



## Quality Improvement Policy and Quality Improvement Strategy 2018-19

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<b>Approved by:</b>	Executive
<b>Availability:</b>	Sharepoint

# **Quality Improvement Policy and Quality Improvement Strategy**

## **1. Background**

- 1.1 The Quality Improvement Strategy establishes the processes for the implementation of the Quality Policy and to enable the College to achieve its agreed Vision. The College recognises that achievement of its Vision relies on effective and highly motivated staff providing a high quality learning experience for all students regardless of their chosen mode of study. This will be achieved by reference to an agreed quality timetable which indicates specific actions required of all course leaders to gain greater consistency in practice and to promote a culture of high expectations and student achievement.
- 1.2 The Quality Improvement Policy (Annex A) and the Quality Improvement Strategy (Annex B) will be reviewed annually to ensure that they remain fit for purpose and meet the needs of the current Ofsted Common Inspection Framework. Additionally, the changes to both the policy and the strategy build on the progress made in quality improvement from the previous year.
- 1.3 The Quality Improvement Policy and Strategy will be delivered through the College Management and Meeting Structure as set out in the Quality Review Board Terms of Reference (attached at Annex C).
- 1.4 When approved, both the policy and the strategy will be evaluated through the annual self-assessment process.

## **2. Risk Management**

- 2.1 Both the Policy and the Quality Improvement Strategy are integral to the implementation of the College's Strategic Plan. It is important that they support the continued improvement in the provision for students at Waltham Forest College. Failure to approve both the strategy and policy could undermine the delivery of the Strategic Plan and would weaken the quality of both the staff and students' experience resulting in a poor inspection outcome.
- 2.2 Failure to maintain a good inspection outcome is identified as a risk on the College's Risk register.

## **3. Human Rights/Equality and Diversity Implications**

- 3.1 These documents both contribute to the College's mission by placing staff development and student achievement and progress firmly at the centre of the quality improvement process. One of the major objectives of quality improvement is to ensure that there are no significant achievement gaps and that the Student Journey and experience is positive and enables progression.

**Executive Summary**

- The Quality Improvement Policy and Strategy set out the principles by which the College will deliver high quality provision. They are integrated into the leadership and management arrangements and offer both quality assurance and processes to bring about improvement.

**Recommendation:**

The Corporation is asked to consider and approve the Quality Improvement Policy and the Quality Improvement Strategy.

# Waltham Forest College

## Quality Improvement Policy

### Waltham Forest College Mission Statement

We will deliver responsive, outstanding teaching, learning and support to meet the needs of individuals and employers and inspire our students to develop the high quality skills and knowledge they need to be successful in their future lives

### Waltham Forest College Vision

*To be the College of first choice for vocational excellence*

To achieve our Mission and act in accordance with our values we will:

- Relentlessly focus on the delivery of a high quality teaching, learning and assessment experience for all students regardless of their personal characteristics and their mode of study.
- Foster a commitment on the part of all members of staff regardless of role that strives for excellence and continuous quality improvement.
- Implement appropriate quality improvement procedures and practices which support this delivery.
- Monitor and demonstrate regularly through our self-assessment framework the extent to which College teams implement and observe best practice and meet target performance standards.
- Actively seek the views and expectations of students, staff, employers and other stakeholders and involve them in the measurement and monitoring of performance and in the identification and implementation of good practice.
- Develop, implement and review action plans and strategies to work continually to improve the quality of provision for students, employers and the local community.
- Be clear to students and others what they can expect from the College.
- Engage and encourage individuals and teams in appropriate training and professional development. Respond to current and future needs including those emerging from the requirements of Government initiatives, funding organisations and awarding organisations.

### Monitoring and Review

This policy will be monitored through the meetings of the Quality Review Board and reported to the Executive Team Meeting. It will be reported to the Corporation through the Quality Section of the Principal's Monthly Report and through the annual Self-Assessment Report.

### Equality and Diversity

The achievement of this policy is central to the College's promotion of equality and diversity and is included within the College's Risk Register.

