Guidance

- Your report should be 1000 words or fewer. You should write in all three sections, but it is up to you to decide how much weight to give each section.
- Your report should be submitted one week before the date of each Scrutiny Panel. Completed reports should be emailed to **r.nadeem@guild.bham.ac.uk or l.gill@guild.bham.ac.uk**
- You will have two minutes at the beginning of each Scrutiny Panel meeting to supplement your report with a verbal update.

Officer:	Rebecca Cutler - Postgraduate Officer
Date of panel:	04/11/2020

Written Statement action plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The "context" section of the document can remain the same for each panel.

Written Statement Item #1	
Standardise inductions for postgraduates	
Context:	Postgraduates at the University of Birmingham are a very diverse community, with many international, mature, part-time and distance learning students, as well as many with caring, work and/ or other responsibilities. A standardised induction means all postgraduates can get off to a well-informed and successful start to their time as a postgrad at Birmingham, regardless of their personal contexts.
Progress:	Attended inductions for PGRs and PGTs in several Schools/ Colleges and hosted several PG Welcome events. I have reflected on my experiences of participating in these and what questions students asked at the start of their study. From here, I have had conversations with postgraduate-focussed student experience staff, and with the PGT and PGR Directors, to discuss how we can implement a standardised induction for postgrads.

Written Statement Item #2
Postgraduate specific Speak Week

Context:	**Only 12% of responses in Autumn 2019 Speak Week were from postgrads, meaning that the Guild doesn't have up to date substantial information on what postgrads want or need**
Progress:	**Examined data from Postgraduate Taught Experience Survey, PGT pre-arrival focus groups, and considered experiences and feedback from students and university staff. Worked with Student Voice and Comms teams to discuss themes, questions, format and incentives for the survey. Decided on five themes: Motivation, Transition, Situation, Representation, Communication**

Written Statement Item #3
Insert information on written statement point here

Context:	Short blurb about why point is on written statement
Progress:	Short update on progress since last Panel meeting

Role and responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Meeting / project	Outcome for students
Meeting / project name	Short update on progress since last Scrutiny Panel

Ideas and policy

This section is for you to report on progress made to ideas and Guild policy that you have been mandated to work on. You only need to update your actions taken. You can also add ideas or policy as they are passed through the year.

Idea / policy	Action taken since last Panel
Idea / policy title	Short update on progress since last Scrutiny Panel

Other student issues, meetings or projects to note:

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