**Introduction**

All qualifications prescribed by the Board under the Procedures for the Prescription of Qualifications (the [Procedures](http://www.arb.org.uk/procedures-prescription-qualifications)) 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 2021/2022 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 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 future periods of prescription.

**Fire and life safety design, and 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 sustainability.

From 1 September 2021, you are required to provide an update as part of annual monitoring on how the institution plans to incorporate/is incorporating the subject material set out in the guidance in the prescribed qualification(s). We have included an additional section in this form in which you can provide this information.

**Coronavirus update**

Please provide an update on any continuing and/or further changes in response to the pandemic affecting the prescribed qualification(s) in the relevant section of this form.

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

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

**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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**2021/2022 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/procedures-prescription-qualifications). 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.

Please also refer to the Board 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 – indicate any relevant document(s) supplied or provide a response in a related box below or under ‘Additional Information’ at the end of the form.

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

*If they have not commented on it in their annual reports, please also submit statements from external examiners that explicitly confirm whether they were satisfied or not that all passing students/candidates had met all of ARB’s Criteria at the relevant level.*

|  |  |
| --- | --- |
| 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 progression information, including numbers of students in each cohort and pass/failure rates, with explanatory   
commentary where necessary.** Yes  No

|  |  |
| --- | --- |
| 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.**  Yes  No

*The Staff List Template can be downloaded from the* [*prescription page*](http://www.arb.org.uk/prescription-process) *of the website.*

**Details of changes to any resources (space, facilities, IT etc) in the last year.**  Yes  No

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

**Details of 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 of the** [**Procedures**](http://www.arb.org.uk/procedures-prescription-qualifications)**).** Yes  No

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

**Other information or document(s) indicating that any condition of prescription may not have been met in come material   
respect.** Yes  No

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

**Implementation of Guidance to Institutions on Fire and Life Safety Design, and Sustainability**

Please provide information on how the institution plans to incorporate/is incorporating into the prescribed qualification(s) the [guidance](http://www.arb.org.uk/safety-and-sustainability-guidance-for-institutions/) published by the Board on 3 August 2021.

|  |  |
| --- | --- |
| **1.** Information on the incorporation of guidance on fire and life safety design into the prescribed qualification(s) (including timescales) |  |
| **2.** Information on the incorporation of guidance on sustainability into the prescribed qualification(s) (including timescales) |  |

**Coronavirus Updates**

Taking the Board’s position in March and November 2020 into account, please provide an update on any continuing and/or further changes in response to the pandemic affecting the prescribed qualification(s).

|  |  |
| --- | --- |
| **1.a.** Confirm any continuing and/or further changes made to the learning outcomes, teaching and/or assessment arrangements during 2020/21 for each prescribed qualification. |  |
| **1.b.** Regarding any changes to learning outcomes and/or assessment arrangements, please confirm how the institution ensured that ARB’s Criteria (at the relevant level) continued to be met for each prescribed qualification. |  |
| **2.a.** Confirm any continuing and/or further changes that were made to the marking, moderation, external examiner reviews, and/or Examination Board arrangements (including format and timing) during 2020/21 that affected any prescribed qualification. |  |
| **2.b.** How has the institution ensured that any such changes have not compromised the level of assurance that standards have been maintained. |  |
| **3.** Outline any continuing or further changes to resources that have been made or are planned in the institution’s continued response to the coronavirus pandemic. |  |
| **4.** Which, if any, changes made since March 2020 in response to the pandemic will be continued in 2021/22, and which will be retained permanently.  For any permanent changes, please advise when these went through the relevant (internal/institutional) scrutiny process (provide details and dates). |  |

**Additional Information**

|  |  |
| --- | --- |
| Other information or document(s) relating to additional conditions of prescription and/or areas highlighted in the last submission for particular attention and review in this annual monitoring return |  |
| (If applicable) Details of any recent/forthcoming changes to internal review or QA procedures |  |
| Any other 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)