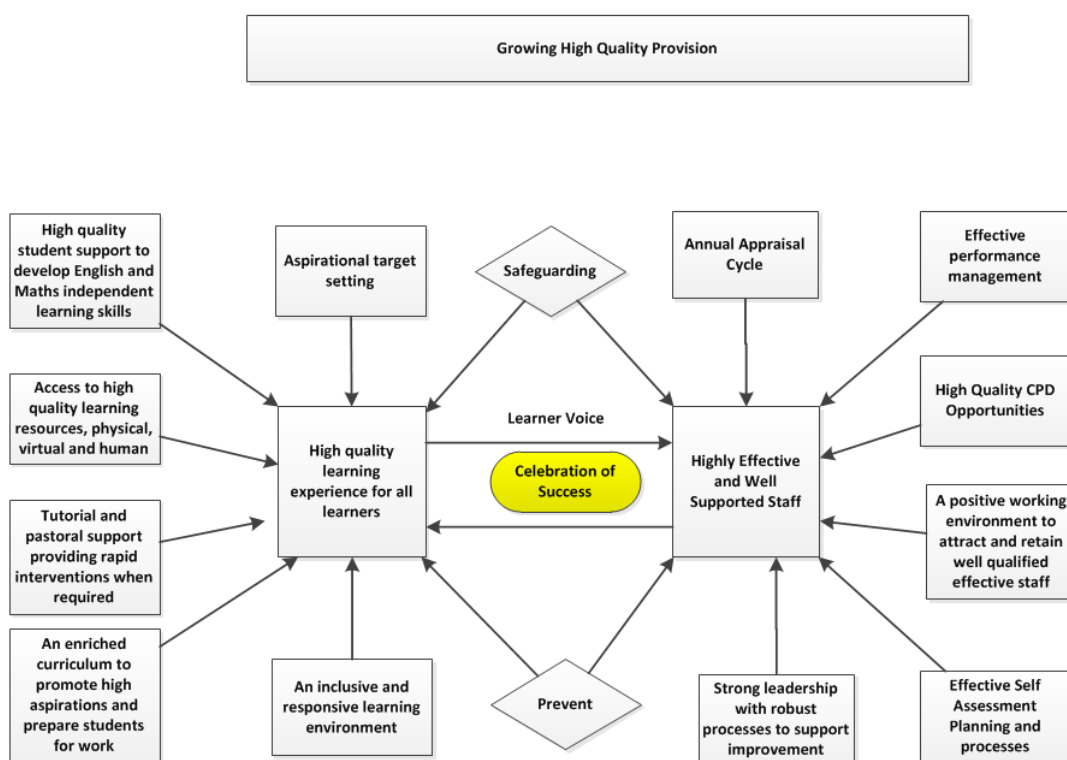
# Waltham Forest College



## Quality Improvement Strategy 2018-19

The Quality Improvement Strategy will establish the processes for the implementation of the Quality Policy and enable the College to achieve its agreed Vision. The College recognises that this relies on effective and highly motivated staff providing a high quality learning experience for all students regardless of their personal characteristics or chosen mode of study.

