

# Event Outcomes Tracking & Follow-up

Part 1: Outcomes tracking

Part 2: Five-week follow-up

Part 3: Six-month follow-up

Name of Partner Institution	
Date/s of event	[The original date/s of the event]
Type of event	Partner approval / Delivery approval / Validation of new programme <i>(delete as appropriate)</i>
Type of award / arrangement	[Dual award / Franchise]
Programme/s	
Faculty	

Panel Members	Role / Position

Part 1: Outcomes Tracking					
Servicing Officer to complete			GPU or UK VS / Partner / Faculty to complete	Servicing Officer to complete	
Report Ref	Condition / Required Action / Recommendation	Person(s) responsible for implementation	Progress on action taken <i>If no action has been taken, please provide the rationale for this</i>	Deadline date for completion	STATUS <i>To include commentary on follow-up work / further action required</i>
3.1	<b>Condition</b> UK VS/GPU to work with ..... to ensure that a signed collaborative contract (including appropriate schedules) is in place.	UK VS/GPU	Date:	(Add date from outcomes report)	CLOSED / PENDING Date:
			Date:	(Add date from outcomes report)	CLOSED / PENDING Date:
			Date:	(Add date from outcomes report)	CLOSED / PENDING Date:
			Date:	(Add date from outcomes report)	CLOSED / PENDING Date:

				outcomes report)	
			<b>Date:</b>	(Add date from outcomes report)	CLOSED / PENDING <b>Date:</b>
			<b>Date:</b>	(Add date from outcomes report)	CLOSED / PENDING <b>Date:</b>
			<b>Date:</b>	(Add date from outcomes report)	CLOSED / PENDING <b>Date:</b>
			<b>Date:</b>	(Add date from outcomes report)	CLOSED / PENDING <b>Date:</b>
			<b>Date:</b>	(Add date from outcomes report)	CLOSED / PENDING <b>Date:</b>

<b>Part 2: Five-week follow-up</b>		<b>Date of meeting:</b> [Add date of the meeting]
<b>Purpose</b> <ul style="list-style-type: none"> <li>To undertake a review of progress against conditions and required actions made at the original approval event.</li> <li>To provide an opportunity to expand on the responses received and explore any items that require further action.</li> </ul>		
<b>The section below should include the following:</b> <ul style="list-style-type: none"> <li>The Chair should confirm that the conditions have been closed.</li> <li>The status of other actions and where applicable, provide any additional commentary.</li> <li>Any pertinent developments since the event should be summarised to provide context for the completion of any conditions and required actions, or any other information that is useful for the purpose of the follow-up.</li> </ul>		
<i>Servicing Officer to complete</i>		
<b>Attendees:</b>		
<b>Summary of five-week follow-up meeting / general overview of discussion</b>		
<b>Approved by Chair:</b>		
<b>Date:</b>		

<b>Part 3: Six month follow-up / further actions</b>		<b>Date of meeting:</b> [Add date of the meeting]
<b>Purpose</b> <ul style="list-style-type: none"> <li>To undertake a review of progress against conditions and required actions made at the original approval event.</li> <li>To provide an opportunity to expand on the responses received and explore any items that require further discussion.</li> </ul>		
<b>The section below should include the following:</b> <ul style="list-style-type: none"> <li>Confirmation that all conditions and actions have been closed.</li> <li>The status of any recommendations and where applicable, provide any additional commentary.</li> <li>Any pertinent developments since the event or previous follow-up should be summarised to provide context for the completion of any conditions and required actions, or any other information that is useful for the purpose of the follow-up.</li> </ul>		
<i>Servicing Officer to complete</i>		
<b>Attendees:</b>		
<b>Summary of six-month review meeting / general overview of discussion</b>		
<b>Approved by Chair:</b>		
<b>Date:</b>		