

Link Tutor Visit Report

A. INTRODUCTION

The purpose of link tutor visits to collaborative partner institutions is to build relationships with staff and students and to carry out quality monitoring activity, including gathering student feedback and providing staff development. Accordingly, link tutors are asked to:

- Conduct student feedback sessions to capture student views on their experience and the quality of the learning opportunities provided.
- Engage with students and staff to explore issues relating to attendance, engagement, and academic progression, as part of a wider view of the student experience.
- Meet with staff to identify and discuss areas of good practice, areas for improvement, and areas of risk in relation to academic delivery and the student experience.
- Where applicable, discuss and support with progress against actions within the collaborative partner's Quality Improvement Plan.

Link tutors are required to make a minimum of two visits per academic cycle for each collaborative partner delivery location and complete the relevant sections of the report after each visit. The form should be a live document completed, discussed and reported incrementally through Programme Management Board and Faculty Collaborative Provision Committee (or equivalent) throughout the academic cycle.

Areas for improvement and/or areas of risk identified by Faculty as requiring institutional-level attention should be escalated to the relevant Account Manager and Academic Quality Services in the first instance.

Where more than one programme is running at a collaborative partner delivery location, this form may be used to capture information relating to more than one programme. However, please ensure that information specific to different programmes is clearly identifiable within each section of the template (e.g. under appropriate programme headings).

The completed and approved report should be sent to the relevant Account Manager (Global Partnerships Unit / UK Validation Services) and Academic Quality Services at the end of the academic year.

B. GENERAL INFORMATION

Collaborative partner and location:	
Programme(s) titles:	
Academic year:	
Date of first visit:	
Date of second visit:	

Date(s) of any additional visits:	
--	--

C. FIRST VISIT

Student Feedback Meeting(s)

When eliciting feedback from students you may wish to use the prompts in **Collaborative Partnerships Student Feedback Visit Prompt Sheet** (available [here](#)) and the [Link Tutor Hub](#). Please report on the meeting and its outcomes below.

Update on actions following feedback from the previous student meeting
<p>What were the actions, how were they shared with the students and what progress has been made to date?</p> <p>Actions and progress updates:</p> <ul style="list-style-type: none"> • • • •
Student Feedback
<p>Please comment on the teaching on the course; learning opportunities for students; assessment and feedback; academic support; learning resources; personal development; modules; student voice; the learning community; organisation and management of the course.</p> <p>Commentary:</p> <p>Actions points:</p> <ul style="list-style-type: none"> • • • •
<p>Please comment on study motivations (the main reasons for going into higher education); course expectations (whether the course was the right course for the student, whether it fulfilled expectations, and whether it presents good value); study patterns (how many hours per weeks are spent on study in addition to timetabled sessions).</p> <p>Commentary:</p> <p>Actions points:</p> <ul style="list-style-type: none"> • • •

-

Student Records: attendance, engagement, academic progression

Overview

Please provide commentary on issues relating to attendance, engagement, and academic progression, as part of a wider view of the student experience.

Commentary:

Actions

Please detail any actions to be taken in response to identified areas for improvement and areas of risk.

Actions points:

-
-
-
-

Discussions with Staff

Areas of Good Practice

Please comment on areas of good practice identified in discussions with staff.

Commentary:

Areas for Improvement

Please comment on areas for improvement identified in discussions with staff.

Commentary:

Areas of Risk

Please comment on areas of risk identified in discussions with staff.

Commentary:

Actions

Please comment on how areas of good practice will be shared and what actions will be taken in response to identified areas for improvement and areas of risk.

Commentary:

Actions points:

-
-
-
-

Quality Improvement Plan (where relevant)

Discussions and Progress

Please comment on discussions and progress updates relevant to the collaborative partner's Quality Improvement Plan.

Commentary:

D. SECOND VISIT

Student Feedback Meeting(s)

When eliciting feedback from students you may wish to use the prompts in **Collaborative Partnerships Student Feedback Visit Prompt Sheet** (available through the [AQS web pages](#)) and the Link Tutor Hub. Please report on the meeting and its outcomes below.

Update on actions following feedback from the previous student meeting

What were the actions, how were they shared with the students and what progress has been made to date?

Actions and progress updates:

-
-
-
-

Student Feedback

Please comment on the teaching on the course; learning opportunities for students; assessment and feedback; academic support; learning resources; personal development; modules; student voice; the learning community; organisation and management of the course.

Commentary:

Actions points:

-
-
-
-

Please also comment on study motivations (the main reasons for going into higher education); course expectations (whether the course was the course the right course for the student, whether it fulfilled expectations, and whether it presents good value); study patterns (how many hours per weeks are spent on study in addition to timetabled sessions).

Commentary:**Actions points:**

-
-
-
-

Student Records : attendance, engagement, academic progression**Overview**

Please provide commentary on issues relating to attendance, engagement, and academic progression, as part of a wider view of the student experience.

Commentary:**Actions**

Please detail any actions to be taken in response to identified areas for improvement and areas of risk.

Actions points:

-
-
-
-

Discussions with Staff**Areas of Good Practice**

Please comment on areas of good practice identified in discussions with staff.

Commentary:

Areas for Improvement

Please comment on areas for improvement identified in discussions with staff.

Commentary:

Areas of Risk

Please comment on areas of risk identified in discussions with staff.

Commentary:

Actions

Please comment on how areas of good practice will be shared and what actions will be taken in response to identified areas for improvement and areas of risk.

Commentary:

Actions points:

-
-
-
-

Quality Improvement Plan (where relevant)

Discussions and Progress

Please comment on discussions and progress updates relevant to the collaborative partner's Quality Improvement Plan.

Commentary:

E. END OF YEAR SUMMARY

Towards the end of the academic year, after the last scheduled visit to the partner, provide a brief summary of the partnership for the year, drawing together any overarching themes and conclusions, and outlining areas of good practice, areas for improvement, and areas of risk that may have been identified, together with any actions agreed.

Link Tutor Summary

Commentary:

Action points:

-
-
-
-

Important note: outcomes of completed forms should be reflected in the Programme Appraisal and Enhancement (PAE) / Annual Enhancement Review (AER) forms, which are completed annually by collaborative partner institutions in consultation with the link tutor.

F. GOVERNANCE AND REPORTING

Programme Management Board	
First visit outcomes discussed:	
Second visit outcomes discussed:	
Completed report approved:	

Faculty Collaborative Provision Committee (or equivalent)	
First visit outcomes received and noted:	
Second visit outcomes received and noted:	
Completed report received and noted:	

Important note: the completed and approved Link Tutor Visit Report should be sent to the relevant Account Manager and Academic Quality Services at the end of the academic year.