**Quality Improvement Plan**

Progress Report (Year [1/3])



**[Insert Name of School/Faculty/Office/Centre here]**

**[Insert date here]**

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# Introduction

The document provides a [1/3] year progress report in relation to the externally led quality review of [INSERT UNIT].

The following table summarises the dates of the development of the area’s Self-Assessment Report, the Peer Review Group (PRG) visit, and the development of the area’s Quality Improvement Plan (QuIP)

|  |  |
| --- | --- |
| **Report** | **Date** |
| Self-Assessment Complete |  |
| Peer Review Group Visit |  |
| Submission of QuIP |  |
| Submission of 1 Year Progress Report (if relevant) |  |

# Summary of Approach Taken to QuIP Implementation

*The summary (1/2 paragraph recommended) may contain:*

*Outline the approach taken to the implementation of projects as a result of recommendations in the Peer Review Group (PRG) Report, and the agreed Quality Improvement Plan.*

*Summarise if there are challenges in implementation of some of the recommendations*

*Summarise how/ if QuIP implementation has informed Area’s strategy or strategic priorities, or other quality reviews within the Area*

*Comment on the allocation of Prioritised Funding under the QuIP, and its use within the Area.*

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# Recommendations for Improvement for [SCHOOL/FACULTY/OFFICE/CENTRE]

*Notes on completion:*

*The School/Faculty/Office/Centre should address ALL the peer group recommendations in the PRG Report as well as the planned actions in the QuIP.* ***The School/Faculty/Office/Centre and the University are required, under the Universities Act (1997), to implement the recommendations of the Report****.*

*The actions undertaken by the School/Faculty/Office/Centre and the University should be outlined using the table below.*

*If there are non-completed actions arising from the QuIP, reasons for non-completion should be provided. The table should therefore contain information on:*

* *Actions that have already been implemented.* ***(Status= Complete)***
* *Actions that are being implemented (with an indication of reasons for not fully implementing the action, and expected time of completion).* ***(Status- In Progress)***
* *Actions that have not been initiated (and reasons for not initiating the action).* ***(Status- To be Initiated)***
* *Actions that will not be implemented as they can be demonstrated to be unreasonable or impractical* ***(Not Implemented)***

|  | **Addressee** | **Priority** | **Status** | **PRG Recommendation** | **Key Actions Relating to QuIP from Area/ University** | **Progress to Date** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |

# Prioritised Spending Requirements- Confirmation of Implementation of Projects

| **Prioritised Spending Project** | **Amount Received** | **Details on How Funds were allocated** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Challenges to Implementation

*Notes on completion:*

*Use this section to summarise any areas of the QuIP where there are particular where there may be challenges to implementation, the reasons for these challenges.*

# Next Steps

*Notes on completion:*

* *Summarise plan of any future activity on the PRG recommendations, and associated timeline.*
* *Note any other current or planned quality enhancement activities within the Unit*