Graduate Outcome Survey Policy

Policy Title: Graduate Outcome Survey Policy
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Department / Function: Academic Quality and Standards
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Oversight committee: Academic Board
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Regularity alignment with Office for Student (OfS) conditions

Regulatory Alignment with Office for Students (OfS) Conditions

This Graduate Outcomes Survey Policy forms part of the London Academy for Applied Technology's (LAAT) academic quality assurance and student outcomes monitoring framework. It establishes the processes through which LAAT collects, analyses, and uses graduate outcome data to monitor student progression into employment, professional roles, or further study, and to inform institutional enhancement of teaching, learning, and employability support.

The Policy aligns with **OfS Condition B3 (Student Outcomes)** by supporting the systematic monitoring of graduate progression, completion, and employment outcomes. Through the collection and analysis of graduate outcomes data, LAAT is able to evaluate the effectiveness of its programmes, identify trends in graduate employment or further study, and implement targeted improvements to enhance student success and labour market readiness.

The Policy also supports compliance with **OfS Condition E2 (Management and Governance)** by ensuring that reliable graduate outcome data is collected, managed, and reported through established institutional processes. Findings from the Graduate Outcomes Survey inform quality monitoring, institutional planning, and governance oversight through Academic Board and senior management structures. In addition, the Policy aligns with **OfS Condition C1 (Consumer Protection Law)** by ensuring transparency in the information provided to prospective and current students regarding graduate outcomes and employability performance.

This Policy is implemented in accordance with sector guidance and institutional data governance arrangements to ensure that graduate outcome information is collected responsibly, analysed effectively, and used to support continuous improvement in student outcomes and employability.

Term of Reference

1. Purpose

This policy sets out London Academy for Applied Technology's (LAAT) approach to the collection, management, and use of Graduate Outcome Survey data. The Graduate Outcome Survey captures information about students' progression into employment or further study following completion of their programme. The policy ensures that LAAT meets regulatory reporting requirements, supports quality assurance and enhancement, and strengthens career and employability provision in alignment with validating partner expectations and sector best practice.

2. Scope

2.1 Applicability

This policy applies to all students completing higher education programmes delivered by LAAT under franchised or validated arrangements. It covers all graduates eligible for participation in national or institutional graduate outcomes data collection exercises, regardless of mode of study or programme level.

2.2 Exclusions and Precedence

This policy does not replace, or override data collection requirements set by external agencies responsible for national graduate outcomes reporting. Where any inconsistency arises between this policy and the requirements of LAAT's validating partner, external data collection agencies, or regulatory bodies, the external or partner requirements will take precedence, and this policy will be interpreted accordingly.

3. Definitions

Graduate Outcome Survey: A structured survey collecting information on graduate destinations, employment status, further study, and career progression after course completion.

Graduate: A student who has successfully completed and been awarded a LAAT-delivered programme under validating partner arrangements.

Response Rate: The proportion of graduates who complete the survey within the specified collection period.

4. Principles

LAAT applies the following principles in managing Graduate Outcome Surveys:

- **Regulatory compliance:** Ensuring that required graduate outcomes data is collected, reported, and used in accordance with validating partner, regulatory, and sector expectations.
- **Data accuracy and integrity:** Maintaining reliable, complete, and verifiable records to support robust reporting and analysis.

- **Student-centred engagement:** Encouraging graduate participation through clear, timely, and accessible communication.
- **Continuous improvement:** Using graduate outcomes data to inform curriculum enhancement, employability provision, and institutional planning.
- **Data protection and confidentiality:** Managing personal data lawfully and securely in line with UK GDPR and institutional data protection requirements.

5. Governance and Oversight

Strategic oversight is provided by the Board of Governors. Academic assurance and operational oversight is delegated to the Academic Board.

The Academic Board will:

- Approve and review this policy
- Monitor graduate outcome data and trends
- Receive reports on employability performance indicators
- Recommend enhancements to employability strategy and provision

6. Policy Statement

6.1 Data Collection

LAAT will collect graduate outcome data at defined points following programme completion, in line with sector practice and validating partner requirements.

6.2 Communication with Graduates

Graduates will be contacted using approved communication channels and provided with clear information on the purpose and use of the survey.

6.3 Use of Data

Graduate outcome data will be used to:

- Monitor employability and further study progression
- Inform programme review and enhancement
- Support career guidance and employer engagement
- Contribute to institutional performance reporting

6.4 Data Sharing

Where required, graduate outcome data will be shared with validating partner institutions or external agencies for regulatory reporting purposes.

