February 2009

QUALITY IMPROVEMENT CYCLE

June
- Teaching Observations
- Second cycle staff appraisals
- On-site internal verification
- Internal audit of learner files
- Internal audit of health and safety records

July
- End of Year Staff Course Reviews
- Final teaching and review obs report
- Final report on leaver survey results
- Staff Development Days

August
- Review Provisional Success Rates
- Improvement planning based on course reviews/surveys/ observation feedback

September
- Improvement planning, continued
- Review of action points from EV visits from previous year
- Draft Development Plan
- Staff Development Days

October
- Induction checklists
- Draft Self-Assessment Report (SAR)
- Development Plan to be finalised
- Internal audit of progress review content

November
- Review SAR
- LSC employer survey
- Review and update FMCE information
- Internal audit of learner files
- Review of Induction feedback

December
- Validation of SAR/ upload to LSC website
- Upload updated FMCE
- Staff Development Days
- On-site internal verification
- Internal audit of health and safety records

January
- Review of in-year learner retention
- Lesson observations
- Review LSC employer survey data

February
- Observations of learner progress reviews
- LSC learner survey
- First cycle staff appraisals
- Review of Provider Performance Report data and benchmark to national

March
- PGL in-year learner survey
- Teaching observations
- Interim report review observations
- Internal audit of progress review content

April
- PGL Employer Survey
- Collation of PGL learner survey results
- Interim teaching obs report
- Review LSC learner survey data
- Review progress against QIP

May
- Collation of PGL employer survey results
- Action points from first round of EV visits to be evaluated/reviewed
- Internal verification overview feedback by Heads

Interim and final internal verification is an ongoing process and not specifically identified as part of this cycle.