

Monitoring Rubric 20210301		Process	Outcomes	
	Scheduling of Monitoring visit	Preparation for Monitoring visit	Outcome of Monitors Visit	Management of follow up actions
For Dropdown				
Excellent	The monitoring visit for the year is scheduled by 30 November of the previous year AND The monitor is identified and contracted for the upcoming visit by 30 November of the previous year AND A date (estimated okay) for the visit has been set confirmed within the first semester (unless otherwise approved)	All of following is completed more than six weeks out from the scheduled visit: - Agenda finalised and sent to Monitor - Required documents deployed to monitor - Logistical arrangement for monitor completed (travel, accommodation, meals, etc) - Stakeholder invitations and appointments completed (incl. ELT, Students, Industry, etc.) sent.	The Factual Accuracy of the report is confirmed to the monitor within 10 working days AND The report is a mix of commendations and achievable recommendations with no requirements (including in-text) AND The report identifies very few gaps and weaknesses OR The report indicates significant improvement since the last visit.	All of the following: - An action plan is drafted upon receipt of the draft report - The action plan is well prepared and addresses all of the issues raised in the Monitoring report. - The actions demonstrate self-assessment capability and are SMART. - Progress against actions are is regularly assessed, including the effectiveness of the actions themselves
Good	The monitoring visit for the year is scheduled after 30 November and before 30 January of the monitoring year AND The monitor is identified and contracted for the upcoming after 30 November and before 30 January of the monitoring year AND A date (estimated okay) for the visit has been set confirmed within the first semester (unless otherwise approved)	All of following is completed less than six weeks but more than four weeks out from the scheduled visit: - Agenda finalised and sent to Monitor - Required documents deployed to monitor - Logistical arrangement for monitor completed (travel, accommodation, meals, etc) - Stakeholder invitations and appointments completed (incl. ELT, Students, Industry, etc.) sent.	The Factual Accuracy of the report is confirmed to the monitor within 10 working days AND The report is a mix of commendations and achievable recommendations with no requirements (including in-text) Recommendations are not significant AND The report identifies few gaps or weaknesses OR The report indicates improvement since the last visit.	Most of the following: - An action plan is drafted upon receipt of the draft report - The action plan is well prepared and addresses all of the issues raised in the Monitoring report. - The actions demonstrate self-assessment capability and are SMART. - Progress against actions are is regularly assessed, including the effectiveness of the actions themselves
Marginal	The monitoring visit for the year is scheduled after 30 January and before end of February of the monitoring year OR The monitor is identified and contracted after 30 January and before end of February of the monitoring year OR A date (estimated okay) for the visit has been set confirmed within the first semester (unless otherwise approved) HOS Advised	All of following is completed less than four weeks but more than three weeks out from the scheduled visit: - Agenda finalised and sent to Monitor - Required documents deployed to monitor - Logistical arrangement for monitor completed (travel, accommodation, meals, etc) - Stakeholder invitations and appointments completed (incl. ELT, Students, Industry, etc.) sent. HOS Advised	The Factual Accuracy of the report is not confirmed to the monitor within 20 working days AND The report has recommendations, some of which may be significant. (including in-text) There are no requirements (including in-text) Recommendations are not significant OR The report identifies some gaps and weaknesses OR The report may indicate some improvement since the last visit. HOS Advised	Most of the following: - The action plan is marginal in its ability to addresses the issues raised in the Monitors report. - The actions demonstrate minimal self-assessment capability and are not SMART. - There are gaps in the allocation to responsibility and the setting of timeframes. - The actions are inconsistently assessed for their effectiveness. HOS Advised
Poor	The monitoring visit has not been scheduled by the beginning of March of the monitoring year OR The monitor has not been contracted to undertake the monitoring visit by the beginning of March OR A date for the visit has not yet been confirmed within the first semester (unless otherwise approved) HOS Advised	All of following is completed less than three weeks out from the scheduled visit: - Agenda finalised and sent to Monitor - Required documents deployed to monitor - Logistical arrangement for monitor completed (travel, accommodation, meals, etc) - Stakeholder invitations and appointments completed (incl. ELT, Students, Industry, etc.) sent. HOS Advised	The Factual Accuracy of the report is not confirmed to the monitor within 30 working days OR The report has a number of recommendations, many of which are significant. (including in-text) There are one or more requirements (including in-text) OR The report identifies significant gaps and weaknesses which have not been effectively managed OR The report may indicate little to no improvement since the last visit. HOS Advised	Any of the following: The Action plan is: - Not sufficient to address the issues raised in the Monitoring Visit; or - Sufficient but not followed through in a timely manner; or - Not developed to the standard required. The actions do not demonstrate self-assessment capability and are not SMART. Individuals have not been allocated responsibility and timeframes not set. The actions are not regularly assessed for their effectiveness. HOS Advised
Pending	Arrangements for the next years' monitoring visit are not yet due	Arrangements for visit are pending as visit date is more than 6 weeks away from reporting cycle	Visit has not yet taken place	Visit has occurred but no report received as yet
Pre introduction of rating system				