**CPD2**

**Template for the Annual Review of Non-Credit Bearing Courses**

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| **Section Heading** | **Information to be provided (delete guidance text before submission)** |
| List the course(s) covered by this review |  |
| Academic Year |  |
| Primary contact for the course(s) |  |
| Participant numbers and achievements | How many participants were enrolled on the course(s) and how many successfully completed the course. Was there a high level of non-completion or failure (if applicable), if so, what steps have been taken to address this? |
| Evaluation of the effectiveness of the course(s) | Provide an evaluation of the operation of the course(s)? What worked well? What has not worked well? What has the feedback from participants/stakeholders told you about the provision? What feedback has been sought from internal peers?  What changes have been made as a result of the feedback received/reflection on the course approach? |
| Worktribe Number(s) |  |
| Finance Code(s) |  |
| Any other comments | Are there any other comments that you would wish to bring to the attention of the School LTA Committee, including aspects of good or innovative practice? |
|  |  |
| Office use only: | Enter name and date |
| Received by |  |

**This information should be used by the School Learning & Teaching Committee to monitor non-credit bearing provision to ensure that the quality of provision remains sound and to ensure that the provision does not pose any risk to the University’s academic reputation. It may inform the School annual monitoring report to Quality & Standards Committee. The form should be submitted to the Clerk of School LTAC and appended to the relevant WorkTribe folder**