

2023
V3

Quality Assurance Policy

Introduction

The purpose of the policy is to define Debut's commitment to quality and to systematic self-assessment and improvement and to identify the strategies to achieve this. This will include Debut's commitment to:

- its mission Debut will strive for excellence in all aspects of its work.
- be a successful and improving provider of education through rigorous and regular self-evaluation.
- will define good practice, establish benchmarks and set targets, promote rigorous review of performance, and set actions for improvement.
- will require all staff to carry out their duties to professional standards and to accept personal responsibility for contributing to the quality of the work of the College at all times.
- will continually focus and support it's mission statement and core aims.

Implementation

The College will achieve quality in its work by:

- Establishing an organisational structure which clearly assigns responsibilities for all aspects of its work, embedding quality assurance and incorporating the meeting of statutory obligations.
- Assigning responsibility for the monitoring and review of quality assurance policy with the Center Manager with input from Senior Managers.
- Designating named senior managers to manage quality assurance and improvement.
- Designing a meeting structure such that quality improvement issues are considered on a regular basis, such as Standardisation, Teaching & Learning or Staff Meetings.
- Developing, publishing and implementing policies and procedures covering all aspects of its work, promoting these to staff, auditing their implementation and reviewing their effectiveness routinely. These policies and procedures, with regard to the learner experience, will encompass student induction, assessment, handbooks, programme management, the quality of the learning experience (through observation), the collection of learner feedback and self-assessment at course and Curriculum Area level.
- Inducting and developing its staff through a staff development plan informed by a professional development review process and analysis of organisational need. Debut will publish a staff development policy and annual CPD plan to enable staff at all levels and in any area of the College's work, from FE to HE and business support, to benefit from development opportunities.
- Setting performance indicators and benchmarks for key aspects of curriculum delivery, learner experience and performance.
- Developing timely and accurate data capture and reporting to enable effective monitoring and review of performance.
- Developing a self-evaluation process that enables all staff to participate and review performance and leads to action plans and development proposals at curriculum, business support and college levels to improve performance and contribute to the achievement of the strategic plan.

- Validating self-assessment judgements by a cycle of internal observations and curriculum-based reviews (Quality Audits).
- Establishing a rigorous programme validation process for all proposed new programmes.
- Establishing and operating rigorous and robust assessment and verification procedures to ensure that learners are assessed to the appropriate academic standards.
- Capturing and responding to feedback from learners, employers and other stakeholders to improve performance and improve perceptions of the Academy.

Explanation of Key Terms

- Quality - Meeting the educational needs of clients and the community effectively, efficiently and to a consistently high standard. Continuously improving to meet and even exceed our aims, objectives and targets.
- Standards - A set of rules and targets laid down by the College and external bodies, to improve and maintain quality/performance
- Activities - All activities that the College carries out in an effort to implement the Quality Assurance Policy. These activities include quality planning, quality assurance and quality improvement.
- Quality Control Systems - to direct and co-ordinate various groups and teams to maintain and improve quality.

Monitoring of Quality Practices

This is achieved by the following:

- Observation Walkthroughs
- Peer Observations
- Deep Dive Activities
- Governance Meetings
- Observations via Lead Providers (as applicable)
- Monitoring and moderation of learner success & achievement by Contract Managers & Directors
- Monitoring and moderation of exam grades, assessment grades & assignment grades by Contract Managers & Directors
- Mediation and monitoring of feedback to learners
- Learner feedback surveys
- Learner Voice Meetings & Feedback
- Employer feedback surveys
- Regular Teaching & Learning Meeting Reviews
- End of Year Feedback from Assessors
- Learner Target Trackers
- Quality Moderation Activities of documentation/evidence
- Progression and Destination information
- Learner feedback at end of each lesson on distance travelled, knowledge gained and if the learning aim(s) have been met.

