



# QUALITY POLICY

Version Control				
Version	Author	Date	Changes	Review Date
1	E Merrick	06/09/2022	Policy creation	06/09/2023
1.1	D Priestley	04/10/2023	Policy review	03/10/2024
1.2	D Priestley	30/05/2024	Policy review	03/10/2024

## **Commitment**

This policy underpins the Aim2Learn Ltd vision, to get out of work adults into sustainable employment, supporting work towards the key drivers of quality, efficiency and growth. The policy will incorporate the following principles:

- Anyone accessing Aim2Learn Ltd services will be free from discrimination
- Learners will be supported to enable them to achieve their full potential whilst in learning, in an environment which removes or minimises disadvantage, takes steps to meet their needs and encourages participation
- We will support learners to develop the skills they need to progress successfully through their lives

## **Scope and Purpose of Policy**

Aim2Learn Ltd are committed to providing the highest quality education, training and support services to the local, regional and national communities of learners that we work with. It is the intent of Aim2Learn Ltd that all learners are given the opportunity to realise their full potential, enabling them to achieve the highest standards in their programmes of learning. Key to fulfilling our intent is our commitment to continuous improvement, and our Quality Assurance and enhancement processes.

## **Polity Statement**

Aim2Learn Ltd will:

- Ensure that all staff within Aim2Learn Ltd are aware of their joint responsibility for improving and enhancing the quality provision, through the development of a culture which is self-reflective, honest and transparent
- Ensure all staff within Aim2Learn Ltd understand their role in enabling learners to reach their potential by completing specific Aim2Learn Ltd information, advice and guidance Continuous Professional Development training on CPD portal
- Improve the quality of the learner experience through establishing and maintaining quality systems designed to enable rigorous and regular review, and continuous improvement in the quality of our delivery offer (to include teaching, learning and assessment practices)

- Provide mechanisms for learners, employers and other key stakeholders to express their views on our services, have their feedback considered, and to be involved in decision making with Aim2Learn Ltd
- Set, monitor and develop appropriate and realistic targets for all areas of activity, including IAG, and all teams within Aim2Learn Ltd, benchmarked where possible
- Be responsive and accountable to our main stakeholders, including our learners, the local community and government agencies
- Establish and maintain Quality Assurance systems and other procedures that enable Aim2Learn Ltd to evaluate and identify our strengths, key areas for development, and respond to improvement needs effectively
- Ensure that staff are able to respond effectively to the challenges of self-evaluation targets and continuous improvement by investing in developing the skills of staff through mandatory and optional Continuous Professional Development training and development

We will ensure that learners on all levels and types of provision receive suitable information, advice and guidance from the start of their learning journey and are clearly signposted to an external organisation or body which oversees provision, standards, expectations or redress such as an awarding body, a funding body, the QAA, etc. for additional Quality support and information.

## **Responsibilities**

- The policy will be reviewed on a regular basis and advice will be given on content. The Senior Management will approve the policy.
- Senior Management are responsible for the effective governance arrangements across Aim2Learn Ltd, to ensure that outcomes in relation to this policy and its associated procedures are appropriately actioned to support improvements in provision.
- Senior Management and the Quality team are responsible for ensuring that arrangements relating to Continuous Professional Development, Quality improvements and enhancements are effective across all of Aim2Learn Ltd.
- The Quality team are responsible for the successful implementation, monitoring and impact of this policy, this is to include effective monitoring and reporting of all activity relating to all IAG and QA activities.
- The Quality team will ensure each respective awarding body and funding provider has the appropriate Quality Assurance, enhancement procedures and cycles in place to support this policy.
- Staff at Aim2Learn Ltd will act in line with this policy and associated procedures including those from awarding bodies, funding bodies and any other key stakeholders.

- Staff will keep up to date CPD records, demonstrating a minimum of 30 hours development per year, to be a mixture of mandatory, vocational and optional training/development.
- Learners will receive information, advice and guidance prior to enrolment commencing, which will continue throughout their learning journey with Aim2Learn Ltd, ensuring they are aware of the support that is available to them throughout the course.
- Learners will attend their inductions and tutorial sessions to ensure they are aware of the policy and the topics it raises.
- Learners will behave in a way that supports the quality policy, including raising any concerns with teaching or support staff.
- Learners will provide feedback via learner voice when requested.

## **Equality and Diversity Statement**

In accordance with Aim2Learn Ltd procedures, this policy was written with consideration of the impact as per the Equality Act 2010.

## **Related Policies**

OTLA Policy

Quality Assurance & Internal Verification Policy

## **Review**

This policy is to be reviewed annually by the Head of Quality, with final approval from Senior Management.

Version number: 1.3

Revision date: 30<sup>th</sup> May 2024

Next Review date: 3<sup>rd</sup> October 2024