

Annual Quality Monitoring (AQM) Requirements for Collaborative Provision - 2023-24 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 [DAQ Guide to Managing Collaborative Provision \(Section 2\)](#), for further guidance and proformas on the annual quality requirements

KEY:	DMU DAQ ■	DMU EP/GPU ■	COLLABORATIVE PARTNER ■	DMU LT ■	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
PROGRAMME COMPOSITIONS (PC)										DAQ sends reminder to partners to finalise PC for the next academic year		Partners finalise PC with Link Tutors	LTs confirm accuracy and sign off PC. LT forwards final version to partner and EP/GPU Account Manager		DAQ to request confirmation of the compositions 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 EP (VS provision only)																
	LT seeks endorsement by PMB Chair (or equivalent) - The endorsement date is recorded on the PC																
PROGRAMME HANDBOOKS					DAQ sends reminder to partners to begin drafting handbooks for the next academic session						Partners to produce handbooks in conjunction with LTs			DAQ asks LTs to confirm completion of handbooks			
												LTs review and approve handbooks before the start of teaching.		DAQ to follow up on any outstanding handbooks			
PROGRAMME APPRAISAL AND ENHANCEMENT (PAE) DOCUMENT					DAQ to send email reminder to partners and LTs to prepare PAEs for the new academic year						Partners work with LTs to create new PAE		Partners submit PAEs to LT LT to store the PAE on DMU shared drive or SharePoint (as appropriate by Faculty) in time for DMU submission date in October		DAQ maintains records of endorsed PAEs and follows up on any that are outstanding		
													LTs forward PAE to DMU PMB (or equivalent) for consideration and endorsement				
LINK TUTOR ANNUAL REPORT												LTs submit a written annual report to DAQ, EP/GPU and partner by the end of August	DAQ communicates with LTs on the annual report process for the new academic year				
PUBLIC INFORMATION CHECKS	Evidence that public information is accurate is captured in the PAE report - Partners advise EP/GPU Account Managers of any changes to public information																
	EP/GPU Account Managers to check that public information is accurate																
EXTERNAL EXAMINER RESPONSES												DAQ 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			