Quality Measure	Staff Member Responsible	How this will be achieved
Establishing an organisational structure which clearly assigns responsibilities for all aspects of its work, embedding quality assurance and incorporating the meeting of statutory obligations	Carla Hales Kersti Harding	<ul style="list-style-type: none"> • Meetings • KPIs • Self-Assessment • Reviews
Assigning responsibility for the monitoring and review of quality assurance policy with the Center Manager with input from Senior Managers.	Linda Edwards	<ul style="list-style-type: none"> • Meetings • KPIs • Moderation • Self-Assessment Reviews
Designating named senior managers to manage quality assurance and improvement – this is usually recorded on audit spreadsheets	Carla Hales Kersti Harding Linda Edwards Zoe Jones Charlotte McHiggins Kailea Walsh	<ul style="list-style-type: none"> • KPIs • Reviews • Attendance • Manage Assess • Assignments • Exams • Manage Assess • Online Courses • Support Plans • BKSB • Achievement on BUD
Designing a meeting structure such that quality improvement issues are considered on a regular basis, such as Standardisation, Teaching & Learning or Staff Meetings	Linda Edwards	<ul style="list-style-type: none"> • Yearly Meeting Schedule

Continued

Quality Measure	Staff Member Responsible	How this will be achieved
<p>Developing, publishing and implementing policies and procedures covering all aspects of its work, promoting these to staff, auditing their implementation and reviewing their effectiveness routinely. These policies and procedures, with regard to the learner experience, will encompass student induction, assessment, handbooks, programme management, the quality of the learning experience (through observation), the collection of learner feedback and self-assessment at course and Curriculum Area level.</p>	<p>Linda Edwards</p>	<ul style="list-style-type: none"> • Yearly Policy Review • Staff Meetings • CPD Tasks • HR Appointed Task
<p>Inducting and developing its staff through a staff development plan informed by a professional development review process and analysis of organisational need. Debut will publish a staff development policy and annual CPD plan to enable staff at all levels and in any area of the College's work to benefit from development opportunities.</p>	<p>Carla Hales Kersti Harding Charlotte McHiggins Linda Edwards HR</p>	<ul style="list-style-type: none"> • Yearly CPD Plan • Yearly Appraisals • KPI Review
<p>Setting performance indicators and benchmarks for key aspects of learner attendance and punctuality. Developing timely and accurate data capture and reporting to enable effective monitoring and review of performance.</p>	<p>Carla Hales Kersti Harding Linda Edwards Charlotte McHiggins Zoe Jones Bobbie Hales</p>	<ul style="list-style-type: none"> • Yearly Appraisals • KPI Review • Data Review & Moderation • Learner Voice • Questionnaires

Quality Measure	Staff Member Responsible	How this will be achieved
<p>Setting performance indicators and benchmarks for key aspects of learner support. Developing timely and accurate data capture and reporting to enable effective monitoring and review of performance.</p>	<p>Carla Hales Kersti Harding Bobbie Hales Governors</p>	<ul style="list-style-type: none"> • Yearly Appraisals • KPI Review • Data Review & Moderation • Learner Voice • Questionnaires
<p>Setting performance indicators and benchmarks for key aspects of curriculum delivery, learner experience and performance. Developing timely and accurate data capture and reporting to enable effective monitoring and review of performance</p>	<p>Carla Hales Kersti Harding Charlotte McHiggins Linda Edwards Zoe Jones Bobbie Hales Governors</p>	<ul style="list-style-type: none"> • Yearly Appraisals • KPI Review • Data Review & Moderation • MESMA
<p>Developing a self-evaluation process that enables all staff to participate and review performance and leads to action plans and development proposals at curriculum, business support and college levels to improve performance and contribute to the achievement of the strategic plan.</p>	<p>Carla Hales Kersti Harding All Staff</p>	<ul style="list-style-type: none"> • Yearly Appraisals • KPI Review • Data Review & Moderation • MESMA • Quality Review
<p>Developing a self-evaluation process that enables all staff to participate and review performance, practice and knowledge and leads to action plans and development proposals relating to Skills for Life and Destination relating to all learners.</p>	<p>Carla Hales Kersti Harding Charlotte McHiggins Zoe Jones Linda Edwards</p>	<ul style="list-style-type: none"> • Learner Reviews • Learner Voice • Questionnaires • Employer Review Meetings • Data Review & Moderation • MESMA

