

Quality Improvement Action Plan 2019-20

Area for Improvement	Area for Monitoring	Actions and Progress indicators	Progress reviewed at QUAD/Advisory Board	Further Actions/ monitoring required	RAG rating
<p>Leaders and managers should ensure that tutors recognise and record progress and achievement in short non-accredited courses accurately so that they can better support their learners to develop new knowledge and skills.</p> <p>However, achievement is sufficiently robust on longer courses.</p>		<p>Task to review Health and Wellbeing curriculum in order that tasters and workshops can be delivered without recourse to public funding.</p> <p>To review quality assurance to provide lighter touch for non-funded workshop.</p> <p>Review of fees and concessions and course viability thresholds, in line with a revised budget.</p>	<p>Jan 2020: to trial in summer term less delivery / fewer workshops and more 12-hour courses looking at minimum classes of 8 learners. Starting in September revised paperwork for workshops.</p> <p>March 2020: direct classroom teaching and exams have been postponed due to Covid-19. Workshops planned for June, Adult learners' week.</p> <p>May 2020: ICT and art and well-being tutors have been enrolled on RARPA training on Moodle learning environment. Course proposal form has been updated to consider RARPA and these are reviewed by CG and KB</p> <p>June 2020: KB, CG, AW and RB reviewed process and planning required for art and well-being workshops which will now be out of scope of Ofsted due to being funded from fee income. Draft session plans and process shared and discussed.</p>	<p>March 2020 Action: To review workshop-based delivery in Summer term for September, to make relevant changes or adaptations to improve approaches and curriculum delivery for workshops. QUAD to continue to monitor current situation regarding direct classroom teaching.</p> <p>One day workshops fees have been reviewed to ensure they are self – funding whilst maintaining a concessionary rate. CG and AW to plan whole academic year programme ready to advertise in September.</p> <p>June 2020: updated draft to be shared with group to be approved by end of June 2020</p> <p>July 2020: new session plans for workshops ready for September.</p>	<p>RAG rating</p>

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<p>Leaders and managers should ensure that learners who undertake courses to improve their employment prospects receive impartial careers advice so that they understand what they need to do to reach their chosen career.</p> <p>Personal Employability Plan introduced in September 2019 is not been used by all tutors and some learners are not sure how to use it.</p>		<p>Improve links to further education colleges. Encourage learners to take part in open days and careers fairs. Partner with Housing Associations to support pop up business school. Promote range of distance learning options for those adults not yet ready to commit to full time FE programme.</p> <p>Secure monthly impartial careers advisor</p> <p>Ensure PEP is used with appropriate learners or incorporated into Individual Learning Plans.</p>	<p>Jan 2020: Janet Stevens has agreed to join the Advisory Board from IW College to develop links with college. Continue to advertise and promote via Facebook, job fairs on and off island.</p> <p>Supporting pop up business school to use Westridge for a two-week event.</p> <p>Monthly impartial careers advice secured with qualified advisor Amanda Mason.</p> <p>Feb 2020: ILP indicate if learner has a PEP and targets set relevant to those employability outcomes.</p> <p>March 2020: direct classroom teaching postponed due to Covid-19. FS tutors engaging with Hodder and WhatsApp to continue to offer resources and support for learners. Learners on ECDL have full training pack and access to resources to continue learning outside of the classroom.</p> <p>Amanda Mason Careers Advisor engaged to deliver one to one session to support learner progress.</p> <p>May 2020: All FS and ICT learners sent link to Learn My Way to support them while distance learning. Learners also sent information on Govt Skills Toolkit.</p> <p>June 2020: PEP plan updated by RB and Amanda Mason to be included in handbook for next academic year. Shared at QUAD. AM currently supporting learners on careers guidance through telephone or online one to one's where required.</p>	<p>March 2020 Action: To direct learners to online careers support and or relevant online training to support them relevant to the employability plan working with AM and RB to prepare for future careers sessions, ad-hoc workshops and further develop the PEP as an A5 booklet to supplement the ILP.</p> <p>May 2020: Janet Stevens from IW College joined first Advisory Board meeting to improve links with IW college.</p> <p>June 2020: Action: Learner Handbook review of PEP plan to be shared in Teams with feedback to be given by 22nd June.</p> <p>July 2020: Actions fully met</p>	

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<p>Leaders and managers should record and monitor safeguarding incidents up to the point of resolution so that they can be sure that the support provided is effective.</p>		<p>Safeguarding incident form to be amended to show follow up welfare check for those incidents not escalated to referral status. This will clearly show whether a resolution has been met.</p>	<p>Feb 2020: Changes to recording on safeguarding paperwork have been identified March 2020: RB updated safeguarding incident recording form shared at QUAD April 2020: RB/KB reviewed Prevent Risk assessment and agreed on change of format to ensure meets current needs of service May 2020: Changes made to safeguarding reporting form and process completed and trialled.</p>	<p>Feb 2020: To be reviewed at next QUAD March 2020: Annual review of safeguarding policy and procedures to be completed for next academic year by QUAD April 2020: to be trialled reviewed at QUAD May 2020: ALL ACTIONS MET</p>	
RAG RATING					
AI identified Action set		Action partially met		Action met but still requires monitoring/action fully met	

ACL	Adult Community Learning
Advisory Board	Governing body
FE	Further Education
ICT	Information Communication Technology
ILP	Individual Learning Plans

OTL	Observation of Teaching and Learning
PEP	Personal Employability Plan
QUAD	Quality and Data Management Team/meetings
QIP	Quality Improvement Plan
RARPA	Recognising and Recording Progress and Achievement