



Health & Safety Cornwall

Policy and Procedure Name:	Quality Assurance
Date Effective:	February 2013
Written By:	Josh Bourne
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QUALITY ASSURANCE POLICY

1. Introduction

- 1.1. A1 aims to be a leading provider of education in occupational health and safety in the UK and will deliver high quality and relevant education and training in a variety of formats and styles including seminars, conferences, core topics meetings, workshops and distance learning to suit individual needs at different stages in their career development.
- 1.2. A1 will quality assure its educational output by setting clearly defined learning outcomes and through rigorous evaluation that involves feedback from learners and peer review of content.

2. Quality standards for education and training

- 2.1. A1 will apply the following quality standards for each educational activity:
 - 2.1.1. Learning objectives will be set by the subject teachers when planning a learning activity.
 - 2.1.2. The proposed educational content and objectives will be reviewed at the planning stage by a Chartered Safety and Health Practitioner who is highly experienced educators who are knowledgeable and experienced.
 - 2.1.3. The proposed learning methods will be reviewed as above.
 - 2.1.4. Subject teachers will be expected to have both current knowledge/experience of the topic area and the skills to deliver the content appropriately, as indicated by evidence provided during recruitment and selection. Subject teacher's performance will be reviewed through evaluation in the form of feedback from learners and peer review.
 - 2.1.5. Feedback will be communicated to individual subject teachers to enable them to review their sessions and for purposes of appraisal. This information will normally be provided within a month of the event.
 - 2.1.6. Educational methods should be appropriate and tailored to the specific learning outcomes and anticipated learners' needs: the mix could include small group work, practical training, simulation, experiential learning, lecture presentation etc. Principles of Adult learning should be followed, and interactive learning provided wherever possible.
 - 2.1.7. Reflective learning will be promoted in all our educational activities.
 - 2.1.8. Distance learning will be provided as well as face-to-face sessions to enable individuals to learn in their own time; check their knowledge and reflect on what they have learned.

3. Related policies

3.1. This policy should be read in conjunction with the following:

- 3.1.1.Complaints Policy
- 3.1.2.Equal Opportunities Policy
- 3.1.3.Health and Safety Policy
- 3.1.4.Safeguarding Policy

4. Quality assurance and evaluation methods

4.1. These actions will take place systematically to quality assure our education and training provision:

4.1.1.Evaluation from learners will be gathered to inform future training/education. This feedback will be shared with the subject teachers, so that they can reflect on their performance consolidate good practice and if necessary, make appropriate change to their educational content or delivery.

4.1.2.Students will be asked to comment on whether the learning objectives identified were appropriate and whether they have been met.

4.1.3.The Director and Head of Service will function as a quality assurance board with oversight of the implementation of any standards and the quality assurance process. This means that annually both will conduct a quality audit/review and self-assessment/appraisal exercise to identify areas for improvement.

4.1.4.Once a year the Director and Head of Service will review the education needs of different interest groups and consider whether new education activities should be developed to meet these.

Signed:

Date: