

Quality Assurance Policy

Policy Statement

As a self-improving organisation, we are fully committed to continuously reviewing and evaluating all our practices and procedures to ensure we provide the highest quality of education possible for all our students. Our commitment also enables us to constantly monitor the quality of support, training, and continued professional development (CPD) that we offer the staff at SWP Training.

Self-evaluation processes enable us to gain knowledge of our current strengths and highlight areas for further development – but the process does not end there. We are committed to developing strategies and structures that support staff in developing their skills and knowledge to improve teaching, learning, and high-quality educational provision.

SWP Training will regularly review its practices to improve its effectiveness at all levels.

Quality assurance and self-evaluation procedures will operate at an individual, team and whole organisation level and will always frame review processes within a simple structure:

- How well am I/are we doing?
- How do I/we know?
- What are my/our strengths or weaknesses?
- What should I/we do to improve?

Who Does This Policy Apply To?

This policy applies to all SWP Training Staff, students, parents/carers, and community members who use the organisation's services.

Who Is Responsible for Carrying Out This Policy?

The implementation of this policy will be monitored by the manager and remain under constant review by the management team.

Procedures

Review and Evaluation at the Whole Provision Level

The manager will regularly review and evaluate SWP Training practice through:

- Regular liaison with the management team
- Regular involvement in
- The evaluation of relevant data
- Weekly meetings with the management team
- Annual appraisals of staff

Manager will regularly review and evaluate SWP Training practice through:

- Regular line management meetings with mentors
- The evaluation of relevant data

Quality Assurance Policy

- Leading team reviews
- Performance management meetings with mentors – including lesson observations.
- Review and Evaluation Teaching & Learning

Review and Evaluation at the Individual Level (Teaching and Learning)

All mentors will regularly review and evaluate their practice through:

- Continual day-to-day reflection on the effectiveness of their practice
- The evaluation of relevant data
- Meetings with their manager
- Performance management meetings with their manager.

Additional Quality Assurance Procedures

Additional specific procedures that are part of the above generic list **might** include:

- Self-Assessment-Company improvement plan (monitoring strengths and weaknesses)
- Additional observations of colleagues at work
- The sampling of students' work
- Reviews of teams or individuals by external consultants/ professionals.
- Student Voice
- Parental Questionnaires
- Community Liaison

Regular Statutory Quality Assurance Procedures

Additional statutory annual procedures are followed to ensure we meet agreed national standards in:

- Health and Safety (Including fire safety)
- Safeguarding Children