6.5 Data Protection

All data will be collected, stored, and processed in accordance with UK GDPR and LAAT data protection policies.

7. Standard Operating Procedure (SOP)

Detailed operational procedures for conducting the Graduate Outcome Survey are set out in **Appendix A**.

The Standard Operating Procedure (SOP) provides operational clarity and ensures that the Graduate Outcome Survey is implemented in a consistent, transparent, and timely manner. It sets out how graduate contact data is prepared, how surveys are distributed and followed up, how responses are recorded and stored, and how outcomes data is reported and used for quality enhancement. The SOP should be read in conjunction with this policy and relevant data protection and academic regulations.

8. Monitoring, Compliance and Review

8.1 Monitoring

Graduate outcome response rates, employment trends, and further study patterns are monitored by the Career and Employability Team and reported to the Academic Board.

8.2 Compliance

Failure to comply with this policy may be addressed through appropriate administrative processes.

8.3 Review

This policy will be reviewed annually or sooner where required by regulatory or validating partner changes.

9. Responsible people / Roles include

- **Dean (Policy Owner): Dr Manoj Ponugubati**
  Provides strategic oversight and ensures policy implementation and regulatory alignment.
- **Careers and Employability Lead: To be appointed**
  Coordinates delivery of career advice services and employability support initiatives.
- **Head of Academic Quality: Dr Vishwanath Kokkonda**
  Oversees data collection, ensures accurate reporting, and supports quality monitoring.
- **Academic Staff**
  Embed employability skills within teaching and support students' career development.
- **Students**
  Engage with employability support and take responsibility for their career development.

List of people and contact

Role	Name	Contact email
Dean	Dr Manoj Ponugubati	manoj@laat.ac.uk
Head of Academic Quality	Dr Vishwanath Kokkonda	Vishwanath.Kokkonda@laat.acuk

Career and Employability lead	To be appointed	To be provided

10. List of Document

- Career Advice and Student Employability Support Policy
- Student Support and Wellbeing Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy

11. Evidence

- Career Advice and Student Employability Support Policy
- Student Support and Wellbeing Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy

Mapping table for the evidence items related to OfS conditions

Evidence Item	**Purpose / What it Demonstrates**	**Relevant OfS Condition(s)**
Career Advice and Student Employability Support Policy	Provides structured career guidance, employability initiatives, and employer engagement activities that support students' progression into employment or further study. Demonstrates institutional commitment to improving graduate outcomes.	B3 (Student Outcomes), C1 (Information Transparency)
Student Support and Wellbeing Policy	Ensures students have access to academic and wellbeing support services that contribute to successful progression, completion, and readiness for employment or further study.	B3 (Student Outcomes), E2 (Effective Management and Support Systems)
Data Protection Policy	Ensures graduate outcome data collected through surveys is processed, stored, and managed securely in compliance with UK GDPR and institutional data governance requirements.	E2 (Management and Internal Control), C1 (Consumer Protection – responsible handling of student information)
Equality, Diversity and Inclusion Policy	Promotes inclusive access to employability opportunities and ensures graduate outcomes monitoring considers	E1 (Public Interest Governance), B3 (Student Outcomes), C1 (Fair and Transparent

	equality and diversity principles across all student groups.	

Appendix A – Standard Operating Procedure (SOP): Graduate Outcome Survey

Stage 1 – Preparation of Graduate Contact Database

- Graduate contact details are confirmed prior to programme completion.
- Consent for follow-up communication and data collection is recorded in line with data protection requirements.

Stage 2 – Survey Distribution

- Survey invitations are issued to graduates at defined intervals following completion, in line with sector practice.
- Multiple communication channels (e.g., email, phone, online platforms) may be used to maximise response rates.

Stage 3 – Follow-Up and Engagement

- Reminder communications are sent to non-respondents within agreed timescales.
- Career and Employability staff may undertake follow-up contact where appropriate to encourage participation.

Stage 4 – Data Verification and Storage

- Survey responses are checked for completeness, accuracy, and validity.
- Data is stored securely and processed in accordance with UK GDPR and LAAT data retention policies.

Stage 5 – Reporting and Use of Outcomes

- Summary reports and trend analyses are prepared for the Academic Board and relevant committees.
- Findings are used to inform curriculum enhancement, employability provision, and employer engagement strategies.