

ANNUAL SELF-EVALUATION

Section A: Formation and governance

To be completed by the Formational Centre

Formation

1. Formational centre:	Click here and type
2. Formational pathway(s) reviewed:	For example, f/t residential ordination, f/t context, p/t Reader training etc. Click here and type

3. Please summarise progress with actions listed in the previous year's annual self-evaluation report in relation to taught programmes. (Add further rows if needed)		
Last year's action point	Actions undertaken	Further action required?
Click here and type	Click here and type	Click and type
Click here and type	Click here and type	Click and type
Click here and type	Click here and type	Click and type

Looking back at the year under review:

4. Are there any aspects in the area of the formational aims of the centre which call for reconsideration? What actions have been taken or are planned?
Planned actions could be in the light of external changes (eg review of sponsoring churches' formation criteria, student feedback or your own reflections). A short account of how any review was conducted, the matters considered and the outcomes, is all that is asked for here. See QAE handbook Section 3 for guidance.

5. Formation, community, ministerial development
a. Are there any aspects of your community and corporate life that call for reconsideration? What actions have been taken or are planned?
Issues could include matters of equality, diversity and inclusion. Evidence might include feedback from staff, students, pastoral group facilitators, TEI chaplain, staff review of case-specific issues arising during the year, module feedback, portfolios and tutorial interviews. See Section 3 of the QAE handbook for guidance.

b. Are there any aspects in the area of the development of students' ministerial skills and dispositions that call for consideration? What actions have been taken or are planned?
Evidence might include training in-house and in context; students' views; feedback to students by peers, tutors, mentors, receiving incumbents/ministers-in-charge; issues arising from pre-licensing interviews; and actions agreed by staff meetings.

c. Are there any aspects in the area of the development of students' spiritual direction and prayer life which call for reconsideration? What actions have been taken or are planned?
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Have your institution's policy and practice in the safeguarding of children and vulnerable adults been reviewed in the year against the nationally provided model, and what actions have resulted?

This question is now a formal annual requirement. Please comment on advice from and liaison with relevant practitioners during the year, support from national church or diocesan safeguarding officer or ecumenical equivalent, and on DBS handling for relevant staff. See Section 3 of the QAE handbook for further guidance.

10. Recruitment

Are there any aspects in the areas of recruitment over the past year which require reconsideration? What actions have been taken or are planned?

Areas to cover could include:

- opportunities/events undertaken to recruit people to your institution or programme and their effectiveness.
- meeting your admissions targets for undergraduate and postgraduate students? Are there particular programmes or pathways that are not recruiting the number of students anticipated, or the specific groups of students (e.g. independent, Ordinand, reader etc) and if so what action will be taken to address this?
- the ratio of applications to entrants. If applications are falling, could the programme(s) be made more attractive to potential students, or publicised more effectively?
- the range of applications and entrants in relation to key characteristics such as: age (e.g. students under 30, 30-50, 50+); gender; students declaring a disability; student declaring an ethnic minority background.

11. Business planning and management

a. How have income and fundraising needs been assessed in the last year against expected expenditure, and what are the current actions and priorities?

Please outline regular cost monitoring, plus exceptional items such as fundraising, and the skills and resourcing available or needed for this work.

b. How has accommodation been reviewed in the last year, including regular maintenance, future needs/opportunities for upgrade, and disability access issues? What actions have resulted or are planned?

Please comment in the light of expected or possible student numbers and wider business opportunities eg for commercial lettings/events outside term time.

c. Describe the actions planned as a result of the most recent risk management review, and actions completed or ongoing from earlier reviews.

Relevant risks might be financial, physical or reputational. Evidence could include the risk register and minutes of staff and governing bodies' discussions.

d. What actions are planned following any review of operating procedures in the year?

Examples might be in the areas of accounting, banking, tax, payroll, or health and safety on site.

12. How was good practice in governance identified and disseminated within the institution?