**Accredited Provision/Programme(s) Report prior to review/reaccreditation**

**NOTE for programme leaders on completing report.**

This report provides a mechanism for reviewing your SEDA award(s) and institutional context (if appropriate) and hence supports programme leaders to prepare for programme review/reaccreditation. It provides an opportunity to reflect on how the provision/programme(s) is/are progressing, identify good practice to share, and consider ways in which the SEDA values have informed practice.

The report should be both forward looking and, by reviewing past progress with awards, identify issues to be discussed/explored at the review; furthermore this report can be used to explore what will be needed for the review and identify details of any programmes that will be dropped.

Please complete one form per programme. The completed form should be submitted to the [Award Leaders](http://www.seda.ac.uk/named-awards) for review, before being passed on to SEDA.

**In drafting this report you might draw on your institution’s / provider’s equivalent Annual Monitoring Report(s) to inform reflections and aspects in this template.**

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| **Name of Institution / provider:** |  | | | |
| **SEDA-PDF Award(s):** | **Name(s) of Provision/Programme(s):** | **Programme leader:** | | |
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| **Report author:** |  | | |
| **Period covered by the report:** |  | | |
| **Proposed review date: (Note: there is a mentoring period to be factored in prior to the review date.)** |  | | |
| **Are you happy for your comments to be used in event publicity?** | Yes / No | | |
| **A. Brief introductory statement for each programme under review**  Please provide an introductory overview statement on the performance of the provision/programme(s) during the period of this report. This can include the number of learners you have registered, the number who have completed during this period and the learner profile.  (300 words maximum) | | |
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| **B. Summary of feedback, good practice and issues for celebration and sharing in relation to the provision/programme(s)**  Examples may be drawn from a variety of sources such as External Examiner’s feedback, internal reports, learners and other key stakeholders.  (300 words maximum) |
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| **C. Summary of changes planned or introduced with respect to relevant provision/programme(s)**  In reflecting on programme(s) for the forthcoming review, please use this to provide a short rationale for changes and decision-making leading to any interim adjustments (e.g.in delivery).  (300 words maximum) |
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| **D. SEDA values**  Please include a reflection on how the SEDA values have informed the provision/programme(s) (see <http://www.seda.ac.uk/further-guidance-seda-values>) and had an impact on programme(s), participants and/or institution, where relevant.  (300 words maximum) |
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| **E. Any other comments**  This may include, for example, challenges and issues faced and how these have been addressed. This may provide further guidance to shape the direction of the review and opportunities for exploration of issues with reviewers.  (300 words maximum) |
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| **F. Future developments/Further programme(s)**  Please note here any further programmes you may be interested in accrediting in the future or at the review. Again this will guide reviewers in supporting you at review. A full list is available at <http://www.seda.ac.uk/named-awards> |
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| **Signature of Programme Leader or Equivalent:**    **Date:** |

**Data-protection**

We ensure that we comply with all applicable data protection laws when handling personal information. Personal data will be processed in accordance with the General Data Protection Regulation 2016/679 of the European Union and the Data Protection Act 2018. For more information about this, your rights, and our approach to Data Protection and Privacy, please see our Privacy Notice: <https://www.seda.ac.uk/resources/files/SEDA%20Privacy%20Notice%201.0.pdf>.