# Introduction

All qualifications prescribed by ARB are subject to annual monitoring. Institutions are required to submit an annual monitoring return for each of their prescribed qualifications by the date that was agreed by ARB.

In addition to providing the information required each year (as outlined in the checklist on the following pages), please refer to the decision letter issued following the institution’s last submission. If that letter identified **any areas for particular attention and review in this annual monitoring return**, please ensure those matters are addressed in this submission.

## Your deadline

Your 2024 annual monitoring submission is due before or on **DD Month 20XX**. 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.

It is a Standard Condition of prescription that annual monitoring returns are submitted by the agreed date. If you believe you will have difficulty meeting your submission deadline, please contact the Accreditation Team (Qualifications@arb.org.uk) as soon as possible. Late or incomplete submissions affect ARB’s confidence in the institution and its qualification(s), and may bring forward reviews in future.

**Implementation of the Standards for Learning Providers**

The new Standards for Learning Providers (the [Standards](https://arb.org.uk/wp-content/uploads/ARB-Standards-for-learning-providers.pdf)) apply to all institutions and qualifications from January 2024. All of the Standards must be met as part of an application for accreditation of a new qualification. In the case of institutions with prescribed qualifications, a staggered approach to demonstrating compliance with the Standards will be taken. The following is a guide – institutions may be required to submit material relating to particular Standards sooner or at other times, where necessary.

To begin the process, institutions are required to supply a small amount of additional information with this (2024) annual monitoring return (see the checklist below). Institutions will be required to provide evidence of compliance with Standard 3 (Governance and Leadership) and Standard 6 (Student Support) with annual monitoring in 2025; and evidence of compliance with Standard 4 (Human Resources) and Standard 5 (Teaching and Learning Resources) with annual monitoring in 2026.

Institutions wanting to change an existing qualification to deliver the new Competency Outcomes for Architects (the [Outcomes](https://arb.org.uk/wp-content/uploads/ARB-Competency-outcomes.pdf)) must demonstrate compliance with Standard 1 (Educational Content) and Standard 2 (Assessments) in a transition change application. Please note that in line with the new [Accreditation Rules](https://arb.org.uk/wp-content/uploads/Accreditation-rules.pdf), from January 2024 any changes to prescribed qualifications must be approved by ARB before they are implemented; and any transition change application must be approved before 31 December 2028 to avoid a gap in accreditation.

## Fire and life safety design, and environmental sustainability

On 3 August 2021, and following a consultation, the Board published [Guidance for institutions](http://www.arb.org.uk/safety-and-sustainability-guidance-for-institutions/) to support the interpretation of the existing Criteria that relate to fire and life safety design, and environmental sustainability (FLSD/ES). It is expected that this will have been implemented across all prescribed qualifications by the end of AY 2023/2024.

If the decision letter that was issued following the institution’s last submission included FLSD/ES as an area for review in this annual monitoring return, you must provide the required update or information on the implementation of the Guidance for the relevant qualification(s).

**Prescription Contacts**

We have prepopulated this form with the information we currently have on record for the institution in respect of prescription. Please review these details and inform us of any updates.

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

**Pass List Contacts**

Please provide the details of the individual responsible for uploading pass lists to the Pass List Portal, and the individual responsible for checking and approving pass lists.

|  | **Individual responsible for uploading pass lists for the institution** | **Individual responsible for checking and approving pass lists for the institution** |
| --- | --- | --- |
| **Name** |  |  |
| **Job title** |  |  |
| **Contact email**  |  |  |
| **Contact telephone number** |  |  |

See the [User Guide](https://arb.org.uk/wp-content/uploads/Pass-List-Portal-User-Guide-for-Schools.pdf) for instructions and a link to the Pass List Portal. Queries regarding pass lists and the Portal should be sent to info@arb.org.uk.

|  |  |
| --- | --- |
| Has the institution submitted all 2022/2023 pass lists for the prescribed qualification(s)? | Yes [ ]  No [ ]  If No, please explain: |

|  |  |
| --- | --- |
| **Please confirm when the institution expects to submit 2023/2024 pass lists** (by end of Month YYYY). |  |

# Prescribed Qualifications

| **Award title as stated on the award certificate** | **Duration and mode**e.g. three years, full-time; four years, part-time; four years, part-time apprenticeship | **Level**e.g. Part 1 |
| --- | --- | --- |
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# 2024 Annual Monitoring

The following checklist and questions relate to information that the institution **must** submit on an annual basis in respect of each prescribed qualification. Consideration of your return will be expedited by confirming all details requested and providing the relevant documentation.

Please also refer to the decision letter issued following the institution’s last submission. If that letter identified **any areas for particular attention and review in this annual monitoring return** (including anything required by an additional condition attached to prescription), please ensure those matters are addressed in this submission – indicate any relevant document(s) supplied and/or provide a response in the appropriate box below.

