Quality Assurance Policy

Responsibility for Implementation:

All staff (directors; trainers, assessors) are responsible for the implementation of the Quality Assurance

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 success.

Aims:

To develop and sustain a diverse range of courses across the Centres which provide opportunities for progression and which 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 validating agencies

To provide information which supports strategic planning for VMT business development

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

Staff:

To review regularly the performance, training and developmental needs of all employees through the operation of VMT annual review and appraisal scheme

Through the Continuing Professional development Plan, to offer training and development to individuals from Induction and throughout their employment

To monitor and evaluate performance and developmental needs through three internal observations a year and external observations as required by the accrediting body.
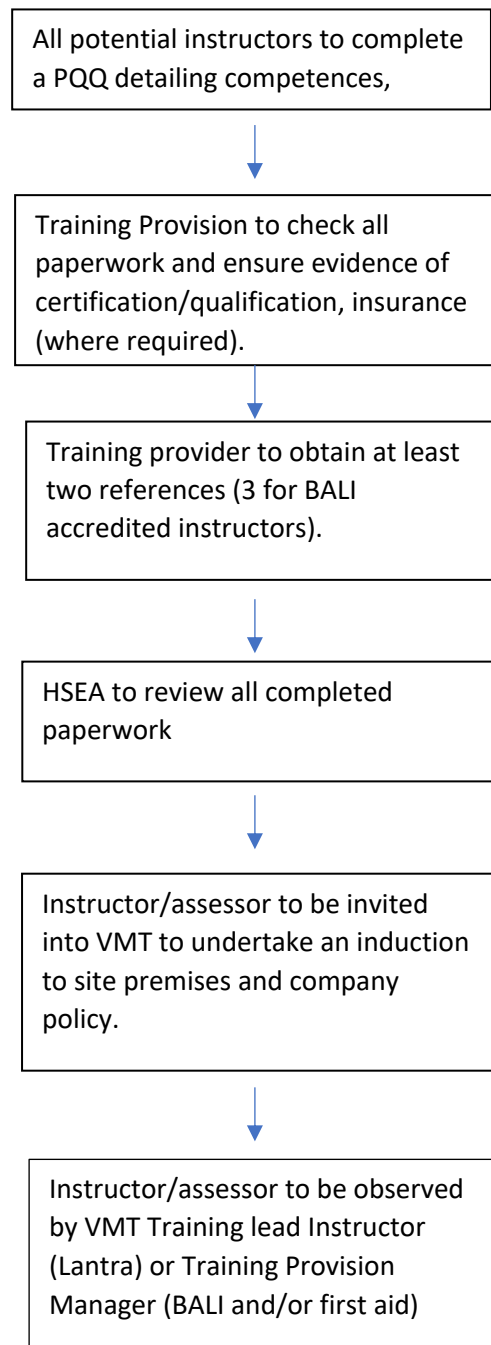
Learners:

All learners at Induction will be made aware of the quality standards at VMT Training

All learner feedback including comments in the learner feedback forms will be analysed and acted upon.

Instructor appointment procedure

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┌─────────────────────────────────┐
│ All potential instructors to    │
│ complete a PQQ detailing        │
│ competences,                    │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ Training Provision to check all │
│ paperwork and ensure evidence   │
│ of certification/qualification, │
│ insurance (where required).     │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ Training provider to obtain at  │
│ least two references (3 for     │
│ BALI accredited instructors).   │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ HSEA to review all completed    │
│ paperwork                       │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ Instructor/assessor to be       │
│ invited into VMT to undertake   │
│ an induction to site premises   │
│ and company policy.             │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ Instructor/assessor to be       │
│ observed by VMT Training lead   │
│ Instructor (Lantra) or Training │
│ Provision Manager (BALI and/or  │
│ first aid)                      │
└─────────────────────────────────┘
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Name: - Rob Mallett

Signed: - *P.Mallett*

Appointment: - Managing Director

Date: 21/09/23

Review Date: - 21/09/24