



MANCHESTER LEARNING ACADEMY

QUALITY ASSURANCE POLICY

REVIEW DATES:-

15/01/2014
15/01/2025

Manchester Learning Academy

Quality Assurance Policy

Introduction

Manchester Learning Academy aims to provide high quality education and training to the community, and to empower the community in the process of such education.

The Quality Assurance Policy outlines the college approach to ensuring ongoing quality improvements. The purpose of the Quality Assurance Policy is the enhancement of the quality of the student learning experience and the maintenance of academic standards through a process of self-evaluation and action plan.

DEFINITIONS

Quality Assurance comprises all the policies, procedures, systems and processes directed to ensuring the enhancement of the quality and standards of the educational provision.

Quality Control relates to the arrangements (procedures, organisation etc) which verify that teaching, learning and assessment are being carried out in an appropriate manner.

Quality Audit is the process of ensuring that the quality assurance and control arrangements are satisfactory and operating effectively within the Packaging Industry Awarding Body Company, approved centres, the government's regulatory body and any other relevant parties.

Quality Enhancement is the process of continuous improvement.

Scope

The quality assurance procedure will involve all employees and collaborative partners. The procedure will be founded in a process of regular self evaluation by teams and individual employee who are responsible for delivering courses and other services.

The quality assurance will seek the views and perceptions of learners and other stake holders for whom the service of the college exist.

Responsibility for Implementation

- All employees (directors, teacher, support staff, trainers, and assessors) are responsible for the implement of the Quality Assurance Policy.
- It is the principal's responsibility to ensure annual review of the policy. It is the responsibility of all to engage positively in that review and ensure implementation.

- The outcomes and action plans which result from the process will form the basis of the annual College Self Assessment Report.

College Quality Assurance Procedures

- The statement of the College Quality Assurance policy is supported by a clear set of procedures outlined in detail in the Quality Assurance framework.
- The Framework is a dynamic document and suggestions for improvement are taken throughout the year, being fed through to the Head of Quality Assurance for consideration.

Policy Statements

The curriculum

- To encourage continuous improvement in the quality of teaching and learning programmes.
- To develop and sustain a range of academic, vocational and non-accredited programmes which provide opportunities for progression and which provide learners with experiences and wherever appropriate, qualifications suited to their learning aims.
- To provide information which supports strategic planning.
- The College will continue to comply with standards approved by recognised Examining Boards.

Support Services

- To monitor and evaluate the procedure for advising, interviewing and counselling learners at entry and throughout their College career.
- To establish standards and monitor procedures for providing a supportive and accessible range of service to learners.

Staff

- To review regularly the performance, training and development needs of all employees through the operation of the college scheme for employee review and appraisal.
- Through the Continuing Professional Development plan, to train and develop individuals upon appointments and throughout their employment.
- To monitor and evaluate the effectiveness of the training and development against the College's strategic goals.

Methodology

- The College Charter will be summarised in the Student Handbook. All learners will be made aware of the quality standards within the college.
- The process of quality control requires curriculum, tutorial support and other support staff teams to meet on a regular basis to review their work, set standard and monitor learner perceptions and achievements.
- Quality control will be carried out against agreed criteria which will incorporate performance indicators.
- Review will be supported by analysis of learner, employees and stakeholder views and perception, gathered via questionnaires, surveys and review meetings.
- Feedback on actions resulting from the review process will be communicated to employees, wherever possible, via both team and/or individuals meetings.