External examiners’ reports, and the institution’s response(s) for each prescribed qualification(s) Yes [ ]  No [ ]

**All external examiners have explicitly confirmed whether they were satisfied or not that all passing students/candidates had met all of ARB’s Criteria at the relevant level** (either within their annual reports, or as additional statements enclosed). Yes [ ]  No [ ]

*Broad reference(s) to the qualification delivering the Criteria (which is a separate matter) and/or general PSRB requirements having been met are not sufficient for this purpose.*

|  |  |
| --- | --- |
| Comments(e.g. explanation if ‘No’). |  |

Reports from external bodies impacting the prescribed qualification(s), and the institution’s response(s)Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If none in the last 12 months, please give details of the next expected external review(s). |  |

Reports from internal review panels (e.g. internal annual monitoring), including student feedback Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If none in the last 12 months, please give details of the next expected internal review(s). |  |

**Student numbers, and progression and EDI data, with explanatory comments where necessary** Yes [ ]  No [ ]

The introduction of the new Standards for Learning Providers (the [Standards](https://arb.org.uk/wp-content/uploads/ARB-Standards-for-learning-providers.pdf)) means some changes to the student data gathered annually. Data is only required for Parts 2 and 3 qualifications (not for Part 1). Data must be supplied in ARB’s **Student Data Template** – please complete the various worksheets/tabs in the document for Student Numbers and SSR, Progression, and EDI (guidance provided on each worksheet).

|  |  |
| --- | --- |
| If any of this information cannot be provided, please provide an explanation. |  |

An updated list of all staff involved in the delivery of the prescribed qualification(s) Yes [ ]  No [ ]

Information to be provided in ARB’s **Staff List Template**.

A list of other qualifications (non-prescribed) delivered by the school/department, and approximate total student numbers for each of those qualifications Yes [ ]  No [ ]

Required for context in relation to Standards 4 and 5.

Details of changes to any resources – staff, space, facilities, IT etc – in the last year Yes [ ]  No [ ]

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| --- | --- |
| If ‘Yes’, please comment. |  |

Details of changes to the title and/or content of a prescribed qualification that have been made since the institution’s last submission, including the rationale for these changes Yes [ ]  No [ ]

|  |  |
| --- | --- |
| If ‘Yes’, please comment. |  |

Under the new [Accreditation Rules](https://arb.org.uk/wp-content/uploads/Accreditation-rules.pdf), from January 2024 any changes to prescribed qualifications must be approved by ARB before they are implemented.

**Details of planned changes to the title and/or content of a prescribed qualification** Yes [ ]  No [ ]

This is for planned changes that are not related to the implementation of ARB’s new Competency Outcomes for Architects (for which there is a separate query below).

|  |  |
| --- | --- |
| If ‘Yes’, please comment. |  |

Other information or document(s) relating to additional condition(s) of prescription and/or areas highlighted in the last submission for particular attention and review in this annual monitoring returnYes [ ]  No [ ]

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| --- | --- |
| If ‘Yes’, please comment. |  |

Other information or document(s) indicating that any condition of prescription may not have been met in some material
respect Yes [ ]  No [ ]

Any comments/concerns about compliance with conditions of prescription identified by or reported to the institution, and action(s) being/to be taken.

|  |  |
| --- | --- |
| If ‘Yes’, please comment. |  |

## Implementation of [Guidance](http://www.arb.org.uk/safety-and-sustainability-guidance-for-institutions/) to Institutions on Fire and Life Safety Design, and Environmental Sustainability

*Where relevant – please refer to the decision letter issued following the institution’s last submission and provide any required information.*

i. The appropriate [**Part 1 mapping**](https://arb.org.uk/wp-content/uploads/Part-1-FLSD-ES-Implementation-Aug-22.xlsx) / [**Part 2 mapping**](https://arb.org.uk/wp-content/uploads/Part-2-FLSD-ES-Implementation-Aug-22.xlsx) / [**Part 3 form**](https://arb.org.uk/wp-content/uploads/Part-3-FLSD-ES-Implementation-Aug-22.docx) has been completed/updated for the relevant prescribed qualification(s)Yes [ ]  No [ ]

|  |  |
| --- | --- |
| **ii.** Please provide brief details of any changes made to module descriptors and/or programme specification(s) to implement the Guidance; and confirm whether these changes have been internally approved, and from when (Month YYYY) the changes were/will be effective.A copy of the new document(s) – with the changes highlighted – must also be submitted. |  |
| **iii.** Please provide information on how the institution is informing its external examiners about the implementation of the Guidance, to ensure that they are taking account of it when making comments in relation to ARB requirements in their annual reports. |  |

## Additional Information

|  |  |
| --- | --- |
| (If applicable) Details of any recent/forthcoming changes to internal review or QA procedures. |  |
| ARB’s new **Standards for Learning Providers** (the [Standards](https://arb.org.uk/wp-content/uploads/ARB-Standards-for-learning-providers.pdf)) and **Competency Outcomes for Architects** (the [Outcomes](https://arb.org.uk/wp-content/uploads/ARB-Competency-outcomes.pdf)) apply from January 2024.(If known) Please provide brief information about the institution’s intentions for implementation of the new [Outcomes](https://arb.org.uk/wp-content/uploads/ARB-Competency-outcomes.pdf) (e.g. changing existing qualification(s), introducing new qualification(s), possible timeline). |  |
| Any other comments.  |  |

**Signed:**

**Date:**

*(To be signed and dated by the main contact)* If you have any queries, please contact us at Qualifications@arb.org.uk.