

## Quality Assurance and Improvement Policy

### Quality Assurance and Improvement Policy

#### Policy Statement

Start Training Limited is committed to a policy of continuous quality assurance leading to quality improvement. This means robust, accurate and ongoing self assessment which leads to real improvement in the quality of provision and learner experience and success. The self assessment process is grass roots upwards process which involves the whole of Start Training Limited. Self assessment is validated through Self Assessment Report and Action Plan (SARAP) review meetings and other review meetings held by key groups on reports such as Start Training Limited's Self Assessment Report.

#### Policy Scope

The purpose of this policy is to establish guidance regarding key aims and actions relating to Start Training Limited's quality assurance procedures.

#### Policy Aims

Start Training Limited aims to have robust and accurate self assessment which leads to real improvement. To achieve this we must:

- Create staff confidence in the self assessment process
- Expect all staff and members of Start Training Limited including students to contribute to self assessment and to quality improvement

Start Training Limited aims are to be outstanding in all areas of the business. To achieve this we must:

- Provide opportunities for all staff to develop outstanding practice. Analyse the capabilities of our staff through observation feedback, learner feedback and other ways and provide the appropriate professional development to ensure they have the skills necessary to deliver outstanding practice. For teachers this will focus on the skills to deliver inspirational teaching and learning.
- Analyse all staff PDRs and identify staff development needs
- Ensure the lesson observation cycle is accurate and is used to improve teaching and learning through action points and targeted staff development
- Share good practice across Start Training Limited, in all areas of Start Training Limited's business, through a variety of mechanisms
- Establish the aspiration for outstanding teaching and learning
- Challenge satisfactory and less than satisfactory performance through Self Assessment Report and Action Plan Review meetings
- Recognise and celebrate outstanding performance of all staff

Start Training Limited aims to enable outstanding success for all of our learners

Start Training Limited aims to provide accurate and formative assessment and verification. To achieve this we must:

- Have accurate formative assessment which informs learners how to successfully achieve their summative assessments.

Start Training Limited aims to carry out rigorous action planning and monitoring. To achieve this we must:

- Devise action plans that will achieve year on year improvement
- Rigorously monitor quality improvement plans and targets through SAR Review meetings
- Inform all staff, including senior management on the ongoing monitoring of quality improvements

Start Training Limited aims to achieve very high satisfaction for all of our learners, staff and other stakeholders. To achieve this we must:

- Learn from and act upon learners', staff and other stakeholders' comments in feedback and communication to improve their experience

#### Related Documents

- Self Assessment Report
- Complaints Policy and Procedures Department
- Self Assessment Reviews and Action Plans
- Equality and Diversity Policy
- Lesson Observation Procedures
- Quality Assurance and Improvement Handbook
- Staff Development Policy and Procedures

Actual Date	Reviewed by	Next review planned for
10th October 2016	Narmin Hugill	2017
18th April 2017	Narmin Hugill	2018