

Bauer Academy Quality Assurance Plan

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Policy aim: this policy outlines the quality assurance processes for all Bauer Academy programmes, ensuring we regularly self-evaluate and implement changes to ensure a high standard of learning for all our learners

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1. Overview:

Quality assurance measures are in place for Apprenticeship Standards ensuring that Bauer Academy will comply with Ofsted requirements.

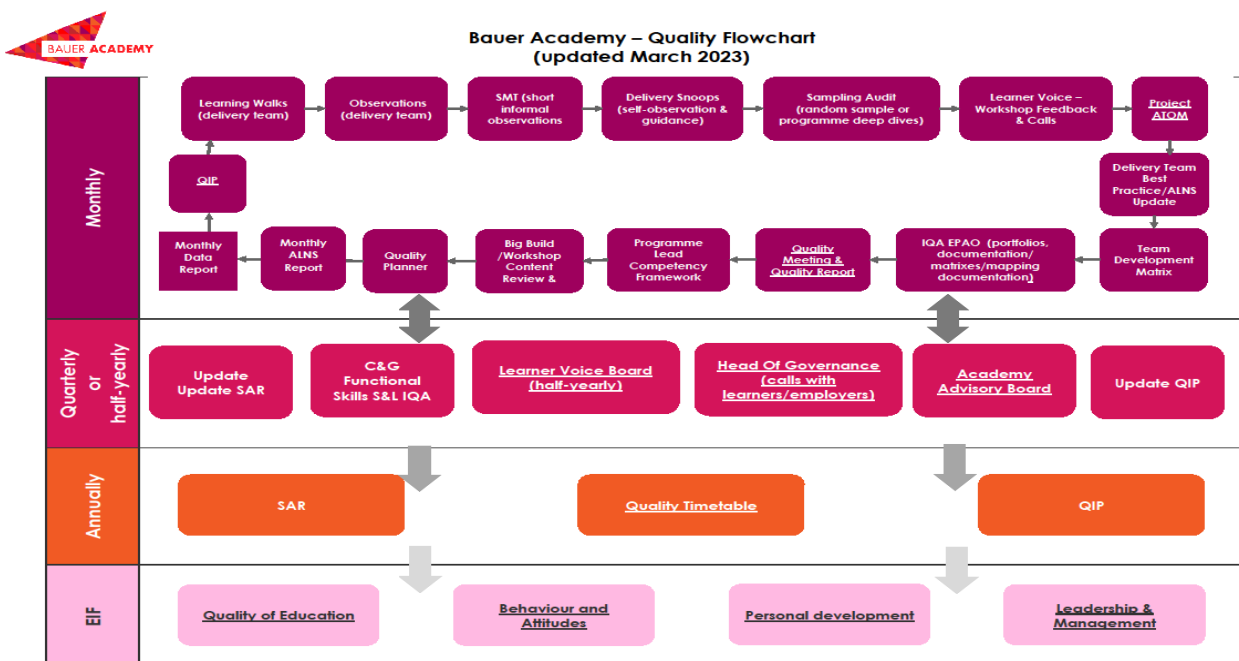
Bauer Academy Apprenticeship Standard programmes are managed through several key processes, which consider the skills gap in the business, and the training needs of the individual apprentice. The apprenticeship programmes processes are monitored and reviewed by both the Delivery Management Team and also the Senior Leadership Team (SLT), to ensure a high level of quality across all aspects of curriculum design, management, assessment and delivery. SLT plan, monitor and evaluate apprenticeship delivery mapped against the apprenticeship standards, qualification specifications and regulatory requirements (including Ofsted).

The SLT plan provision that is in line with both local and national skills strategies. SLT have high expectations for the apprenticeship programmes and set clear KPI targets at the outset, which are communicated across the whole team involved in the programme.

SLT and the delivery team monitor that all apprentices receive the required Off the Job training requirement (20% for those who have enrolled pre August 2022 and baseline of 6 hours minimum for those who enrolled from August 2022 onwards) and record time spent on the Apprentice's Learning Log.

SLT plan, monitor and evaluate apprenticeship delivery mapped against the apprenticeship standards and Ofsted requirements. Bi-monthly SLT meetings take place to evaluate programmes using the following information:

- Monthly KPI data
- Quarterly SLT reviews on the Bauer Academy SAR (Self-Assessment Review)
- Individual Apprenticeship Standard SARs (Self-Assessment Reviews) regularly updated by the Programme Leads
- Monthly QIP reviews (Quality Improvement Plan)
- Monthly review of Quality Flowchart and Tracker
- Monthly review of the learner watchlist
- Observations of Teaching and Learning
- Observations of progress reviews
- Senior management short observations
- Informal learning walks of Teaching and learning
- Delivery Snoops
- Internal quality checks on all teaching materials
- Quality review EPA submissions including EPAO mandatory documentation, review of portfolios and mapping documents/matrixes.
- Monthly quality audit sampling
- Monthly review of learner voice workshop feedback
- Monthly review meetings of data for learners who have declared ALNS
- Feedback from line managers and workshops
- Learner Voice Board
- Academy Advisory Board
- IQA sampling of work against the awarding body specification (none apprenticeship)



2. Self-Assessment Review (SAR):

In order to assess and continually improve SLT use information drawn from the above reports (identified in point 1) to complete/update the **Self-Assessment Review (SAR)**. The SAR summarises our performance but also breakdown the delivery through funding streams looking at

- Recruitment numbers (breakdown per funding and or course to include total number of males/females, BME, those who have declared a learning difficulty or disability).
- How we grade our overall performance is in line with Ofsted's Education Inspection Framework (EIF), Leadership & Management, Quality of Education, Behaviour and Attitudes and Personal Development.
- Areas for improvement.

