**Annual Review 2024/25**

**Module Review Form**

*This form should be completed for each taught module delivered in the academic year, including dissertation/ project modules and both apprenticeship and non-apprenticeship modules. Where a module is offered on both apprenticeship and non-apprenticeship programmes, only one form is required.*

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| **Module (Banner) Code** | | | |  | |
| **Module Title:** | | | |  | |
| **Name of Module Leader/Convenor:** | | | |  | |
|  | | | | **2023/24** | **2024/25** |
| **Number of non-apprentice students registered on the module:** | | | |  |  |
| **Number of apprentices registered on the module:** | | | |  |  |
| 1. **Report on action taken as a result of previous module review**   *Please list the actions, comment on action taken, evaluate its effects, and indicate if further action is required. If applicable, please list separately actions relating specifically to the apprenticeship.*  *[Overview – up to 200 words]* | | | | | |
|  | | | | | |
| 1. **Analysis of Student and Apprentice Performance on the Module[[1]](#footnote-1)** *Please comment on the performance of students and, where applicable, apprentices on the module, in comparison with previous year(s) and in comparison with the performance of other modules at the same level. (Refer to statistical data on module completion rates and the range of marks achieved, including additional data on apprenticeship modules.) Where applicable, please comment separately on apprentice performance****.***   *[Overview – up to 400 words]* | | | | | |
|  | | | | | |
| 1. **Module Evaluation and Other Feedback**   *(a) Please provide a summary of the feedback received via mid-module and end-of-module evaluation. Please list actions arising in the table in section 5.*  *(b) Please provide a brief summary of any views expressed or issues raised during the review period through other mechanisms: e.g., by students and apprentices (including feedback from students on placements, where applicable), employers of apprentices, external examiners, and other key stakeholders (including feedback from placement providers, where applicable).*  *In both cases, where applicable, please indicate where feedback relates specifically to the apprenticeship.*  *(c) If applicable, please evaluate how well the module has enabled students to obtain relevant Knowledge, Skills and Behaviours, as set out in the Apprenticeship Standard, drawing in particular upon employer feedback on apprentices’ progress and performance in the workplace.*  *[Overview – up to 300 words]* | | | | | |
|  | | | | | |
| 1. **Educational Enhancement**   *(a) Please summarise your overall reflections on the module and any planned changes or enhancements to the module[[2]](#footnote-2). Where applicable, please indicate where this relates specifically to the apprenticeship.*  *(b)**Please identify any examples of good or innovative practice which will be disseminated more widely, including by whom, when and how this will take place. Where applicable, please indicate where this relates specifically to the apprenticeship****.***  *[Overview –up to 200 words]* | | | | | |
|  | | | | | |
| 1. **Action**   *Please list actions that have been identified as a result of this annual module review, in particular as a result of module evaluation, as well as relevant ongoing actions identified during the course of the year, ensuring specific deadlines are provided.* | | | | | |
| **Proposed/Ongoing Action** | **Apprenticeship-specific action? (Y/N)** | **Deadline(s)** | **Post/Committee Responsible** | | |
| **…** |  | **…** | **…** | | |
| … |  | … | … | | |

**Name of Module Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For all undergraduate and postgraduate modules: Please submit the completed annual module review form to the relevant Programme Director/s and Head/s of Quality no later than **25 July 2025 (UG and non-dissertation PGT modules)** or **7 November 2025 (PGT dissertation modules).** However, Schools may find it useful to complete the module review forms at the end of the semester in which they are taught.

1. Module marks databases would be made available on the Annual Review Teams site once marks had been confirmed at the relevant UG and PGT exam boards. [↑](#footnote-ref-1)
2. N.B. Any module amendments must be formally approved via the module modification process (see [Programme and Module Development and Approval](https://bham.sharepoint.com/sites/asr/SitePages/Programme%20and%20Module%20Development.aspx)) If the change needs to take effect in the next academic year, please seek advice from your College Academic Policy Partner (<https://intranet.birmingham.ac.uk/as/registry/policy/contact/capps.aspx>) as soon as possible. [↑](#footnote-ref-2)