## Report by Course Representative Template

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| **Item** | **Content** |
| Summary of strengths and areas for improvement | A summary of strengths and areas for improvement Course detailsStart and end datesEthnicity/gender profile |
| Retention, Pass and Achievement | Retention, Pass and Achievement 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).*Student numbers: * Enrolments, transfers, completers.
* Include data for the last 3 years
* Withdrawals with a brief summary of the reasons

NB: An example of how to calculate these figures:If 100 learners start the course and 90 complete it, this equals a 90% retention rate. Of those 90, if 80 pass, this equals an 89% pass rate. So, the pass rate is the percentage of those students who complete the course and pass the course. The achievement rate would then be calculated as follows: 0.9 x 0.89 = 0.8 or 80%.So – Retention x Pass = Achievement. |
| 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 |
| **After the meeting close** |
| Indicative progression information. 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. |

**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**.