

QUALITY ASSURANCE POLICY

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Policy Document SP-14

RISE LEARNING ZONE
QUALITY ASSURANCE POLICY

Aim

The main aim of this Policy and its associated procedures is to provide an effective and efficient means of assessing and improving standards of achievement and quality of provision across the organisation.

Principles on which this Policy and associated Procedures are based

There are five main principles underlying our approach to quality assurance.

These are:

- *Quality improvement*
- *Accountability*
- *Openness*
- *Peer review*
- *No judgement without prior agreement on standards*

The main objectives of the policy:

- *To set and achieve high standards and targets across all provision;*
- *To promote equal opportunities;*
- *To encourage and support all staff in achieving continuous improvement through rigorous Self Assessment and agreed Development Plans;*
- *To assess the extent to which provision is achieving agreed standards and targets;*
- *To ensure that remedial action is taken promptly where this is identified as necessary;*
- *To identify, understand and learn from the factors, which facilitate or hinder the realisation of high quality provision including the dissemination of good practice.*
- *To demonstrate both internally and externally that the provision across the organisation is:*
 - *Of high quality*
 - *Relevant and current*
 - *Appropriate to the level of award*
 - *Valued by students, employers and other stakeholders*
 - *Efficiently organised*
 - *Effectively managed and led.*

Requirements to be met by RISE under the scope of this policy

RISE is required to undertake a regular self-assessment of all aspects of its activity, which affect the quality of learners' experience and the standards they achieve. This self-assessment process has four key features:

- 1.) *To measure progress towards achieving agreed targets and goals*
- 2.) *To provide a comparator for our performance with previous years and with other providers*
- 3.) *To identify our strengths and areas we need to develop*
- 4.) *To prioritise areas for development*

RISE produces self-assessment reports, which, as far as possible, are structured similarly to an Ofsted Report. Through this, RISE will address the quality statements within the Common Inspection Framework (CIF) which are organised around five key questions:

- 1.) *How well do learners achieve?*
- 2.) *How effective are teaching, training and learning?*
- 3.) *How well do programmes and activities meet the needs and interests of learners?*
- 4.) *How well are learners guided and supported?*

5.) *How effective are leadership and management in raising achievement and supporting all learners?*

*RISE is responsive to the **quality improvement strategies of our referring and funding bodies**. This requires us to ensure that its strategic priorities are integrated within course and programme provision and address such areas as the delivery of agreed student numbers, quality of education and training, standards achieved by students, equality of opportunity, basic skills, financial assurance data management and health and safety.*

Through this policy each of the above requirements will be addressed as follows:

1.) *A Self Assessment report of all aspects of activity affecting the quality of learners' experience and the standards they achieve will be produced regularly.*

2.) *All courses and programmes are developed subject to these guidelines.*

3.) *All activities and services which affect learners are subject to these Guidelines. All staff will liaise closely with the management and trustees of RISE to contribute to the Self Assessment Report, and in determining and agreeing strengths/areas for improvement with particular regard to Key Questions 3, 4 and 5.*

4.) *The four key features of the Self Assessment process are firmly embedded within the prescribed format for evaluating performance and determining agreed actions for improvement at Course and organisation levels.*

Responsibilities

The manager and board of trustees have overall responsibility for ensuring that the quality systems and procedures are effective in assuring and improving standards and quality, with responsibility to follow the policy devolved to all staff. The policy will be reviewed annually.