GTI Periodic Programme Review Form F3/T/P/004

The periodic programme reviews are an integral part of GTI's quality assurance practice. The focus of this report is critical self-evaluation to identify opportunities for improvement.

This form is to be completed by the Head of Section or main trainer (as delegated by GM) for submission to the QAT on or before the date published in the approved programme review schedule.

To complete this form, you will need for all programmes/courses in this category:

1. Feedback from trainers about improvements required
2. Trainees' evaluations
3. Employer/industry feedback
4. Trainee results (Assessment and attendance data as applicable)
5. Any pre-and -post moderation reports.

Points to note:

Employability entry-level programmes (add other programmes/levels in subject cluster)
Dr Abdulhadi (Trainer responsible)

1 Enrolment and Retention Rate

Cohort start date	Enrolment			Number Retained			% Retained		
	Female	Male	Total	Female	Male	Total	Female	Male	Total
C&G dd/mm/22	7	6	13	7	6	13	100%	100%	100%
NOCN dd/mm/22	11	6	17	10	5	15	100%	91.0%	83.3%
NOCN dd/mm/22	18	0	18	18	0	18	100%	0%	100%

2 Trainee achievement rates

Cohort	**Start date**	**# Enrolled**			**# Passed**			**Pass Rate**		
C&G	dd/mm/22	Male	Female	Total	Male	Female	Total	Male	Female	Total
NOCN	dd/mm/22	23	13	36	21	13	34	91%	100%	94%
NOCN	dd/mm/22	10	10	20	4	4	8	80%	80%	80%

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3 Comment on Enrolment, Retention, Pass Rate and Results Data

Which programmes did well and why? Which Programmes did not do so well and why?

The overall pass rate was impacted by Trainees' low literacy levels, but a special programme to support trainees enabled them to perform better.
During the pandemic……????

4 Highlights

Provide commentary on major highlights of the programme over the review period.

5 Programme and Course Surveys:

Provide a brief narrative summary of any significant outcomes from the surveys.

6 Quality Improvement from last review

Provide feedback on actions taken regarding the recommendations made in the last review, where applicable.

7 Constraints and Risks

Briefly comment on major issues that may impact on the programme

8 Moderation

Internal: *Comment on pre and post moderation, especially on consequent actions taken.*

External: *Comment on pre and post moderation, especially on consequent actions taken.*

9 Learning Support

Comment on the use and accessibility of learning support by trainees

19 Staffing and Professional Development Activities

Comment on any changes in staffing over the review period and anticipated for the following courses; Comment on any programme specific professional development (PD) activities that were undertaken and anticipated staff development required during the next period

11 Resources

Comment on the general appropriateness of the resources and equipment, on any equipment issues specific to the programme. Note any equipment or learning resources required before the programme runs again.

12 Consultation with key stakeholders. (*Comment on the process of consultation and how feedback from it was used)*

13 **Actions**

Summary of any changes or actions taken to improve the programme during review period.

13.1 Actions taken

What has been done?	**Why was this done?**	**Date Completed *(if applicable)***

13.2 Actions Planned

Summary of any recommendations made for next time the programme runs

What is to be done?	**Person Responsible for Action**	**Due Date**	**Evidence of Completion**	**Responsibility for Checking**

14 General Comments *Make any relevant comments on the programme not covered elsewhere*