 Quality Assurance Policy and Procedures

1. RCTTP Quality Assurance Policy

This Quality Assurance Policy outlines the expectations and roles and responsibilities of everyone involved and connected with the Partnership so that each individual knows what is expected of them.

This policy is made available to all members of the Partnership through the RCTTP website. A hard copy of the policy is available in the centrally held policy file.

The Quality Assurance Policy and Procedures provide a means of rigorous monitoring, evaluation and moderation of all aspects of provision to ensure that RCTTP establishes and maintains the highest quality of training and support for trainees and Partnership Schools.

2. Roles and responsibilities

 2.1 Executive Group

The Executive Group will:

* receive progress reports from the Programme Manager
* QA reports presented at Executive Group meetings
* assess and monitor the impact of this policy by annually reviewing the action taken under it as part of improvement planning

 2.2 Programme Manager and/or Course Leader

 Roles and responsibilities are shown within the Quality Assurance procedures section of this document.

2.3 Partnership Staff

Roles and responsibilities are shown within the Quality Assurance procedures section of this document.

2.4 Trainees

 Roles and responsibilities are shown within the Quality Assurance procedures section of this document.

 3. Complaints Procedure

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the appropriate action under the RCTTP complaints procedure. In the first instance this will be raised informally in order to seek a solution. Action by the Programme Manager may include an investigation and report on the issue. Reports on any such complaints will be raised at the Executive Group

**Linked policies:**

* Assessment Policy and Procedures
* Selection and Recruitment Policy and Procedures
* RCTTP Roles and Responsibilities

**See also**

* Quality Assurance File
* Evaluation Files

 Quality Assurance Procedures

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| Aspect of provision | QA Procedures/source of information | Roles and responsibilities |
| Recruitment: Application process | * After initial review by Course Leader, application is reviewed by a second person if the Course Leader is unsure whether to take the application through to next stage
 | Course Leaders  |
| Recruitment:Task Morning | * Qualifications and ID checked, copies of documentation taken
* Assessment of all candidates carried out by more than one person (Course Leaders and a colleague from Partnership School for both practical tasks)
* All tasks graded by assessors against defined selection criteria.
* Decision to take to interview made by discussion against selection criteria for all tasks (panel of 3).
* All candidates asked to complete written evaluation of the selection process
* Staff from Partnership Schools asked to complete an evaluation of the Task morning procedures
 | Course AdministratorCourse Leaders &Partnership SchoolsCourse Leaders &Partnership SchoolsCandidatesCourse Administrator - analysisPartnership SchoolsCourse Leaders - analysis |
| Recruitment:Interview | * Standard interview questions used for primary and secondary to ensure equal opportunities.

 * Secondary subject specific interview task and questions designed by subject specialists in Partnership Schools.
* All candidates asked to complete written evaluation of the

selection process. * Staff from Partnership Schools asked to complete an evaluation of the Interview process
 | Course Leaders Partnership SchoolsCandidatesCourse Leaders - analysisPartnership SchoolsCourse Leaders - analysis |
| Programme Structure(incl policies and procedures) | * Programme provision mapped against Teachers’ Standards and the ITT Core Content Framework
* Programme provision mapped against Initial Teacher Training Criteria
* Termly Trainee evaluations
* Partnership Tutor Visit Forms
* Discussion at Mentor meetings
* Discussion at Executive Group meetings.
* Moderation reports
* External Moderator Report
 | Course LeadersTraineesPartnership TutorsCourse Leaders - analysisMentorsExecutive GroupModeratorsCourse Leaders – analysisExternal ModeratorCourse Leaders – analysis |
| Central Training | * Expert practitioners identified by Partnership Schools
* Training discussed by Course Leaders and Expert Practitioner before delivery
* Termly Trainee evaluations
* NQT survey used to benchmark training during the course of the year
* Partnership Tutor Visit Forms
* Discussion at Mentor meetings
* Discussion at Executive Group meetings.
* Reflection of training document completed by trainees after each training session
* Moderation reports
* Quality Assurance of sample of training sessions through observation
 | Partnership Schools Course LeadersExpert PractitionersTraineesTrainees Course leader analysisPartnership TutorsCourse Leaders - analysisMentors Executive Group. Trainee rep feedback TraineesModeratorsCourse Leaders – analysisInternal/External |
| Placements | * Recommendations for placement schools/departments by LA colleagues/ advisers
* Partnership Agreement
* Termly trainee evaluations
* Partnership Tutor Visit Forms
* Analysis of evaluations from previous years
* Moderation Reports
 | LA colleages/advisersPartnership Schools/RCTTP/TraineesPartnership TutorsCourse AdministratorTraineesCourse Leaders - analysisPartnership TutorsCourse Leaders - analysisCourse LeadersModeratorsCourse Leaders - analysis |
| Mentoring | * Recommendations by LA colleagues/advisers
* Recommendations by Professional Mentors (secondary) and Head Teachers (primary)
* Mentor training
* QA of mentor tutorial meetings by observer
* QA written and verbal lesson observation feedback by observer
* Training on use of and access to partnership documentation with exemplar documents (eg. lesson observation proforma)
* Termly trainee evaluations
* Partnership Tutor Visit Forms
* Analysis of evaluations from previous years
* Completion of Subject Mentor profile by mentors and action on identified needs.
* Moderation reports
 | LA colleagues/advisersPartnership SchoolsCourse LeadersPartnership TutorPartnership TutorCourse LeadersTraineesCourse Leaders - analysisPartnership Tutors Course Leaders – analysisCourse Leaders - analysisMentors Course Leaders - analysisModeratorsCourse Leaders - analysis |
| School based training | * Mentor training
* Termly trainee evaluations
* Partnership Tutor Visit forms
* Moderation reports
* Discussion at Mentor meetings
* Discussion at Executive Group meetings.
* Trainee record of meeting/discussion forms
 | Course LeadersTraineesCourse Leaders - analysisPartnership TutorsCourse Leaders – analysisModeratorsCourse Leaders – analysisMentors Executive Group. Feedback from trainee repsPartnership Tutors  |
| Assignments | * Assessment criteria given in assignment guidance handbook
* Assignments mapped against Teachers’ Standards
* Marking standardised
 | Course LeadersUniversity of Hull Course LeadersCourse LeadersUniversity of Hull |
| Trainees’ teaching | * Lesson observation proforma (common to primary and secondary) based on Teachers’ Standards and UCET NASBTT guidance
* Lesson observation logbooks
* Mentor and Partnership Tutor training on lesson observation and use of observation proformas (including exemplar documentation)
* Joint lesson observations with Course Leaders
* Joint lesson observations with Partnership Tutor
* Partnership Tutor Visit Forms and lesson observation feedback
* Moderation reports
* Trainee Tracker and Trainee Progress spreadsheets
* Progress Reviews
 | ObserversCourse leadersPartnership SchoolsCourse Leaders, Partnership Tutors, ModeratorsCourse LeadersPartnership SchoolsCourse LeadersPartnership Schools Partnership TutorsPartnership TutorsCourse Leaders – analysisModeratorsCourse Leaders – analysisCourse LeadersPartnership SchoolsCourse Leaders - analysis |
| Moderation | * Final term trainee evaluation
* Moderation reports
* Discussion at final term Mentor meetings
* Discussion at Executive Group meetings.
 | TraineesCourse Administrator – analysisModeratorsCourse Leaders – analysisMentorsExecutive Group |
| Self Evaluation | * SED
* Improvement Plan
 | Programme ManagerCourse Leaders |