
| Organisation & Management |  |
| Learning Resources |  |
| Student Voice |  |

**MEQ**

|  |  |
| --- | --- |
|  | **% satisfied** |
| Teaching |  |
| Assessment & Feedback |  |
| Academic Support |  |
| Learning Resources |  |
| Student Voice |  |
| Learning Opportunities |  |
| Organisation & Management |  |
| Future Skills |  |

|  |
| --- |
| **Please select one of the following for ‘student voice’:**  the data shows that this is anarea for improvement (include action(s) in action plan)  thedata isin line with expectations  thedata shows that this is an area of strength  Please provide a brief explanation (no more than 100 words) for why this judgement was reached: |

|  |  |
| --- | --- |
| Date ‘student voice’ section last updated: |  |

1. **Progression to Graduate Outcomes**

**Progression to Graduate Outcomes**

[CEP and Course Group Hub](https://datainsight.kingston.ac.uk/#/workbooks/599/views)

|  |  |
| --- | --- |
|  | % |
|  |  |

|  |
| --- |
| **Please select one of the following for ‘progression to graduate outcomes’:**  the data shows that this is anarea for improvement (include action(s) in action plan)  thedata isin line with expectations  thedata shows that this is an area of strength  Please provide a brief explanation (no more than 100 words) for why this judgement was reached: |

|  |  |
| --- | --- |
| Date ‘progression to graduate outcomes’ section last updated: |  |

1. **Stretch and Challenge**

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| How does the course content and delivery inspire students to actively engage in and commit to their learning, and stretch students to develop knowledge and skills to their fullest potential? |
|  |
|  |

1. **Good Practice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of practice** | **Timeframe** | **Evidence of value and impact (please refer to the data in your course dashboard and other impact measures, e.g., qualitative student feedback)** | **How will practice be disseminated? (e.g., Festival of Learning, Faculty away day)** |
|  |  |  |  |
|  |  |  |  |

1. **Actions arising from External Examiner reports**

Please list the actions arising from the External Examiner reports as confirmed in the response and an update on progress on those actions. The External Examiners’ Reporting System (EERS) can be accessed [here](https://extexam.kingston.ac.uk/facultySummary.aspx). If you have any queries in respect of External Examiners, please contact your Faculty Assistant Registrar (QAE).

|  |  |  |  |
| --- | --- | --- | --- |
| **EE reporting year** | **Issue raised by External Examiner** | **Action agreed in response provided** | **Update on progress (and date of update)** |
|  |  |  |  |
|  |  |  |  |