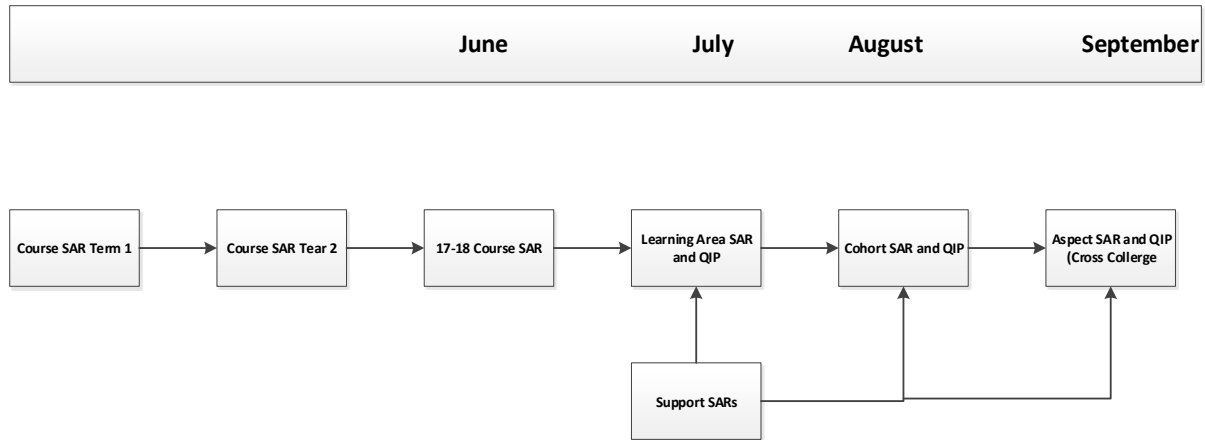
The Assistant Principal: Learning and Quality will be responsible for ensuring the quality improvement strategy procedures are both carried out and effective.



- The strategy is underpinned and supported by a clear and detailed Annual Quality Cycle Planner focussed on improvement. This includes:
  - The stages in the self-assessment process (see figure below)
  - ⊖ Regular Quality Support Meetings where the performance of curriculum areas is rigorously monitored and reviewed against key performance indicators and targets for teams and individuals set and monitored.
  - The processes for establishing, monitoring and delivering the Quality Improvement Plan.
- The oversight by the Quality Review Board. These meetings contribute to self-assessment as the agendas for the meetings will include results of Learning Area Reviews and Individual Learning Reviews, internal verification and feedback from stakeholder surveys

- The promotion of continuous professional development.

