Pathway Group

Quality Assurance Policy

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Title: Quality Assurance Policy

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V7.1	Review	S. Johnston	Sajad Ali	No Update	11/02/2021
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V7.3	Review	H. Sheldon	A. Husain	Amendments	16/02/2023
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V8.0	Review	Sajad Ali	K Shannon	Amendments	15/10/2024
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Review

This policy will be regularly monitored to ensure that the objectives are achieved. In addition to the annual review cycle for this policy, this policy will also be reviewed and where necessary revised in the event of legislative or organisational changes.

Next Review Date

10/10/2026

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Intent

At Pathway Group, we recognise that quality assurance is not merely a process but a culture that permeates every aspect of our organisation. Our core value of, **"Quality is Everyone's Responsibility,"** emphasises that each team member plays a crucial role in upholding the standards we strive to achieve. This collective responsibility is essential for maintaining the integrity of our programs, meeting regulatory requirements, and aligning with the expectations of our stakeholders, including learners, employers, and funding bodies.

Our Quality Assurance Policy establishes a framework that emphasizes transparency, accountability, and continuous improvement across all facets of our operations. Key elements include:

- **Commitment to Excellence:** We strive for excellence in all educational offerings by consistently evaluating and enhancing our teaching and assessment practices. We believe that high-quality instruction is fundamental to student success and satisfaction.
- **Evidence-Based Practices:** We implement systematic observation and evaluation processes to collect data and feedback that inform our quality improvement efforts. This data-driven approach enables us to identify best practices and areas for development, ensuring that our programs remain relevant and effective.
- **Professional Development:** We are dedicated to investing in the professional growth of our staff. By fostering a supportive environment for continuous learning, we empower our educators to refine their skills and adapt to changing educational demands.
- **Stakeholder Engagement:** We actively involve all stakeholders, including learners and employers, in the quality assurance process. Their input is invaluable in shaping our programs and ensuring that we meet their needs and expectations.

As we implement this Quality Assurance Policy, every member of the Pathway Group to embrace a culture of excellence and innovation. Together, we will create an educational environment that not only meets but exceeds the expectations of our learners and partners.

Safaraz Ali
Chief Executive Officer

Implementation

All staff are expected to take personal responsibility for their own professional quality and standards in all their activities.

Staff will exercise this responsibility within a supportive environment where expectations and standards are clearly defined and monitored. Continuous improvement and innovation are encouraged, development and training opportunities are provided, feedback is actively sought from clients and duplication of effort is strenuously avoided.

Pathway Group will aim for continuous improvement in the quality of all aspects of its work as part of its determination to help learners achieve the highest possible standards

- Pathway Group aims to be the first choice for high quality education and training within its community.
- The purpose of the Quality Assurance Policy is to ensure such continuous improvement through a process of self-evaluation and action planning.
- The Quality Assurance Policy and associated procedures will involve all employees and collaborative partners. The management of the process will be through the existing organisational structure. Line managers will initiate procedures within their teams and collate and agree self-assessment reports and action plans.
- The Quality Assurance Procedures will be founded in a process of regular self-evaluation by teams in different departments, internal & external audits, and observations, in addition to employer and client feedback.
- The Quality Procedures will seek the views and perceptions of learners and other stake holders for whom the services of Pathway Group exist.
- Wherever appropriate, the procedures will promote the identification of quality standards and performance indicators against which performance can be measured, evaluated, and improved for example OFSTED Education Inspection Framework.

Responsibility for Implementation

- All staff (Heads, Managers, Vocational Tutors, and Support Staff) are responsible for the implementation of the Quality Assurance Policy.
- It is the Quality Improvement Manager's responsibility to ensure there is an annual review of the Policy.

It is the responsibility of all, to engage positively in that review and ensure implementation.

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Focus of Quality Assurance

The Curriculum

- To encourage continuous improvement in the quality of all teaching and learning programmes, thereby; making learning an enjoyable activity and through this, increasing learner retention and the achievement of individual learning aims.

- To develop and sustain a diverse range of learning programmes with curriculum which provide opportunities for progression and provide learners with experiences and wherever appropriate, qualifications suited to their learning aims.

- To ensure rigorous, standardised, and consistent assessment procedures, which meet the standards of external validation bodies.

- To provide information that supports strategic planning for Pathway Group business development cycle.

- To monitor and evaluate the procedure for advising, interviewing, and counselling learners at entry and throughout their time at Pathway Group.

- To establish standards and monitoring procedures for providing a supportive and accessible range of services to all learners.

Promote Consistency.

- This underpinned by the concepts of equality and fairness.

- All policies and procedures will be well documented and readily accessible to staff, learners, and any other relevant parties.

- Pathway Group will rigorously and continuously monitor the effectiveness of its Quality Assurance Procedures to assure that they are operating in accordance with good practice. These include:

  - Production of written policies and procedures that clearly define how key activities are carried out within the organisation.
  - Regular checks that policies and procedures are being adhered to by all members of staff.
  - Management reviews of all policies and procedures on an annual basis to ensure they remain fit for purpose.

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- Quality Assurance procedures are in place to ensure the standard of learning and teaching practice is continuously monitored and improved.
- Learner views are actively sought on the standard of training they receive at key stages throughout their development. These are then evaluated, and improvements made where necessary. Employers are also involved in the development and delivery of training programmes. We seek their views on the standard of the training that we provide for learners. These are evaluated and improvements made where necessary.
- We ensure that all Assessment and Verification activities conform to RQF and Awarding Organisation requirements and are in accordance with our documented procedures.
- We benchmark our performance against available national data, ESFA and Ofsted good practice guides and other available data.
- We constantly analyse the performance of learners, monitor trends and then take action to ensure that retention, achievement, and success levels increase yearly.
- Formal self-assessment, SAR, of provision is conducted annually in order to identify strengths and areas for improvement, with each member of the Senior Management Team working with colleagues to review the effectiveness of processes and evaluation of the outcomes.

From the self-assessment process, strategic priorities are identified that set out our intent. In order to implement our priorities and deliver an impact, a Strategic Plan is created that sets out clear themes, aims and objectives.

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Pathway Annual Quality Cycle - Model for Improvement

Gather Learner & Employer feedback

Gather staff and stakeholder feedback

Evaluate , inform and update policies and procedures

Data Analysis and internal audits

Action areas for improvement

Compile SAR

- What changes are to be made
- Next cycle

- Objectives
- Plan to carry out actions (who, what, when and where)
- Questions, barriers

Act

Plan

Check /Study

Do

- Complete analysis
- Compare
- Summarise outcomes/ what was learned

- Carry out the activities
- Document observations, problems and outcomes
- start to analyse results