

Wakefield Adult and Community Education Service

Procedure for Quality Assurance

Part 1 - Guidance for writing, amending, introducing and reviewing Quality Assurance Procedures

Purpose

This procedure provides the framework within which Quality Procedures for the Wakefield Adult and Community Education Service, are written, amended and revised.

Principles

The Quality and Curriculum Committee of the Governors, or the service's management team (ACESMT), are the primary commissioners of new quality procedures. This task may be delegated to the service's Quality working group. Other members of staff may suggest or request a new Quality Assurance (Q A) procedure or amendment to an existing procedure by a written proposal, setting out the benefits, to the Principal Adult and Community Education Officer as chair of the Quality Working Group.

Procedures

1. Development and approval of Quality Assurance Procedures

- 1.1 The ACESMT will prioritise and manage the process of development. The role may be delegated to the Quality Working group.
- 1.2 A member of staff, nominated and briefed by the designated member of ACESMT, will write the Q A procedure.
- 1.3 The nominated member of staff will gather sufficient information to draft the QA procedure.
- 1.4 The nominated member of staff will use the current Q A procedure format.
- 1.5 The nominated member of staff will work to the ACESMT Quality Working Group and liaise with members of staff in the drafting of the procedure.
- 1.6 The final draft will be impact assessed using the Equality Impact Assessment Form, then recommended by the Quality Working Group, and approved and signed off by ACESMT where operational; by the Quality and Curriculum Committee of the Governors where strategic or budgetary implications apply. (See Appendix 1)
- 1.7 The approved procedure will be referenced "Year (yyyy): Issue 1:" and will be dated (month and year) when the procedure is drafted. Amended procedures will be given successive issue numbers, and dated.

Wakefield Adult and Community Education Service

- 1.8 The Q A procedure will be stored electronically, and will be held on the 'F/Share' drive.
- 1.9 The procedure will be printed once and photocopied for distribution to the Quality Manual holders for insertion into their Quality Manual. It will also be made available electronically to staff on the VLE: Wakefield ACES On-line.
- 1.10 The nominated Adult and Community Education Officer will inform Centre Organisers and other Quality Manual holders of the introduction of the new/amended procedure. Amended versions will be emailed to Quality Manual holders who will return a receipt.
- 1.11 The nominated administrative officer will archive all previous procedures.
- 1.12 Receipts for amendments will be monitored centrally (see 1.6 in Procedure 2)

2. Review and amendment

The Quality Assurance (Q A) Procedures and Policies used by the Wakefield Adult and Community Education Service will be reviewed and updated annually during the month of February.

- 2.1 The ACESMT will carry out the review of the procedures through a nominated staff member, to ensure that each procedure is current and meets the needs of the Adult and Community Education Service. The role may be delegated to the Quality Working Group.
- 2.2 The reviewer will liaise with management and staff in this review.
- 2.3 Where amendments are considered necessary, the reviewer will report the need for amendments to the Quality Working Group
- 2.4 Amendments will be approved / signed off by the service's senior management team, ACESMT.
- 2.5 Following the annual review of procedures, the year of issue will be revised.
- 2.6 A record of the review / audit will be completed and placed in the Q A Procedures Audit file.

Wakefield Adult and Community Education Service

Procedure for Quality Assurance

Part 2 - Distribution and control of Quality Assurance Manuals

Purpose

This procedure provides the framework for distributing Quality Assurance Manuals to the Wakefield Adult and Community Education Service.

Principles

Consistency of good practice is supported by relevant staff having up to date, current, consistent procedures and systems. This is achieved by regular reviews of procedures, and by adequate controls for the issue of updates. All staff should have access to the latest guidance, and this is provided through the VLE ACES On-line.

Procedures

1. Distribution and control

- 1.1 Nominated members of staff will have and maintain their own copy of the Quality Assurance (Q A) Manual: Centre organisers; Managers and Administrative team leaders; Curriculum leaders, including senior tutors.
- 1.2 The computer print of the Q A Manual will form a Q A Manual for distribution. The print will be copied in sufficient numbers so that each nominated member of staff will receive a copy.
- 1.3 Each copy of the Q A manual will be numbered.
- 1.4 Each nominated member of staff will sign a receipt for their numbered copy of the Manual and individual procedures or updates that are issued from time to time. The receipt will contain a statement that the signatory will follow the Q A procedures.
- 1.5 The Q A Manual will be issued in a ring binder to facilitate the removal and inclusion of individual procedures.
- 1.6 A register of Manual and individual procedure receipts will be maintained by the nominated Administrative Officer.
- 1.7 The receipt register will be audited annually by the nominated Administrative Officer. Missing receipts will be investigated. Q A Manuals will be checked by the nominated Administrative Officer and manuals will be made current by the addition of individual procedures, if necessary.
- 1.7 The nominated Administrative Officer will provide the updated version to the member of staff who maintains the VLE, for amendment. The Administrative Officer will be informed by email once the amendment is uploaded.

Wakefield Adult and Community Education Service**Appendix 1****Equality, Diversity, Inclusion, Cohesion****Development and review of policy and procedures: impact assessment****Overall question: What contribution does (enter name of document¹) make to meeting equality standards?**

This review template should be completed

- When documents are developed
- When documents are reviewed

To ensure compliance with the statutory duties of the Equalities Act.

If as a result of this review, further development work needs to be carried out, this should be undertaken before the document proceeds to the next stage
Where documents are submitted for formal approval to (eg) FS DMT, a copy of the completed template should be submitted with the document.
[Answers should be specific, and between 50-100 words]

Document name		
Commissioned by		
Date of Impact Review		
<p>Question 1</p> <p>Version 1 :How does (the document) actively promote equality, diversity, inclusion and cohesion?</p> <p>Version 2: Does (the document) actively promote EDIC? If yes, state how; if no, what amendments can be made so that it does?</p>		
<p>Question 2</p> <p>Are there any aspects that undermine Equalities? If so, how could the document be strengthened into contributing to EDIC?</p>		
<p>Question 3</p> <p>If (the document) were fully implemented, what equalities impact(s) would be experienced?</p>		
<p>Question 4</p> <p>What mechanisms are there for measuring and reporting these impacts, and subsequent remedial action-planning (eg What data capture? What BVPI does this contribute to?)</p>		
<p>Question 5</p> <p>What are the arrangements for the monitoring and review of (this document) and its impacts</p>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Name of reviewer</td> <td style="width: 30%;">Date</td> </tr> </table>	Name of reviewer	Date
Name of reviewer	Date	

¹ 'Document' means any public or internal statement of purpose, strategy, policy, procedure, information service, publicity or training.