



QUALITY ASSURANCE AND IMPROVEMENT POLICY

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Quality & Curriculum Committee:
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Every 3 Years

QUALITY ASSURANCE AND IMPROVEMENT POLICY

1. POLICY STATEMENT

1.1 The College 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 a grass roots upwards process which involves the whole College community. Self assessment is validated through Self Assessment Report and Action Plan (SARAP) review meetings and other review meetings held by key groups such as the Senior Management Team (SMT), College Management Team (CMT), governors, on reports such as the College Annual Operating Priorities and College Self Assessment Report. External peer evaluation of College Quality Assurance processes also takes place. Satisfactory and less than satisfactory performance is challenged.

2. POLICY SCOPE

2.1 The purpose of this policy is to establish guidance regarding key aims and actions relating to College quality assurance procedures.

3. POLICY AIMS

3.1 The College 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 the College community, including governors and students, to contribute to self assessment and to quality improvement
- Operate within a coherent quality cycle which is published in the Staff and Head of Department Handbooks and in the Staff Area of the College Virtual Learning Environment (VLE)
- Use external peer evaluation of College reports and processes to assist quality improvement e.g., External Quality Review (EQR) and FE Sussex Quality Group exchanges

3.2 The College aims be outstanding in all areas of College 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 and parent voice feedback and other ways and provide the appropriate professional development to ensure they have the skills necessary to deliver inspirational teaching and learning
- Analyse all staff Professional Development Reviews (PDRs) and identify staff development needs in order to form a year's programme of Continuing professional Development (CPD) events
- 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 the College, in all areas of College 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 and other opportunities such as PDR
- Recognise and celebrate outstanding performance of all staff

3.3 The College aims to enable outstanding success for all of our learners.

3.4 The College 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.

3.5 The College 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 SARAP Review meetings
- Inform all staff, including senior management and governors, on the ongoing monitoring of quality improvements

3.6 The College aims to achieve very high satisfaction for all of our learners, parents, staff and other stakeholders. To achieve this we must:

- Learn from and act upon learners', parents', staff and other stakeholders' comments in surveys and forums to improve their experience
- Ensure these surveys are available in alternative formats and on the College website as appropriate, in order to maximise response rates

4. RELATED DOCUMENTS

College Charter
 College Quality Assurance Cycle
 College Self Assessment Report
 Complaints Policy and Procedures
 Department Self Assessment Reviews and Action Plans
 Equality and Diversity Policy
 Instrument and Articles of Government
 Lesson Observation Procedures
 Quality Assurance and Improvement Handbook
 Staff Development Policy and Procedures