Quality Measure	Staff Member Responsible	How this will be achieved
<p>Developing a self-evaluation process that enables all staff to participate and review performance, practice and knowledge and leads to action plans and development proposals relating to Equality, Diversity and Inclusion relating to all staff and learners.</p>	<p>Linda Edwards</p>	<ul style="list-style-type: none"> • Learner Reviews • E&D Workshops • Learner Voice • Questionnaires • Employer Review Meetings • Data Review & Moderation • MESMA
<p>Developing a self-evaluation process that enables all staff to participate and review performance, practice and knowledge and leads to action plans and development proposals relating to Safeguarding relating to all staff and learners.</p>	<p>Kersti Harding Linda Edwards</p>	<ul style="list-style-type: none"> • Learner Reviews • Safeguarding Workshops • Learner Voice • Questionnaires • Employer Review Meetings • Data Review & Moderation
<p>Validating self-assessment judgements by a cycle of internal observations and curriculum-based reviews (Quality Audits). Establishing a rigorous programme validation process for all proposed new programmes.</p>	<p>Carla Hales Kersti Harding Charlotte McHiggins Zoe Jones Linda Edwards Bobbie Hales Governors</p>	<ul style="list-style-type: none"> • Observations • End of Year Review • Data Review & Moderation • MESMA
<p>Establishing and operating rigorous and robust assessment and verification procedures to ensure that learners are assessed to the appropriate academic standards.</p>	<p>Carla Hales Kersti Harding Charlotte McHiggins Zoe Jones Kailea Walsh</p>	<ul style="list-style-type: none"> • Observations • EV Visits • Moderation of Assessment Grading Standards • Peer Observations • Dual Observations • MESMA

Quality Measure	Staff Member Responsible	How this will be achieved
Setting performance indicators and benchmarks for key aspects of functional skills . Developing timely and accurate data capture and reporting to enable effective monitoring and review of performance	Kersti Harding Bobbie Hales Stephanie Vanlint Charlotte McHiggins	<ul style="list-style-type: none"> • Observations • Moderation Review/ILP Documents • Peer Reviews • Dual Review Observations
Capturing and responding to feedback from learners, employers and other stakeholders to improve performance and improve perceptions of the Academy.	Carla Hales Kersti Harding Linda Edwards Zoe Jones Charlotte McHiggins Governors	<ul style="list-style-type: none"> • Learner Reviews • Learner Voice • Questionnaires • Employer Review Meetings

Responsibilities

Key responsibilities for ensuring Quality Assurance Monitoring is implemented and leads to continuous improvement is assigned to the following staff:

Carla Hales, Director
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Kersti Harding, Business Director
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01268 560552

Kailea Walsh, Lead Quality IQA
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Linda Edwards, Centre Manager & Quality Moderator
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Charlotte McHiggins, Head of Teaching, Learning & Assessment
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Please refer to Debut's linked policies below for additional information regarding Quality Assurance Standards:

Complaints Policy
Communications Policy
Careers Advice & Guidance Policy
Data Protection & Privacy Policy
Employer (Work Based) Support & Expectation Policy
Equal Opportunities & Inclusion Policy
Functional Skills Policy
Freedom of Information Policy
Grading, Academic Standards & Feedback Policy
Guidance Policy
Grievance Policy
Induction Procedure – Staff Policy
Induction Procedure – Learner Policy
Internal Quality Assurance (IQA) Policy
Learner Support & Super Group Policy
Learner Safeguarding & Safeguarding Vulnerable Adults Policy
Learner Contribution & Learner Voice Policy
Meetings Policy
Mentoring – Staff Policy
Observation of Teaching, Learning & Assessment Policy
Review & Appraisal – Staff Policy
Review & Appraisal – Learner Policy
Skills for Life/Transferrable Skills Policy
Teaching & Learning Policy

Policy Revision

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