

Acculearn Quality Monitoring Schedule 2018-19

Quality Activity	Department	Frequency	Planned Date	Actual Date	Outcome/Evidence
Review Recruitment and Selection	24+, Adult Skills Apprenticeship	Monthly	Aug-Jul		Up to date quality, apprenticeship 24+, Adult Skills schedules that impact on performance improvement plans for each department Observation File checks
Review Initial Assessment	24+/ADULT SKILLS Apprenticeship	Quarterly	Aug-Jul		Up to date quality, apprenticeship 24+/ADULT SKILLS schedules that impact on performance improvement plans for each department. File checks and observations
Review Induction and associated paperwork	24+/ADULT SKILLS Apprenticeship	Quarterly	Aug-Jul		Performance improvement plans for each department. Observation and file checks. Document check and procedure update Quality report. Minutes of meeting
Review ILP's and Folders	24+/ADULT SKILLS Apprenticeship	Quarterly	Aug-Jul		Performance improvement plans for each department. File check report sheets. Audit report
Teaching and Learning Observation	24+/ADULT SKILLS Apprenticeship	Quarterly for 24+ and Adult Skills programmes.	Aug-Jul		Performance improvement plans for each department. Observation records Minutes of meetings
Review of learning resources and lesson plans	24+ and Adult Skills	Bi monthly review	Aug-Jul		Bi monthly standardization meetings with Tutor Team.
Assessment and Monitoring - All Assessors & % Learners	24+/ADULT SKILLS Apprenticeship	Company IV plans shows dates for all activities	Aug Oct Dec Feb April		Informs IV plan. Shared/management reports/IV Plan
Staff Appraisal	24+/ADULT SKILLS Apprenticeship	Annually Jan July	Jan		Completed appraisal forms. Up to date training plans and CPD.

Progress Reviews and Action Plans	24+/ADULT SKILLS Apprenticeship	Monthly	Aug-Jul		Folder audit report. Non conformance reports for 24+ and Adult Skills.
Exit and Progression	24+/ADULT SKILLS	Bi weekly	Aug-Jul		Secure job outcomes on E2E/ESF programmes
Evaluation of Training by learners	24+/ADULT SKILLS Apprenticeship	By scheme Bi monthly	Aug-Jul		Analysis/Data reports on the quality of training. Refer to full 24+ and Adult Skills quality schedule
Review of Leaver files	24+/ADULT SKILLS Apprenticeship	Bi monthly	Aug-Jul		Early leaver analysis
Update Company Development Plan. Director of Training and Director of Operations	All areas of learning. Leadership and management including supportive data	Quarterly	Aug Oct Dec Feb April		Performance improvement plans complete and impact on overall Company Development Plan
Review of staff CPD and training plans	24+/ADULT SKILLS Apprenticeship	6 months	Aug Jan		Up dated training plans informed by Appraisal
File Audits	24+/ADULT SKILLS Apprenticeship	Bi Monthly	Aug-Jul		Completed file check sheets. Reports available
Attendance	24+/Adult Skills Apprenticeships Look at new policy as per information from SFA	Monthly against reviews and nonconformance on Management System	Aug-Jul		Attendance tracking sheets.
Procedure and process review and re write where applicable	All	6 monthly	July		Procedure file - hard copy and electronic
Evaluation of service by employers	All programmes	Yearly	July		Employer survey findings and evaluation report informs Self assessment

Data Action Plan

Action	Detail	Who	Date
Statistics A	<ul style="list-style-type: none"> • Number of enquiries • Number of starts / leavers • Number ALSN • Number of NVQ • Number of frameworks • Ethnicity • Gender • Placements • New placements • Number of Functional Skills passes • No for area of learning L3 • No for area of learning L4 • No of 16-18 male/female • No of 19+ male/female • No of 24+ male/female 		
Statistics B	<p>For JCP,</p> <ul style="list-style-type: none"> • Number of enquiries • Number of starts / leavers • Number of NVQ units • Ethnicity • Gender • Jobs • Date of close of contracts 		
Statistics C	<p>For 24+ Number of starts</p> <ul style="list-style-type: none"> • Number of leavers and reasons • Number of progressions • Number gaining employment • Number gaining Qualifications • Number gaining other qualifications 		

Data Action Plan continued

Action	Detail	Who	Date
Qualifications	For each Key skill Maths and English <ul style="list-style-type: none"> • Number registered for each atEntry level 1,2,3, Level1 and Level 2 • Number who did tests • Number who passed • Number who failed • Number who did p/f only • Relaxations/Proxy's 		
Written reports	<ul style="list-style-type: none"> • Summary of External Verifier visits for year • Quality standards report • Manager reports • H & S report • Business Development • Area of learning reports 		

Questionnaires	By Post to <ul style="list-style-type: none"> • Learners • External managers • Internal managers • Assessors • Emails 		
	By phone or tutor group <ul style="list-style-type: none"> • Learners • External managers • Internal managers • Parents of Under 18's 		
	By Post <ul style="list-style-type: none"> • Connexions • Schools careers • Specialists • Under 18's • SFA 		

Data Action Plan continued

Action	Detail	Who	Date
Staff	For each area <ul style="list-style-type: none"> • No left in each area • No of new • % reviews in on time • % reviews outstanding • New qualifications gained • No of qualified assessors • No of qualified Trainers • No of staff appraisals 		
Training	<ul style="list-style-type: none"> • Training observations • Assessment observations • Review observations. • Audit if assessor visits 		
Learner	<ul style="list-style-type: none"> • Number of reported accidents • No of illnesses 		