

Quality Assurance Policy



Trustee Owner	Andrew Counsell
Effective date:	18/7/22
Review date:	18/7/24
Related documents	Assessment Policy Appeals Against Assessment Decisions Internal Verification Policy Reasonable Adjustments Policy Recognition of Prior Learning Policy Malpractice or Maladministration Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Counsell	18/07/22

Purpose

Newton Rigg Ltd recognises that awarding bodies and funding bodies expect us to design, deliver and assure our education so that our students can achieve success, we maintain academic standards, we support continuous improvement in academic quality and we adhere to regulatory compliance.

This policy is designed to explain to tutors, instructors, assessors, moderators and students how we manage our quality assurance using a variety of policies and procedures.

Scope

This policy applies to all tutors, instructors, assessors, moderators and students.

Newton Rigg Ltd staff and or its representatives are responsible for the maintenance, review and improvement of this policy.

Principles

Our Quality Assurance cycle includes:

- Regular reviews of curriculum design to include delivery, sequencing, lesson structure, differentiation and assessment process with a view to aligning these to Intent, Implementation and Impact criteria
- Review teaching practices by supporting tutors with developmental observations of teaching and learning, peer reviewing, appraisals and developmental CPD activities
- Termly student feedback with actioning of any issues at the earliest opportunity where possible

- Regular tutor team meetings to discuss the programmes and identify students at risk of not completing, poor attendance, in need of support or reasonable adjustments
- Regular formal and informal catch-ups for tutors with their line manager, with follow-ups on issues raised and/or development opportunities available
- Coaching and Development supported by a robust appraisal system
- Interim and year-end self-assessment reports
- Quality improvement plans for the next term/year

We support students to achieve using our:

- Assessment policy
- Appeals against assessment decisions policy
- Internal verification policy
- Malpractice and maladministration policy
- Reasonable adjustments policy
- Recognition of prior learning policy
- Student behaviour and relationship policy
- Missing/absent person policy
- Medication and supporting students with medical conditions policy
- Adults at risk/ Children's safeguarding and Prevent policy

We support tutors to do their job effectively by having our:

- Disclosure of Malpractice in the workplace policy
- Diversity, equity and inclusion policy
- Performance management policy
- Staffing policy
- Sickness absence policy
- Technology and social media policy
- Health and Safety, fire safety, first aid, lone working, PPE and occupational vaccination policies

We monitor the running of our organisation by using:

- Anti-fraud and corruption policy

- Compliments and complaints policy
- Financial controls policy
- GDPR policy
- Reserves policy
- Risk Management policy
- Animal welfare policy
- Environment and sustainability policy

Our Education and Training Manager is responsible for ensuring the implementation of this policy is adhered to. Any student who believes their adjustment has not been fair or is unreasonable has the right to challenge the decision and bring this to the Appeals Committee.

The Committee will consist of the organisation's Education and Training Manager, a Programme manager from a different curriculum area and a Trustee. The Committee will respond to your appeal in writing within 4 weeks. The result of the Appeals Committee is final.