



WC05 - Annual Monitoring Form

College Policy	
Status	Draft
Document Reference No	WC05
Document Title	Annual Monitoring Form
Version	Version 1
Last Updated	11 th January 2025

Information Classification: Private
Status: Draft

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Introduction

Westerfield College is committed to providing high-quality education and ensuring continuous improvement. This policy outlines our annual monitoring process.

Purpose

The primary purpose of our annual monitoring policy is to ensure continuous improvement and accountability by regularly reviewing and evaluating the college's performance as set out in Policy WC04. To identify areas for improvement and inform strategic planning. To monitor teaching, learning, and assessment quality and track student achievement, progression, and destination. To ensure transparency and accountability in college operations and to also meet regulatory requirements and standards (e.g. Ofsted, DfE)

Annual Monitoring Template

ANNUAL MONITORING FORM				
Programme:		Level:		
Programme Leader:				
Academic Year				
Targets:	Enrolment No:	Pass Rates:	Retention Rates:	Completion/Withdrawal Rates:
Progression Rates:		Student Characteristics (including gender, ethnicity and disability):		
STUDENT EXPERIENCE AND SUPPORT				
Student Satisfaction				
Student Engagement/Participation				
Pastoral Care and Well-being				
Academic Support and Guidance				
Extra-curricular Activity				
Diversity, Equity and Inclusion				
Employability, Enterprise and Entrepreneurship				
LEARNING, TEACHING AND ASSESSMENT				
Appropriate Objective for the programme				
Teaching Method				
Delivery Style				
Academic Peer Review				
Assessment Method and Load				
Transferable Skills				
Students Expectations				
Inclusivity				
Curriculum Coverage and Relevance				
Moderation and Examination				
SWOT ANALYSIS				
Concerns and Complaints				
Academic Ability and Misconduct				
Market Trends and Themes				
Innovation Activities				
Facilities				

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Developing and Improving Programmes	
FINANCIAL MANAGEMENT	
Budget Allocation	
Expenditure	
Financial Sustainability	
LEADERSHIP AND MANAGEMENT	
Senior Management team	
Communication and Collaboration	
Self-evaluation and Improvement	
ACTION PLAN	

Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by