

Cohort & Internal Data Monitoring Processes

1. Cohort Monitoring for Graduate Data

This process ensures that data collection and tracking activities are systematically monitored, analysed and reported to the Francis James Academic Quality and Standards Committee, and reported as required for regulatory and validation purposes.

1a. Data Collection & Tracking

Data that may be collected includes:

- **Learner Cohort Identification**
 - Define cohorts based on academic year, discipline, demographics and entry qualifications.
- **Graduate Outcome Data Collection**
 - Use internal records (completion rates, degree classifications).
 - Track employment, further study, and professional qualifications.
- **Additional Metrics**
 - Salary levels, industry relevance, and regional impact.
 - Destinations of graduates by protected characteristics to ensure equality compliance.

1b. Internal Data Processing & Validation

This process ensures that internal data is systematically monitored, analysed, and reported to the Academic Quality & Standards Committee, prepared by the Francis James operations team and reviewed by the Quality Committee prior to submission to the Academic Quality & Standards Committee for strategic decision-making.

- **Data Cleaning & Integration**
 - Merge learner records with national and institutional datasets.
 - Validate for accuracy and completeness.
- **Trend Analysis & Benchmarking**
 - Compare outcomes against previous cohorts, sector benchmarks and institutional targets.
- **Identifying At-Risk Groups**
 - Assess performance gaps among different learner demographics (e.g., ethnicity, disability, socioeconomic background).
- **Quality Assurance & Internal Review**
 - Lead IQA (Internal Quality Assurance) reviews dataset for compliance.
 - Cross-validation with academic departments.

1c. Reporting & Consideration by the Academic Quality & Standards Committee

This process ensures that the overall graduate outcomes are systematically monitored, analysed, and reported to the Academic Quality & Standards Committee. They will be prepared by the Francis James

operations team, then reviewed by the Quality Committee prior to submission to the Academic Quality & Standards Committee for strategic decision-making. They will also be reported to Richmond American University London as part of the ongoing requirements of validation.

- **Preparation of Graduate Outcomes Report**
 - Breakdown of employment and further study trends.
 - Success rate comparisons across different learner demographics.
 - Key recommendations for curriculum or learner support interventions.
- **Presentation to the Academic Quality & Standards Committee**
 - Data-driven insights shared for strategic decision-making.
 - Board discussion on curriculum enhancement, employability initiatives, and learner support services.
- **Decision-Making & Action Planning**
 - Approval of interventions (e.g., curriculum updates, career support enhancements).
 - Adjustments to learning strategies based on outcome trends.

2. Cohort Monitoring & Internal Data Process for Learner Engagement & Experience Data

2a. Data Collection & Tracking

This process ensures that the learner engagement data collection and experience tracking data are systematically monitored, analysed, and reported to the Academic Quality & Standards Committee, prepared by the Francis James operations team and reviewed by the Learner Experience & Welfare Committee prior to submission to the Academic Quality & Standards Committee) for strategic decision-making.

Learner Surveys & Feedback Mechanisms

- Internal learner satisfaction surveys
 - Conducted termly and/or at end of courses to assess engagement with teaching and support services.
- Forums and meetings with learners and/or learner representatives
 - Use of learner representatives and committees, as well as ad hoc meetings to gather learner views on a regular basis.

Virtual Learning Environment (VLE) & Digital Engagement Analytics

- Tracking learner interaction with online materials (e.g., Moodle).
- Monitoring participation in discussion forums, assignment submissions, and resource downloads.

Attendance & Participation Tracking

- Lecture & Seminar Attendance Monitoring (via QR codes, or digital check-ins).
- Workshop & Tutorial Engagement Levels (tracking active participation in small-group learning).

Learner Support & Wellbeing Engagement

- Study Support Engagement (e.g., peer mentoring, academic skills workshops).

2b. Internal Data Processing & Validation

This process ensures that the learner internal data is systematically monitored, analysed, and reported to the Academic Quality & Standards Committee, prepared by the Francis James operations team and reviewed by the Learner Experience & Welfare Committee prior to submission to the Academic Quality & Standards Committee for strategic decision-making.

Data Integration & Cleaning

- Merging data from different engagement sources (VLE, attendance, surveys, support services).
- Ensuring anonymised data integrity and compliance with GDPR & OfS requirements.

Benchmarking & Comparative Analysis

- Comparing engagement levels between different cohorts, demographics, and previous years.
- Identifying disparities based on widening participation indicators (e.g., socioeconomic background, ethnicity).

Predictive Analytics & Early Warning Indicators

- Using AI & machine learning models to predict engagement trends and identify at-risk learners.
- Flagging patterns of disengagement (e.g., repeated absences, low VLE interaction).

2c. Reporting & Consideration by the Academic Quality & Standards Committee

This process ensures that the learner engagement information is systematically monitored, analysed, and reported to the Academic Quality & Standards Committee, prepared by the Francis James operations team and reviewed by the Learner Experience & Welfare Committee prior to submission to the Academic Quality & Standards Committee for strategic decision-making.

Learner Engagement & Experience Data Report Preparation

- Analytical breakdown of engagement trends & learner feedback insights.
- Identification of high-risk disengaged learners & underperforming modules.
- Recommendations for academic & pastoral intervention strategies.

Academic Quality & Standards Committee Review & Decision-Making

- Board discussions on curriculum improvement & learner support strategy adjustments.
- Approval of action plans for engagement enhancement.

Implementation of Improvements & Continuous Monitoring

- Rolling out interventions (e.g., attendance incentives, enhanced academic support, digital engagement enhancements).
- Termly monitoring of improvements and feedback cycles to measure impact.

3. Data Protection

Francis James acts as the data controller, as defined by the UK General Data Protection Regulation, for any personal data provided to it as a provider of higher education.

The data that is captured and analysed for cohort monitoring is kept securely and shared internally only for the purposes set out above. Personal data is only shared with Richmond American University London for the purposes of decision-making in relation to learner registration, progression and awards.

4. Review & Amendments

This document is subject to annual review to ensure relevance and compliance with evolving academic and regulatory requirements.

Written By	Revision Date	Revision Number	Approved By	Review Date
Karen Tucker	26/02/2025	1	 S Graham	26/02/2026
Helen Barratt	26/09/2025	2	 S Graham	26/09/2026