



QUALITY ASSURANCE POLICY

Quality assurance is an essential element of a learning provisions self-evaluation. The outcome of quality assurance will contribute to enhancing the quality of learning, improving learners' progress and levels of attainment.

At Productive Learning UK Limited, quality assurance is also intended to identify training and development needs, ensure policy is being implemented and to encourage reflection and innovation.

Quality assurance should be open, transparent and supportive with an appropriate balance between line management and/or external quality assurance and individual/internal self-evaluation, and should be used in conjunction with all related policies and procedures within Productive Learning UK Limited.

The following section provides clear guidance and protocols for the main types of quality assurance that are regularly used at Productive Learning UK Limited as an alternative education provision.

Quality Assurance of Alternative Provision

All schools and commissioners have a responsibility to ensure that when learners access an Alternative or Off Site provision that the learner is safe, learning, and achieving.

Commissioners should ensure appropriate quality assurance is undertaken of all Alternative Provision accessed by learners.

Commissioners will have access to Productive Learning UK Limited as an alternative education provider and will be able to examine evidence from Productive Learning UK Limited to be able to make judgements as to the effectiveness of the provision to meet the needs of learners.

Although not an exhaustive or prescriptive list, when quality assuring Productive Learning UK Limited judgements may be formed using the following evidence:

- Workshop observations.
- Individualised learning sessions.
- Provision Plans.
- Individualised learning plans and lesson plans.
- Portfolio of work examination.
- Interviews with staff, volunteers, parents, carers, guardians, commissioners or educational specialists.
- Interview with learners.



- Review of policies and procedures.
- Multi agency meetings.
- Reviewing feedback staff, volunteers, parents, carers, guardians, commissioners or educational specialists.
- Reviewing feedback from learners .

Use of Quality Assurance Tool

This quality assurance tool has been developed from the Ofsted Framework Alternative Provision Guidance; it will be used internally to assess quality and outcome of learning for all learners at Productive Learning UK Limited.

This should in turn be submitted for external audit as and when required.

By using available evidence self-identify which of the statements below best describe the alternative provision attainment in the areas listed below:

- | | |
|--------------|--|
| Exceeds: | Productive Learning UK Limited has exceeded the minimum expectations of learners and interested parties in line with the descriptors provided. |
| Meets: | Productive Learning UK Limited is confident that the expected minimum requirements are being met. |
| Improvement: | Detailed plan of where the expectations are not met and how improvements must be implemented. |

These forms will be retained for auditing purposed, both internally and externally.

Policy Review

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.

A handwritten signature in black ink, appearing to read "N. Morris", is written over a horizontal line.

Nicholas Morris
Director – Productive Learning UK Limited



Internal Quality Assurance Audit Form:

LEARNER NAME: _____

Description of activities undertaken:

Knowledge:	Exceeds / Meets / Improvement Required
Expected outcome:	Actual outcome:
Skills:	Exceeds / Meets / Improvement Required
Expected outcome:	Actual outcome:
Behaviours:	Exceeds / Meets / Improvement Required
Expected outcome:	Actual outcome:

Internal assessment by: _____ Date: _____

Audited by: _____ Date: _____