

Annual Subject Action Planning 2024/25

For Taught Provision in 2023/24

Guidance on completing this form is available [here](https://www.liverpool.ac.uk/aqsd/quality-and-enhancement-framework/annual-subject-action-planning/).

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| Reporting Unit |  |
| School / Institute |  |
| Lead Name |  |
| Programmes Included |  |

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| Section One - Evaluation of Impact of Actions for 2023/24 |

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| Consider last year’s Action Plan and complete Evaluation of Impact of Actions Taken (do not include consideration of actions arising from the NSS results) | | | | |
| Priority Actions | | Responsibility | Timescale for Delivery | Evaluation of Impact of Actions Taken |
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| Section Two - Action Plan for 2024-25 |

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| In evaluating your programme(s), consider all available information listed below (1-10) making reference to the relevant Tableau datasets, summary dashboard data, student evaluation data, and local data if this is applicable or available  The Office for Students (OfS) has set numerical thresholds for three data sets for student outcomes which the University is assessed against; these should be viewed as minimum thresholds to be exceeded, rather than targets. They are set out in Appendix 1 at the bottom of this template and are: continuation data which relates to progressing through the programme, completion which relates to the receipt of an award, and progression data which relates to obtaining graduate level employment. Corresponding UoL data (Tableau and/or local data) should be considered against the OfS numerical threshold. The OfS also publishes these data sets at subject levels for each University, this should be checked against the numerical thresholds for the subject(s) corresponding with the programmes covered by the reporting unit.  Where an issue is to be addressed, e.g. if there is data that is at or below the OfS numerical threshold, add the corresponding number(s) when completing the Priority Actions column.  The following cohort characteristics should be considered in your data analysis: age, sex/gender, POLAR, ethnicity, disability, and domicile, noting any gaps in experience or outcomes. Please consider the extent to which the data indicates compliance with the University’s [Diversity and Equality](https://www.liverpool.ac.uk/hr/diversityandequality/policies/) policies. | | |
| Student numbers | 1 | Intake in 23/24 and overall student numbers |
| 2 | Trends in applications and conversions |
| Student performance and outcomes | 3 | Student retention/continuation (including failure rates) |
| 4 | Student achievement (programme level averages, degree classifications) |
| 5 | Graduate destinations outcomes (drawing on external data) |
| Student experience | 6 | Student feedback from module evaluations, SSLCs. |
| 7 | Study abroad |
| 8  9 | Work related learning (including placements)  Complaints and appeals |
| External Examiner reports | 10 | Any urgent action identified by your external examiner (all other actions should be responded to directly to the external examiner) |

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| **Priority Actions** | | | |
| **Flag (what the data highlighted)** | **Planned action and measure of success** | **Responsibility** | **Timeframe** |
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| Section Three - Actions from the evidence available that need to be escalated to the Faculty or University level |

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| Please add here any actions from the evidence available that need to be escalated to the Faculty or University level for consideration or action (please do not include actions already included in the NSS action plan). | |
| Evidence and Activity | Escalation Level (Faculty/University) |
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| Section Four – Best or Innovative Practice |

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| Please highlight up to three examples of best or innovative practice in your subject. If applicable, please indicate where these demonstrate commitment to equality, diversity and inclusivity. (Please do not include anything already included in the NSS Action Plan for 2024/25.) | | |
| Brief description | Student feedback | Evidence of impact |
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| Section Five – Professional Body consideration |

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| Subject Specific PSRB/Accreditation Considerations |
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| Section Six – Diversity, Equality and Inclusivity |

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| 6a. Please indicate here if any actions listed above support compliance with and commitment to the University’s [Diversity & Equality of Opportunity Policy](https://www.liverpool.ac.uk/media/intranet/humanresources/2014/myhr/policiesandprocedures/Diversity,and,Equality,of,Opportunity,,Aug,24.docx), or confirm that no action is required.  6b. Focusing on home (UK) undergraduate students, please outline how your programmes are contributing to achieving the University’s approved [Access and Participation Plan](https://www.liverpool.ac.uk/media/The,University,of,Liverpool,APP,2025-26,Summary,10006842.pdf) targets. Please see notes below at Appendix 2 for further guidance. |
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| Section Seven – External Examiner Reports |

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| Does your External Examiner(s) confirm that standards are appropriate? If No, action needs to be identified in the action plan above. | Yes | No |
| Have responses been sent for all External Examiners’ reports? | Yes | No |

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| **Appendix 1**  **OfS Numerical Thresholds** | | | |
| **Level and mode of study** | **Continuation** | **Completion** | **Progression** |
| FT Other UG | 75% | 65% | 45% |
| FT First degree | 80% | 75% | 60% |
| FT UG with PG components | 85% | 85% | 75% |
| FT PGCE | 85% | 85% | 85% |
| FT PG taught masters | 80% | 80% | 70% |
| FT PG Other | 80% | 80% | 85% |
| FT PG research | 90% | 75% | 85% |
| PT Other UG | 55% | 55% | 65% |
| PT first degree | 55% | 40% | 70% |
| PT UG with PG components | 60% | 60% | 80% |
| PT PGCE | 75% | 75% | 85% |
| PT PG taught masters | 65% | 65% | 85% |
| PT PG Other | 65% | 60% | 85% |
| PT PG research | 70% | 60% | 85% |
| Apprenticeship UG | 70% | 55% | 75% |
| Apprenticeship PG | 80% | 80% | 80% |

**Appendix 2**

Q6b. Please outline how your programmes are contributing to achieving the University's approved Access and Participation Plan targets.

See notes below for further guidance:

An Access and Participation Plan (APP) is a document which sets out an institution’s plan on how they will seek to improve equal opportunities for underrepresented groups. It is a regulatory condition stipulated by the Office for Students (OfS) and covers the whole of the undergraduate student lifecycle (Home Domicile students only).

The University's approved plan has 6 areas of focus:

* access for students from areas of high deprivation (Index of Multiple Deprivation Quintile 1)
* access for students who are black, Asian or ethnic minorities
* continuation at the University over 1 year from areas of high deprivation (Index of Multiple Deprivation Quintile 1)
* completion of studies within 4 years for students from areas of high deprivation (Index of Multiple Deprivation Quintile 1)
* attainment for students who have a reported disability
* attainment for students who are black, Asian or ethnic minorities

The University has also committed to monitoring the success of mature students, and black students across the undergraduate lifecycle.

The APVC (Education) and Head of Education and Student Experience for your Faculty are responsible for circulating the APP data to the reporting units.

If you have any queries about completing the APP question, please contact the operational lead for the plan: [john.corish@liverpool.ac.uk](mailto:john.corish@liverpool.ac.uk).