

## Access to HE: Report by Course Representative

Item	Content
Summary of strengths and areas for improvement	Course details Start and end dates Ethnicity/gender profile
Success and Retention	<p>Success and Retention information and analysis, using MIS data, with consideration of equality, diversity and inclusion implications. This must be based on outcomes at the time of the FAB and not include any potential achievement after the FAB (i.e. by students with extensions).</p> <p>Student numbers:</p> <ul style="list-style-type: none"> <li>- Enrolments, transfers, completers.</li> <li>- Comparative success rates for course over last 3 years</li> <li>- Withdrawals with a brief summary of the reasons</li> </ul>
Actions going forward	Responses to this year's external moderation (Initial visit and Subject Moderation feedback)
The Future	Changes and developments to the course in the future
<b>After the meeting close</b>	
<p><b>Indicative progression information.</b> Course representatives may wish to highlight specific instances of progression to prestigious or highly competitive HEI courses, evaluation of progression rates over last 3 years etc.</p>	

### Course Report note:

Course Representatives may find that the information above may be easily presented to the assembled meeting within a short PowerPoint presentation.

**A PowerPoint delivery is entirely acceptable as an alternative format, as long as the required content is covered, the FAB delegates all have handout copies of the slides and that the progression information is not shown or distributed to delegates until the meeting has formally closed.**