



Warrington Collegiate

## **QUALITY ASSURANCE**

### **QUALITY ASSURANCE OF WORK BASED LEARNING – Policy Ref: QM/2/14**

**This Procedure relates to the above policy.**

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#### **Procedure**

In order to comply with the policy relating to quality assurance of work based learning provision, associated with this procedure are the following documents and guidelines which must be adhered to:

- Strategic Plan
- Teacher and Learning Strategy
- Quality Improvement Fund
- Lesson Observation
- Course Level Performance Monitoring
- Handling Customer Complaints
- Learner Involvement Strategy
- Internal Validation and Approval of New Courses
- External Verification and Quality Monitoring by Awarding Bodies
- Course Level Self Assessment and Course Review
- Internal Verification
- Student Disciplinary
- Student Appeals
- Student Attendance
- Student Induction
- Tutorial and Coaching Support
- External Trips and Visits
- Additional Learning Support
- Essential Skills
- Skills for Life Strategy
- Study Skills
- Assessment Guidelines
- Cheating, Collusion and Plagiarism
- Examinations

- 1 An approval and internal validation process should be carried out by the Academic Development Subcommittee of Academic Board, which is chaired by the Assistant Principal [Curriculum & Quality], supported by the Director of Quality & Standards. Any new or substantially changed course must be approved via this process before any external marketing takes place.
- 2 All external verifier reports should be received by the Quality and Standards Directorate [QSD] and then disseminated within the College. The Director of Quality & Standards reviews all reports and monitors completion of actions.
- 3 All work based learners are invited to provide individual student feedback relating to their experience on their course and at college, giving students an opportunity to comment on their course and on the college. Surveys should be independently administered and reports benchmarked within the College and externally. Reports are reviewed by the Director of Quality & Standards as well as by the individual Faculty Director, and areas of good practice and concern highlighted to course teams.
- 4 Employer engagement is a fundamental part of the College's provision. As such, employers should be encouraged to participate in the design of the provision and also in the delivery of the provision through student visits, visiting speakers and work based assessment opportunities. An annual survey of employers should be undertaken and reports benchmarked. Reports should be reviewed in each college and areas of good practice and concern highlighted to course teams.
- 5 Each course should have a student representative who is entitled to attend course team meetings in order to provide the students view on the quality of the course. Regular focus groups should be organised throughout the year on aspects such as induction, course organisation, assessment and teaching and learning. All student representatives should attend focus groups.
- 6 The Quality & Standards Directorate will receive any complaints, compliments and suggestions. These will be fed through to the relevant Director for investigation and response. QSD will monitor progress and report back on outcomes to senior managers.
- 7 Observations are part of a management led scheme co-ordinated centrally by QSD and operated within each Faculty. Observations should be targeted and graded with action plans for continuing improvement devised by all staff afterwards. In addition there are a range of non graded observations devised to provide feedback, share good practice and monitor key themes or developments.
- 8 The day-to-day monitoring of course and student data is the responsibility of the course team. Performance data is available on line and can be reviewed at any time. Staff are required to keep abreast of the data relating to their course and report any errors to the Management Information Directorate.

- 9 Academic Standards Subcommittee and the Academic Board monitor performance as part of the Performance Management cycle.
- 10 All course teams should hold regular course team meetings with common agendas prepared centrally to ensure a consistent and comprehensive approach to course team leadership.
- 11 All programmes should carry out regular review and self assessment leading to a rigorous and target driven quality improvement action plan, progress against which is monitored and updated on an ongoing basis. Key performance data and other evidence such as EV reports must feed into this process.
- 12 All programme review and evaluation reports should feed into the College's self-assessment process and contribute to the appropriate curriculum area self assessment report.
- 13 All curriculum area self-assessment reports will contribute to the College Self Assessment Report.
- 14 All self assessment reports including the overall College self assessment report will be subjected to validation/moderation.
- 15 The Academic Standards Sub-Committee of the Academic Board is responsible for monitoring the quality of all provision across the College. The Committee is chaired by the Assistant Principal [Curriculum & Quality] and should operate as a quality improvement group. Where appropriate the Committee should meet with each course team individually to review quality improvement strategies. Aspects of good practice should be cascaded across the College.
- 16 The Academic Standards Sub-Committee of the Academic Board has overall responsibility for the quality of FE provision across the College, addressing concerns and cascading aspects of good practice. Each Faculty also operates its own Quality Group designed to deal with key quality improvement issues and ongoing feedback and performance monitoring.
- 17 The Corporation Board should receive information on FE provision through the following routes:
  - It should receive and agree the College self assessment report, into which FE provision is integrated.
  - It should receive performance monitoring reports
  - It should receive minutes and reports from Academic Board.