### Self-Assessment Process



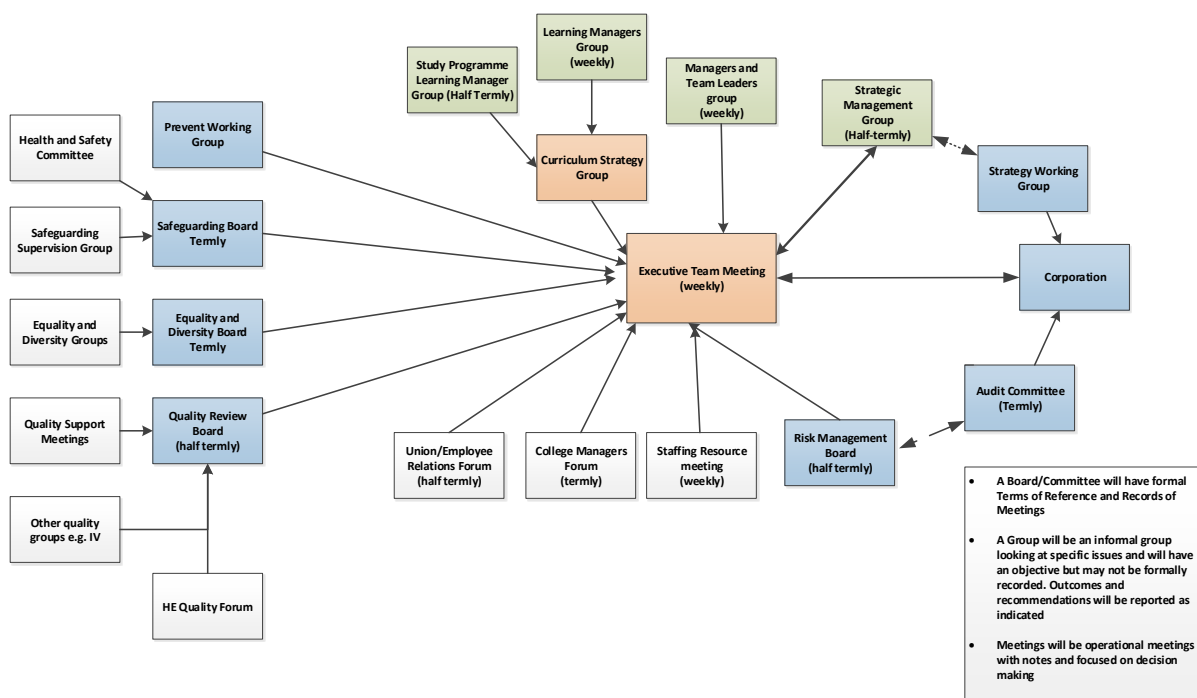
### Higher Education

The quality of the delivery of Higher Education at Waltham Forest College is overseen by the HE Quality Forum, a sub-committee of the Quality Review Board. Guidance for monitoring HE quality is based on the Higher Education Funding Council recommendations and Quality Assurance Agency for Higher Education Standards (QAA). Responsibility for ensuring effective implementation rests with the Deputy Principal Curriculum and Quality. The annual Assurance Statement is reported to Corporation.

The Director of Business Development with responsibility for partners and work based learning (WBL) is developing a similar cycle to the one below. This has been designed to support quality improvement for all those involved with the recruitment, support and assessment of those students that choose to study at Waltham Forest College through the employment or full cost route.

Underpinning the implementation of the Quality Strategy is the meeting schedule that supports the self-assessment cycle. The meetings structure supports quality improvement by ensuring all aspects of the College's work is overseen by both the Executive and the Board.

## Meeting Structure 2018-19



## Monitoring and Review

The Corporation will receive an annual report from the College Quality Review Board. This report will contain a review of progress in improving quality and include recommendations for revision of the strategy where appropriate. The Report will take the form of the College's Self-Assessment Review which will be presented to the November meeting of the Corporation. This will include the annual Quality Improvement Plan.

Additionally the Corporation will be provided through the Principal's Monthly Report with monthly performance measurement. This will identify and serve to keep the Corporation members informed of the key activities and concerns of the Executive Team as the year progresses.

The College Quality Review Board receives information that supports, monitors and evaluates the Quality Improvement Process (Terms of Reference at Annex C)

A number of documents support this strategy:

- Creating a Positive Learning Environment
- A guide to Internal Quality Assurance
- The College Charter
- The Learning and Teaching Strategy
- The Learning and Teaching Toolkit
- The Complaints Policy
- The Learner Involvement Strategy
- The English and Maths Strategy
- Study Programme Strategy
- Tutorial Framework

## Quality Review Board Terms of Reference

### 1. Purpose

The Quality Review Board is responsible for reviewing, advising and recommending, as appropriate, on matters relating to quality assurance, management and improvement to support the delivery of the College's Key Strategic Objectives.

### 2. Membership

2.1 The Board is chaired by the Assistant Principal: Learning and Quality  
The Members are:

- The Principal and Chief Executive
- The Deputy Principal: Curriculum and Quality
- The Assistant Principal: Study Programmes
- The Director of Services to Students
- Teaching and Learning Manager
- The Examinations and Curriculum Administration Manager

2.2 The Board will also normally be supported by

- A member of the Learner Data Services Team
- A member of the Information Systems Team
- Quality Administration

2.3 Such other advisers, stakeholders, governors or staff as may be invited to attend and contribute.

### 3. Responsibilities: to

- 3.1 Draft and recommend annually to the Executive Team, for approval, the College Quality Policy and Strategy.
- 3.2 Monitor and review the implementation and impact of the College Quality Policy and Strategy.
- 3.3 Receive, monitor and review the implementation and impact of the Lesson Review Programme and Staff Training and Development Plans.
- 3.4 Review and monitor the quality of the College's Higher Education provision and the recommendations of the Higher Education Forum.
- 3.5 Plan, receive, review and evaluate the impact of the College's Annual Self-Assessment Report and Quality Improvement Plan.
- 3.6 Draft, monitor and review policies relating to teaching, learning and assessment.
- 3.7 Review and monitor the impact of processes supporting the College's quality assurance and improvement arrangements.

### 4. Frequency of Meetings

The Board will meet up a minimum of half-termly and annually to agree the College Self-Assessment Report.

### 5. Reporting Procedures

The Board will report to the Executive Team Meeting.