**Introduction**

All qualifications prescribed by the Board under the [Procedures for the Prescription of Qualifications](http://www.arb.org.uk/wp-content/uploads/2017/06/procedures_01_111.pdf) are subject to annual monitoring. Institutions are required to submit an annual monitoring return for each of their prescribed qualifications, by a date that was agreed by the Board when prescription was last granted or renewed.

**Your deadline**

Your 2020/2021 annual monitoring submission is due on . This document serves as both a reminder to return your annual monitoring submission on time and to provide key information to help you compile your submission, including the materials required.

**Please note:** it is a Standard Condition of prescription that annual monitoring submissions are submitted by the agreed deadline date. If you believe you will have any difficulty meeting your annual monitoring submission deadline, please contact the Qualifications Team ([qualifications@arb.org.uk](mailto:qualifications@arb.org.uk)) as soon as possible. Late or incomplete submissions affect the Board’s confidence in the institution and its qualification(s), and may impact the length of time the Board may grant/renew prescription for in future.

**Coronavirus**

You will have received information from the Board on 25 March 2020 which sets out our approach to any adjustments you have needed to make to the teaching, assessment and examination processes as a result of the Coronavirus pandemic. The Board noted that it would seek additional information about the adjustments that institutions had made to their qualifications as part of the annual monitoring process.

We have therefore included an additional section within this template that asks you for specific information about any temporary changes you have made as well as the impact that the pandemic has had on your qualifications for the 2019/20 cohorts. We are also providing guidance for the level of detail we require in this section.

**ARB governance changes**

As you may be aware from our recent consultation, the Board agreed to make some governance changes at its meeting of 19 July 2019. This has included approving a revised version of the *Procedures for the Prescription of Qualifications*, which became effective on 18 November 2019. All applications and submissions across prescription matters are now being considered under these updated provisions*.*

The revised Procedures now include an additional requirement set out in Appendix 2 as follows:

e. An updated list of all staff involved in the delivery of the prescribed qualification;

We have developed a template that can be used to provide this information, available on our website [here](http://www.arb.org.uk/information-for-schools-of-architecture/prescription-process/). The full list of material required for your annual monitoring is contained within this document.

**We request that you provide a completed copy of this form with your return, please**.

**We have prepopulated this form with the most current information we have on record for your add institution. Please review these details and inform us of any updates for our systems:**

|  |  |  |
| --- | --- | --- |
|  | **Current details held by ARB** | **Updates (if applicable)** |
| **Primary contact** |  |  |
| **Contact address** |  |  |
| **Contact email** |  |  |
| **Contact telephone number** |  |  |
| **Secondary contact** |  |  |

**Prescribed Qualifications**

| **Award Title as listed on ARB’s Schedule 1** | **Mode, e.g. full-time** | **Level, e.g. Part 1** | **Please confirm the award title exactly as it appears on the award certificate provided to students upon completion of their qualification** | **Total number of students currently undertaking the qualification** |
| --- | --- | --- | --- | --- |
| ***Add titles*** |  |  |  |  |
| ***Add titles*** |  |  |  |  |
| ***Add titles*** |  |  |  |  |

**2020 Annual Monitoring**

Details of all of the information that an institution **must** submit in respect of each prescribed qualification on an annual basis is found at 15.2 of Appendix 2 of our [Procedures](http://www.arb.org.uk/wp-content/uploads/2016/09/procedures-for-the-prescription-of-qualifications.pdf). The following checklist and questions are derived from these requirements. Consideration of your return will be expedited by confirming all details requested and providing the relevant documentation.

Your annual monitoring return includes:

**External examiners’ reports and your responses for each prescribed qualification(s);** Yes  No

|  |  |
| --- | --- |
| If No, please comment |  |

**Any reports from external bodies impacting the prescribed qualification(s) and your response(s);**  Yes  No

|  |  |
| --- | --- |
| If there have been no external reports in the last 12 months, please comment |  |

**Any relevant reports from internal review panels, including student feedback;** Yes  No

|  |  |
| --- | --- |
| If there have been no internal reviews in the last 12 months, please comment |  |

**Student progress information; specifically numbers of students in each cohort, and pass/failure rates,**

**including an explanatory commentary where necessary;** Yes  No

|  |  |
| --- | --- |
| If any of this information cannot be provided, please comment |  |

**An updated list of all staff involved in the delivery of the prescribed qualification;**  Yes  No

*Template available on our website* [*here*](http://www.arb.org.uk/information-for-schools-of-architecture/prescription-process/)

**Have there been any changes to your resources (space, facilities, IT etc) in the last year;**  Yes  No

|  |  |
| --- | --- |
| If Yes, please comment |  |

**Have there been any changes to the title and/or content of a prescribed qualification which have been made other than as a result of the Coronavirus pandemic, including the rationale for these changes (see Appendix 3);**

|  |  |
| --- | --- |
| If Yes, please comment |  |

**Coronavirus Updates**

**Taking the Board’s position of 25 March 2020 into account, please provide responses to the questions below in relation to the changes you may have made to each of your prescribed qualification(s) as a result of the Coronavirus pandemic. This includes steps to move to a blended learning approach.**

|  |  |
| --- | --- |
| Describe any changes you have made to make to the teaching, assessment and examination arrangements for each of the prescribed qualifications that your institution offers. If your quality assurance department considered and approved these changes, please provide details and dates of approval |  |
| If any changes have impacted on learning outcomes and/or assessments for each of the qualifications, please confirm how you have ensured that the ARB’s Criteria at the appropriate level have continued to be met. |  |
| Outline any current or future resource changes that have been made or are planned to be made in response to the coronavirus crisis. |  |

**Additional Information**

Please provide any other information indicating whether any condition of prescription may not have been met in some material respect. You can submit any other material you feel relevant in addition to these documents.

|  |  |
| --- | --- |
| Additional information and reason for providing: |  |

A copy of your last letter from the Prescription Committee has been provided for reference. *If additional notes were made on the Committee Letter, then state the following:* Please note the addendum on the Committee letter, as the ARB Executive assigned to your Annual Monitoring submission will be monitoring this closely. *(If not, then delete this sentence)*

If you have any other comments, please record them here;

|  |  |
| --- | --- |
| **Comments** |  |

**Signed:**

**Date:**

*(To be signed and dated by the main contact)* For any queries, please contact us at [Qualifications@arb.org.uk](mailto:Qualifications@arb.org.uk)