

Quality Calendar Example 1

ACTIVITY	QUALITY CHECK	RESP.	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
QUALITY IMPROVEMENT														
PARTNER COLLEGE PERFORMANCE	Strategic review meetings with partner college				X			X			X			X
	College quality monitoring													
	Feedback from learners and support staff				X			X			X			X
RETENTION AND ACHIEVEMENT	Statistical analysis of retention, achievement and success and quarterly reporting				X			X			X			X
OBSERVATION OF TEACHING AND LEARNING	Twice annual observation of teaching staff and quarterly analysis of findings				X			X			X			
LEARNER INVOLVEMENT	Annual survey										X			
	Feedback from learner reviews				X			X			X			X
	Complaints/commendations /suggestions				X			X			X			X
EMPLOYER FEEDBACK	Annual survey										X			
	Feedback from monitoring visits				X			X			X			X
SELF-ASSESSMENT	Quarterly quality review drawing on key information (above)				X			X			X			X
	Quarterly monitoring of progress against QI plan				X			X			X			X
	Self-assessment process and report				X			X				X		
QUALITY POLICY AND PROCEDURES	Audit, review, impact assessment and revision		X											
EQUALITY AND DIVERSITY														
RETENTION AND	Comparative analysis of				X			X			X			X

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ACHIEVEMENT	recruitment, retention, achievement and success rates													
IMPACT ASSESSMENTS	Compile overall equalities impact assessment for and prioritise policies for assessment		X											
LEARNER INVOLVEMENT	Review existing learner involvement processes and update learner involvement strategy			X							X			X
EMPLOYERS	Equality and diversity checks carried out by POs at employer recruitment				X			X			X			X
	Annual survey										X			
EQUALITY AND DIVERSITY POLICIES AND PROCEDURES	Audit, review, revise and update equality and diversity action plan.					X								
HEALTH, SAFETY AND SAFEGUARDING														
RECORDS	Monitor records each half term													
STAFF RECRUITMENT	Termly audit of HR procedures			X			X						X	
EMPLOYERS	Health and safety checks carried out by POs during monitoring visits				X			X			X			X
LEARNER FEEDBACK	Health and safety elements of progress reviews and recorded accidents or near misses				X			X			X			X
HEALTH AND SAFETY POLICIES AND PROCEDURES	Audit, review, equalities impact assessment and revision of key policies and procedures					X			X					
LEARNER RECRUITMENT														
RECRUITMENT AND	Analysis of data for				X			X			X			X

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RETENTION	referrals, starts and retention													
INITIAL ASSESSMENT AND LEARNING PLANS	Learning plan document audit													X
LEARNER RECRUITMENT POLICY AND PROCEDURES	Audit, review and revision including equalities impact assessment											X		
LEARNER ASSESSMENT AND PROGRESS REVIEW														
PROGRESS REVIEWS	Document audit 10% sample conducted monthly		X	X	X	X	X	X	X	X	X	X	X	X
ASSESSMENT	Learner progress reviews		X			X			X			X		
					X			X			X			X
LEARNER ASSESSMENT AND PROGRESS REVIEW PROCEDURES	Audit, review and revision including equalities impact assessment		X											
EMPLOYER ENGAGEMENT														
EMPLOYER SATISFACTION	Employer survey										X			
EMPLOYER ENGAGEMENT POLICIES AND PROCEDURES	Audit and review of employer engagement policies and procedures						X							