

Quality Assurance Policy

This Policy Applies to Bellevue Education International Ltd.



Created July 2024
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Next Review - July 2025

1. Introduction

This policy outlines Bellevue Education International's commitment to the quality of apprenticeship provision we offer. The policy ensures a competent system is in place for apprenticeship delivery and assessment. Here's how we achieve this:

- **Competent System:** We have a robust system to deliver apprenticeships that meets all requirements.
- **Fair and Valid Processes:** Our processes are designed to be fair, reliable, and ensure every apprentice has equal opportunity and none are disadvantaged or advantaged.
- **Stakeholder Involvement:** Everyone involved (apprentices, employers, BEI) has a role in quality assurance.
- **Open and Transparent Procedures:** Our procedures are clear, unbiased, and meet published standards.
- **Accurate Record Keeping:** We maintain secure and detailed records of all quality assurance activities in line with GDPR
- **Meeting Industry Standards:** We ensure our practices and processes are up-to-date with industry standards and our quality assurance is measured against these.
- **Regulatory Compliance:** We meet all government regulations for apprenticeship delivery.

2. Definitions

- **Apprentice:** An individual employed while undergoing formal training to gain job-related knowledge and skills.
- **Apprenticeship Standard:** Defines the type of role, expected duties, and knowledge, skills, and behaviours apprentices must develop throughout their apprenticeship.
- **L&D Tutor:** Apprentice individual Learning and Development Mentor.
- **EPA:** End Point Assessment: Final stage external verification to confirm apprentices have the required skills.
- **EPAO:** Organisation delivering the End Point Assessment.
- **ESFA:** Education and Skills Funding Agency: Government agency responsible for skills funding.
- **Functional Skills:** Qualifications in English, maths, and ICT for practical application in work.
- **Gateway:** Review point before the EPA to confirm apprentice readiness.
- **ILR:** Individualised Learner Record.
- **Off-the-job training:** Learning outside normal working hours to support the apprenticeship.
- **Ofsted:** Office for Standards in Education, Children's Services and Skills (government department).
- **QIP:** Ofsted Quality Improvement Plan
- **SAR:** Ofsted Self Assessment Report
- **Stakeholder:** Anyone involved in apprenticeships (apprentices, employers, us, etc.).

3. Our Process

We will:

- Ensure all involved in delivering and assuring quality meet apprenticeship standard requirements and awarding organisation requirements (if applicable).
- Provide proper briefing and training to those involved in quality assurance.
- Internally quality assure apprentices, tutors, assessors, and L&Ds to monitor compliance with national standards and apprenticeship requirements through regular quarterly meetings

- Monitor apprenticeship delivery programmes against legal requirements, including completing the Ofsted Self-Assessment Report (SAR) and follow through with a related Quality Improvement Plan (QIP) outlining our next steps for development.
- Ensure programmes meet apprenticeship standard requirements, challenge apprentices, and enhance their learning.
- Ensure consistency across delivery and assessment.
- Monitor industry standards to keep our practices and processes up-to-date.
- Make impartial, valid, and reliable decisions.
- Define, maintain, and support roles involved in quality assurance.
- Develop processes that minimise the opportunity for malpractice.
- Provide standardised internal documentation for everyone to use.
- Maintain accurate and detailed records of decisions.
- Share best practices among apprenticeship delivery and assessment staff.
- Identify and mitigate any risks to apprenticeships through impact assessments.
- Moderate L&D Tutor support through termly meetings
- Ensure everyone understands the methodology and role of internal quality assurance.
- Provide resources to ensure quality assurance is performed accurately.
- Use quality assurance outcomes to improve future delivery and assessment practices.
- Have an internal quality assurance schedule linked to assessment and apprenticeship delivery.

4. Procedure

Internal quality assurance activities are scheduled throughout an apprenticeship programme to meet the requirements of this policy. This is enacted by the Apprentice Leadership Team on a quarterly (termly basis) and follow ups with individuals and through the apprenticeship courses.

4.1 Key Principles of Quality

- Ensure all involved are briefed and competent in apprenticeship standard requirements.
- Gather feedback from apprentices and stakeholders during programme development to ensure it meets their needs.
- Design curriculum and materials with clear goals, objectives, and opportunities to challenge apprentices, while being inclusive and promoting British Values.

4.2 Recruitment

- Ensure apprentices meet apprenticeship funding criteria.
- Ensure employers meet apprenticeship funding criteria.
- Confirm the apprentice's job role supports completing the apprenticeship standard.
- Identify and record the apprentice's line manager and workplace mentor.

4.3 Enrolment

- Ensure ILR data collection and submission is accurate and meets ESFA requirements.
- Ensure employers and apprentices:
 - Understand apprenticeship requirements.
 - Understand their roles in the programme.
 - Complete the commitment statement and apprenticeship agreement.
- Confirm understanding and record off-the-job training hour requirements.
- Identify any functional skills requirements.
- Complete the Individual Learning Plan, including any Recognition of Prior Learning (RPL)
- Obtain evidence of employer health and safety policy and procedures in place to:
 - i) protect apprentice
 - ii) identify EPAO requirements with employer
- Confirm any safeguarding, wellbeing and additional support requirements of apprentice with employer

4.4 On programme

- L&D Tutor conducts progress review meetings detailed in the learner journey, specifically recording:
 - i) Progress to date including any breaks in learning and revision to ILP
 - ii) Off-the-job training hours activities and records
 - iii) Portfolio evidence and Assessment feedback
 - iv) Safeguarding and wellbeing concerns including health and safety matters raised or accidents at work
 - v) Employer confirmation of performance and agreement of next steps
 - vi) Employer and apprentice feedback and concerns are raised with Apprenticeship Manager
- Apprentice and employer end of term feedback questionnaire on quality of journey using a digital platform
- Observation of teaching and learning by Course Supervisor
- Conduct standardisation activities to ensure consistency across whole apprenticeship programme
- Sample ILP data and review activities to ensure compliance with ESFA requirements
- Apprenticeship Leadership Team to undertake continuous improvement activities to improve and support further development of programme

4.5 Pre-Gateway: 6 months

- a) Confirm selection of EPAO with employer
- b) Engage with EPAO
- c) Complete contractual arrangements with EPAO

4.6 Gateway

- a) Evidence of completion and certification of mandatory qualification/s
- b) Evidence of completion and certification of English and maths requirements of apprenticeship standard
- c) Gateway confirmation by employer, apprentice and ASDM (mentor)
- d) Monitoring of gateway confirmation and evidence checked
- e) Confirm gateway with EPAO

4.7 Post qualification

- a) Final questionnaire to employer, line manager and apprentice on apprenticeship programme via digital platform
- b) Act on any reports from external organisations involved in monitoring and quality assurance of any aspect of apprenticeship programme
- c) Monitor apprentice destination and provide future career options
- d) Publish and celebrate success using social media