**Access to HE: Report by Course Representative**

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| Item | **Content** |
| Summary of strengths and areas for improvement | Course details  Start and end dates  Ethnicity/gender profile |
| Success and Retention | 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).  Student numbers:   * Enrolments, transfers, completers. * Comparative success rates for course over last 3 years * Withdrawals with a brief summary of the reasons |
| 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.**