**Appendix 1**

**Placement Staff Annual Report Template**

1. Keep it concise and written as a report with headings and sub-headings.
2. Separate reports from PCs and PDAs are recommended rather than combined so no additional responsibility on staff concerned to co-ordinate before submission.
3. Format to cover specific statistical information that can be used as a baseline comparison each year

**Suggested Report Format(s)**

**PDA Faculty Placement Annual Report**

1. Introduction
   1. Executive summary template/bullets to be agreed/devised to guide authors e.g. Main headlines, total number of students on sandwich placement from 1st Sept-31st August annually, total number of students who did a placement abroad and where, overall % of students doing sandwich placements
2. List of Academic courses/areas of responsibility by PDA
3. ACTUALS - Student Numbers supported each month/ previous years numbers/predictions in graph/table format
4. Clusters/geographical locations of students (e.g. Heat Map) and trends
   1. PDA Support including FTE, Changes in staff etc.
   2. Number of visits, reviews,
   3. Topics covered in first and second review\*
   4. Additional Activities (directly linked to role) supported by PDAs
   5. Additional activities taken on by PDAs not directly linked to role
   6. Total Costs of visits and average cost per Student
5. SWOT Analysis / Overall Trends and Challenges /Specific Course issues / Framework Feedback

Suggested coverage:

* 1. Students (Top 5 examples)
  2. Employers (Top 5 quotes)
  3. BU issues
  4. Process / Programme recommendations

1. Number of Unpaid Placements and duration
2. Placement Prize(s) - number of nominations received. Shortlisted nomination
3. Global Talent Agenda - Student mobility
   1. Work Abroad – divide by EU and Continent
4. AOB as specifically requested by Faculty

**Placement Co-ordinator Faculty Annual Report**

List of academic courses/areas of responsibility by PC FTE/number of PDAs supporting

* 1. One to one appointments
  2. Number of placement talks, by whom, contingency arrangements for non-attenders
  3. Total number of students doing SHORT placements, total number of SHORT placements abroad, % of students on short placement compared to total number of students offered
  4. AOB