

Annual Quality Monitoring (AQM) Requirements for Collaborative Provision - 2025 onwards

In the calendar below, the dates refer to programmes operating within a Sep-June academic session, regardless of how many cohorts that academic session has (e.g. Sep and March and June intakes).
It is recognised that some provision operates on a non-standard timescale and, in these cases, a separate AQM calendar will be made available.

Please consult the AQS [Guide to Managing Collaborative Provision \(Section 2\)](#), for further guidance and proformas on the annual quality requirements

KEY:	DMU AQS	DMU UKVS/GPU	COLLABORATIVE PARTNER	DMU LINK TUTOR	DMU PANEL							
QA Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PROGRAMME COMPOSITIONS (PC)						AQS sends reminder to partners to complete PC for the new academic year		Partners finalise PC with Link Tutors	LTs confirm accuracy and sign off PC; LT to upload onto partner SharePoint site. UKVS / GPU to check receipt			
										AQS to check PCs and to follow up on any outstanding documents		
NEW STAFF CVs	CVs for new teaching staff are endorsed throughout the year and recorded in the PC - Partner sends CVs to LT (faculty-owned provision only) or to UKVS (VS provision only)											
	LT seeks endorsement by PMB Chair (or equivalent) - The endorsement date is recorded on the PC											
PROGRAMME HANDBOOKS UPDATED					AQS sends reminder to partners to begin drafting handbooks for the next academic session		Partners to produce handbooks in conjunction with LTs			AQS asks LTs to confirm completion of handbooks		
								LTs review and approve handbooks before the start of teaching. Copies to be stored on partner SharePoint site	AQS to follow up on any outstanding handbooks			
PROGRAMME APPRAISAL AND ENHANCEMENT (PAE) DOCUMENT				Partners work with LTs to finalise current PAEs by the end of the academic year		AQS sends reminder to partners and LTs to prepare PAEs for the new academic year		Partners work with LTs to create new PAE. Working document is stored on partner SharePoint site.		Partners complete PAEs in time for DMU submission date in October	AQS maintains records of endorsed PAEs and follows up on any that are outstanding	
										LTs forward PAE to DMU PMB (or equivalent) for consideration. LT to save a copy on DMU AER SharePoint site		
LINK TUTOR ANNUAL REPORT				AQS sends reminder to LTs to begin preparing their annual reports			LTs complete an annual report and save to partner SharePoint site by the end of August. LTs to submit their reports to the next FCPC meeting.					
PUBLIC INFORMATION CHECKS	Evidence that public information is accurate is captured in the PAE report - Partners advise UKVS / GPU Account Managers of any changes to public information											
	UKVS / GPU Account Managers to check that public information is accurate											
EXTERNAL EXAMINER RESPONSES								AQS sends EE reports and reminder to faculties and Partner to publish and respond to EE reports	Partners publish anonymised reports			
									LTs work with Partners to prepare EE response - to be included in the PAE			
UNANNOUNCED VISITS	Unannounced visits to partners by DMU panel take place - UK partners only											