3. Quality Improvement Plan (QIP):

The SAR is reviewed and updated by SLT and forms the information used for our Quality Improvement Plan (QIP). The QIP identifies what is going well, what requires improvements, what actions need to be carried out, by whom and the completion date. The SAR/QIP is shared with all staff. SLT track, review/update progress made on the QIP. The SAR/QIP are key to ensuring the apprenticeship delivery is of a high standard, KPI targets are met, apprentices are being stretched and challenged to reach their full potential and their long-term goal aspirations.

4. IAG and Induction:

- The apprentice will receive Information, advice and guidance (IAG) and a copy IAG document, which includes contact details for Bauer Academy Support services and other support agencies.
- The apprentice will be informed of all Bauer Academy's policies and procedures; this will include Equality & Diversity, Safeguarding and Prevent.
- Apprentices will receive an overview of their course, the assessment methods, and the review process
- The induction will include the initial assessment/screener and interview. This will inform staff of prior attainment, the level the learner is currently working at and if any additional support is required. Support will be in place for apprentices with additional support requirements and will be closely monitored by our Learning Support Executive.
- If any apprentice does not have the required level 2 in Maths or English, we will support them to achieve this.
- Apprentices will receive a copy of the Academy Handbook
- Line Manager briefing meetings

As part of our quality assurance measures, we will carry out observations of staff involved in the induction process.

5. Delivery Team:

- All the delivery team have excellent subject knowledge and experience in the subject matter they are delivering
- All the delivery team will complete Bauer Academy induction training to ensure they understand Bauer Academy approach to teaching and learning as well as all policies, procedures and reporting processes. They must also complete Safeguarding and Prevent training.
- The delivery team receive internal training from the outset so that they understand the process and requirements for the apprenticeship programme. This includes the importance of regular assessment methods with written/oral feedback on the apprentice's work
- All are enhanced DBS cleared

Internal quality measures related to curriculum design are in place through 'The Big Build' for the Education Director and delivery team to review all course materials, lesson plans and assessments methods to ensure they meet the apprenticeship standard or qualification.

Monthly audits

Monthly audits take place across all apprenticeship programmes, these may be a random sample, a deep dive into a programme or a sample based on the monthly data report. The audit report is shared by our Head of Quality with Programmes Leads/Heads OF and at the monthly quality meeting.

6. Observations of Teaching, Learning and assessment:

- Observations of teaching, learning and assessment will take place to ensure the quality of delivery.
- Observations of Progress Reviews
- The observation will help to evaluate the learning that is taking place, the assessment method is appropriate and that all learners are being stretched and challenged to reach their full potential
- SLT will carry short observations
- Unannounced informal learning walks will take place regularly and will involve informal discussions for evaluation purposes.
- Delivery snoops carried out by the Education Director with Programme Leads or Heads Of (subject specialists)

Observations will also cover:

- The delivery team's regular contact with the apprentice ensuring they are on target, monitoring/logging progress, recording feedback from the apprentice and setting SMART achievable targets.
- The 8 to 10 week review to assess progress with the delivery team, the apprentice and the apprentice line manager must attend.
- The delivery team may be required to observe the apprentice in the workplace
- The delivery team will reflect with the apprentice on what impact the learning has had on their behaviour at work and the impact the apprenticeship has had to date on both their personal/work development.

- The distance travelled, reflective learning logs, reviews and KPI data will evaluate outcomes for learners.

The Education Director, the Head of Quality or a member of SLT, will carry out observations.

All staff observed will receive constructive feedback, identify what was good and what improvements need to be made. Any staff who do not meet the minimum grade of 'good' will be supported, any additional training needs will be arranged and they will be re-observed.

Reports from observations will be one of the performance measures of the Quarterly Development Discussions and Contribution Plans (Personal Development Reviews)

As part of our internal quality measures observers will be observed, observing to ensure the process is fair and appropriate.

Delivery team Best Practice sessions take place monthly.

7. Personal Development Reviews (PDR) /Training:

All staff will complete Quarterly Contribution Plans and Development Discussions to reflect on their performance. Line managers will meet with staff individually to discuss performance based on KPI's, observations and previous targets. This involves

- Reviewee will review current responsibilities, review team strategy and business priorities and will draft SMART objectives on how they will contribute to the success of the team and the wider business.
- These will be reviewed quarterly to discuss achievements; identify any issues that have arisen or excellence achieved
- Aligned to the Quarterly Contribution Plan is the Development Discussion which takes place within the same 1 to 1 meeting. This is where career discussions take place about development plans and aspirations.
- Training requirements are identified by the reviewee and/or line manager to enhance performance and support the employee to achieve their objectives.
- New objectives will be agreed/set at each quarterly discussion.

8. Staff Training:

Both individual and whole team development needs are identified through the Quality measures listed in this policy and are addressed via various mechanisms to ensure development needs are agile in responding to active needs quickly.

All staff must attend regular Bauer Academy mandatory training sessions (the content of which is informed through our Quality Processes) and Best Practice Huddles to update fully on policies and best practice.