

Further Education Quality Policy

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Policy Owner	Department
Head of Quality, FE	FE Central
Version Number	Date drafted/Date of review
2.2	28/07/17
2.3	11.01.21
2.4	11.02.22
2.5	01.02.23
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
Reviewed and Approved by (see Policies Guidance for approval process)	Date
Academic Board	12/03/2008
Education Committee - Chairs action	18/02/21
Academic Board	24/2/22
Academic Board	01/02/23
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/> And/Or Internal access (MyWi) <input checked="" type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/> Or Staff access only <input type="checkbox"/>

Policy Overview and Scope

To ensure learners receive the highest quality of teaching, learning and assessment which is developed and maintained within the FE Division through the processes of review and continuous improvement.

The policy applies to all staff, learners and stakeholders involved in the FE Division.

The policy will:

- Follow an annual quality cycle
 - Embed a commitment to excellence and continuous quality improvement within all staff
 - Review performance against internal and external targets and benchmarks
 - Lead to the production of an annual Self Assessment Report meeting internal and external criteria
 - Generate a Quality Improvement Plan which is reviewed by the Further Education Managers and lead to improvement in the quality of provision within the FE Division
 - Ensure that Quality Improvement Plans are produced at course and section / faculty level to lead to improvement in the quality of provision at local level
 - Ensure that feedback is sought from learners and other stakeholders to improve the quality of provision
-

Policy and Procedure

Annual Review Cycle

- To ensure that the quality processes within the division are reviewed and improved on a continual basis
- To result in the production of the annual Self Assessment Report and updating of the FE Division Quality Improvement Plan which is reviewed and signed off by Academic Board and the Board of Governors
- Incorporates:
 - Feedback from learners
 - Feedback from other stakeholders such as employers and awarding bodies
 - Course snapshot reviews
 - Monitoring and target setting for retention, achievement and success on a course and division basis
 - Review against external benchmarks
 - Performance of the Division against local, regional and national priorities such as SFA, EFA, LA, Inspection Framework
 - Monitoring and review of equality and diversity through learner data and EDIMS (Equality and Diversity Impact Measures)
 - Self assessment by service areas impacting on the FE Division

Lesson Observation Process

- To monitor the quality of teaching, learning and assessment in the FE Division
- To ensure that teaching and assessment is meeting external requirements such as those of awarding bodies
- To instigate and follow up support of teachers as required including those new to teaching through the Developing Excellence programme
- To enable dissemination of good practice throughout the division
- To monitor the general and specialist resources used by the FE Division

Internal Verification Process

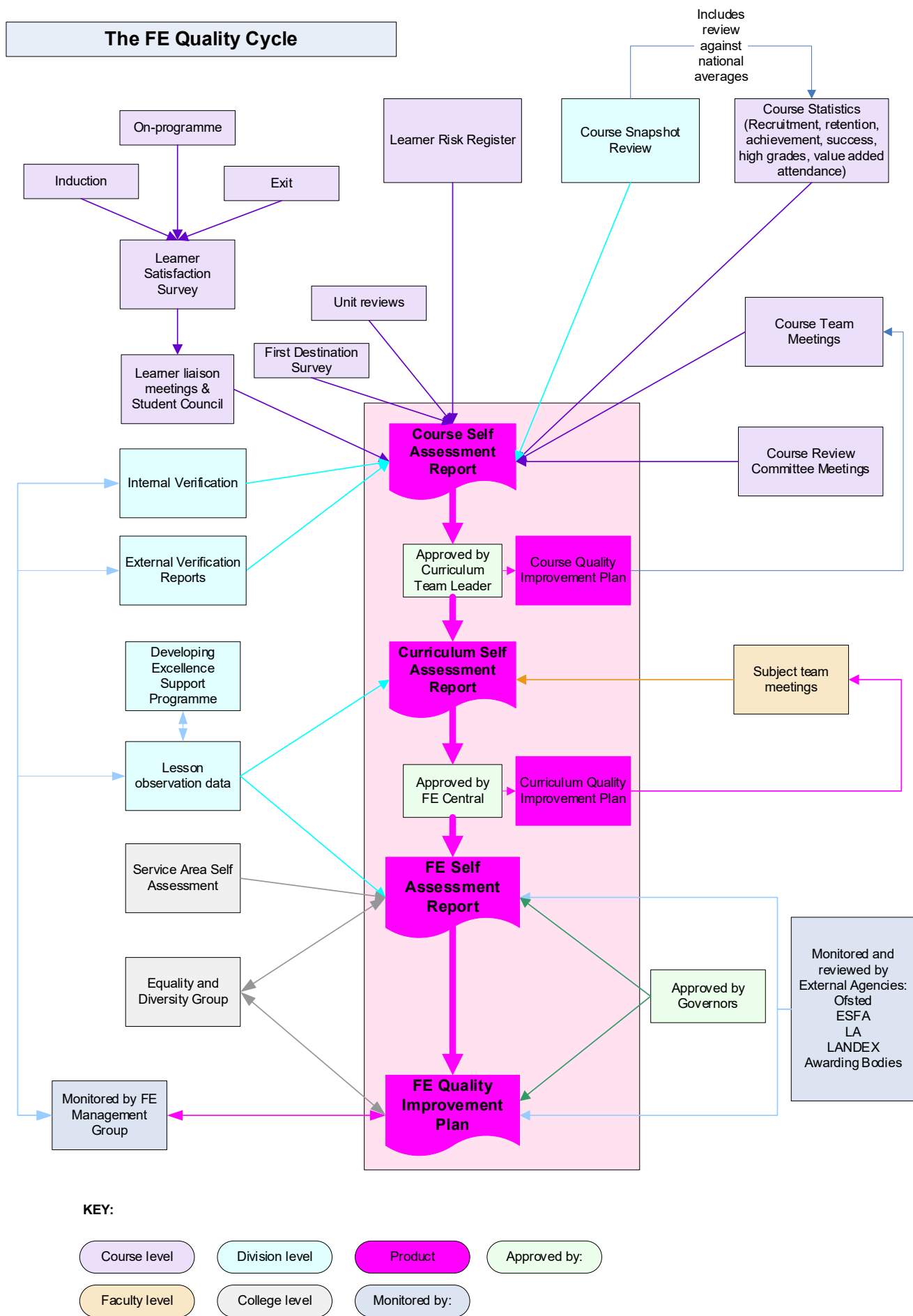
- To ensure that all teaching and learning via assessment meet the requirements of awarding bodies and encourage continual improvement for learners

Monitored by (Internal):

Assistant Director FE (Quality)
Curriculum Team leaders
Course Team Managers
Student Council
FE Management group
Student Support Forum
Senior Management Team
FE Committee of Governors
Governors

Monitored by (External):

Ofsted
Peer Review
Landex
Education Skills Funding Agency (ESFA)
Local Authority (LA)
Awarding Organisations



This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.

If this information is difficult to access, read or understand, it can be provided in another format, for example in Braille, in large print, on audiotape, in another language or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
2.1	Update for 2016/17	24/08/2016
2.2	Update for 2017/18	28/07/2017
2.3	Update for 2021/22	11.01.21
2.4	Reviewed 22/23	11.02.22
2.5	Reviewed 23/24	01.02.23