

Quality Assurance and Quality Transformation and Innovation Framework 2019-20



1 PURPOSE

The purpose of this procedure is to clarify the processes that contribute to a continuous process of quality improvement.

2 SCOPE

All Geason curriculum areas/staff/teams are subject to these procedures whatever the context of the service provided.

3 SELF ASSESSMENT

Rigorous self-assessment is at the heart of the process of improvement. All teams will carry out self-assessment and plan to achieve improvement.

The heart of self-assessment for curriculum teams will be:

- * Effectiveness of leadership and management
- * Quality of teaching, learning and assessment
- * Learning experience – Personal Development, Welfare and Behaviour
- * Learner Performance Outcomes

4 CURRICULUM AREA REVIEWS (CARs) / BUSINESS AREA REVIEWS (BARs)

Each curriculum area will receive a curriculum area review. The curriculum area review will be carried out by members of the Curriculum, Quality, Transformation and Innovation Directorate. The evidence based inspection will be undertaken within the four elements of the Ofsted Common Inspection Framework 2015 (updated Sept 2018).

Business Area reviews will be conducted on critical business processes or business support areas who have direct impact upon the learner experience. The business area review will be carried out by members of the Curriculum, Quality, Transformation and Innovation Directorate. The evidence-based inspection will be undertaken within the four elements of the Ofsted Common Inspection Framework 2015 (updated Sept 2018).

5 MONITORING AND PERFORMANCE REPORTS (MAPs)

Each curriculum area will receive a monthly monitoring and performance report. The monitoring and performance report will focus upon the key performance targets for that provision and the key performance targets identified within the Geason performance dashboard.

The progress on achieving these targets will be the focus for discussion at the Standards and Performance Board.

6 TEACHING, LEARNING AND ASSESSMENT OBSERVATION PROCESS

All trainers will be involved in the observation process which will cover all modes of learner attendance and classes taught by full time and sub-contracted trainers. All types of learning activity including workshops, 1-1 coaching and support and on-site visits will be in the scope for observation.

There are two key approaches to teaching, learning and assessment observations as listed below:

- » IQA observations
- » Formal graded teaching, learning and assessment observations

7 AUDITS

Curriculum areas will be subject to a schedule of compliance audits throughout the year, based upon risks identified via the Monitoring and Performance Reports and the outcome of the CARs. Audit outcomes will be reported through to the Standards and Performance Board.

The audits will be carried out by members of the Compliance and Audit Team.

8 SUPPORT FOR IMPROVING TEACHING AND LEARNING

Support from the Curriculum, Quality, Transformation and Innovation Directorate will be available to all who require it.

- * All new trainers at Geason will be supported by the 'Laying the Foundations to Teaching, Learning and Assessment Programme'.
- * 'Moving on Coaching' programme for all new staff.
- * All trainers who receive a grade 3 or 4 observation grade for teaching, learning and assessment will be supported by the 'Improving Teaching and Learning Coaching Programme'.
- * All trainers who receive a grade 2 observation for teaching, learning and assessment will be supported by the 'Innovating Teaching and Learning Coaching Programme'.
- * All staff who have worked at Geason for more than 3 years will be supported by the 'MOT in Teaching, Learning and Assessment Programme'.
- * A schedule of Learning Toolkits and Learning Festivals.
- * Top tips to Outstanding Teaching Learning and Assessment

Campaign via Geason Facebook and Geason Sharepoint

<https://geason.sharepoint.com/Teaching%20Learning%20and%20Assessment%20Improvement/Forms/AllItems.aspx?web=1>

The Learning and Development Lead will support the development needs of trainers to meet the required standards as determined in the Ofsted Common Inspection Framework 2015 (Sept 2018.)

The Framework for Learning 2019/20 will be available to guide and support all teachers in the delivery of outstanding teaching and learning.

9 LEARNER/ EMPLOYER INVOLVEMENT/LEARNER VOICE

Geason has four strands which will ensure that the learners' and employers voice is listened to and acted upon:

- * Leadership and Management Level – Geason will maintain consultation meetings (Question Time) with employers and learners as part of the CAR process
- * Curriculum level – curriculum will maintain learner focus groups and conduct and respond to three comprehensive learner surveys each year
- * Employer – Geason will conduct and respond to two employer surveys per year.

10 INTERNAL VERIFICATION AND STANDARDS MODERATION

Geason will maintain a comprehensive guide to internal verification and standards moderation processes to ensure awarding body standards are met.