

Director of Quality Improvement

Nadia McCusker - City College Plymouth
Friday 29th September 2023

Presentation summary

Welcome

Quality and Programme Development

Programme Design which focuses on what we **intend** for our apprentices to learn. **Implement** an individualised plan for each apprentice and measure the **impact** through quality processes.

Agenda / Today

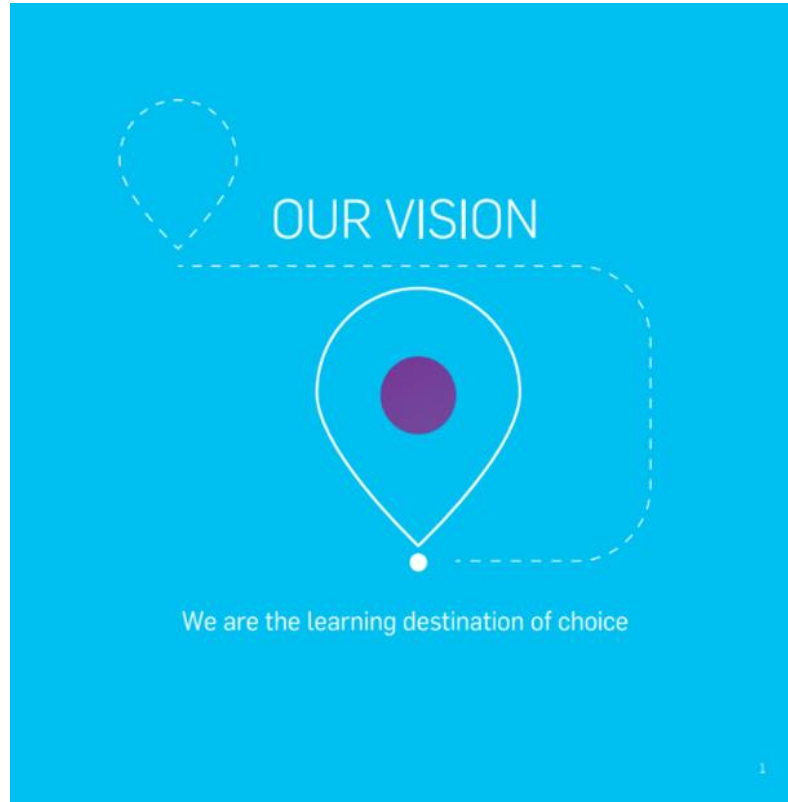
- 01 City College Plymouth**
- 02 Collaboration with employers**
- 03 Monitoring the processes**
- 04 Questionnaire**

**For the people of Plymouth and
beyond**



As the city`s anchor
organisation for skills,
we live and breath the
opportunities and
challenges facing the
South West

City College Plymouth - Our Vision



Our Mission

Learning without limits - to be the learning destination of choice

Our Values

Respect, Ownership, Integrity

Be Bold

Be Bright

Be Brilliant

City College Plymouth - Working with employers and businesses



We co-create employer-responsive, flexible technical skills programmes in marine, advanced manufacturing, construction, digital and sciences to reshape the skills landscape of our community and drive growth through our strategic action: maritime, manufacturing, construction and the built environment.



How we create our Curriculum

- Involvement of stakeholders
- Recognised KSBs / and or qualifications
- Vocational, Sector and or Geographic limitation
- Length of programme
- Structure of programme
- Types and terms of apprenticeships
- Recognition

Implementation

- Intake of learners
- Selection of employers
- Support to learners and or employers
- Monitoring of learning
- Regular feedback
- Improvement Strategies
- Quality Meetings internal and external



01

Section 1

Assessment of all common KSBs on a 1 - 10 scale based on the candidates prior knowledge or experience (1 no knowledge, experience or competence, 10 full knowledge, experience and competence).

02

Section 2

Assessment against any mandatory qualifications. In some cases candidates could hold full or partial units towards the mandatory qualifications.

03

Section 3

Assessor comments or recommendations of RPL or adjustments to the learning plan.

Standard and Bespoke Learning Aims

The ILP should be underpinned using the standard and any bespoke learning aims or mandatory qualifications.

Opportunities for Feedback

The ILP should allow for opportunities for feedback from both the employer and apprentice.

Off-the-Job Planning

Relevant off-the-job training should be planned for in the ILP.

Prior Learning

The ILP must take into account any RPL.

Additional Learning Requirements

Any additional learning requirements should be considered when creating or reviewing the ILP.

Career Aspirations

Individual career aspirations should be accounted for when designing the ILP.



Agree a date with the employer and apprentice and schedule the review on OneFile



Track progress

Use the OneFile template to track progress, support personal development and record any concerns.

Targets

Previous targets should be reviewed and new SMART targets set.



Sign the review

Signatures

An employer signature should be confirmed using the checkbox in the review. The assessor signs followed by the apprentice. The apprentice will receive a OneFile notification to review the document, add any further feedback and sign themselves by checking the box.

Share the review

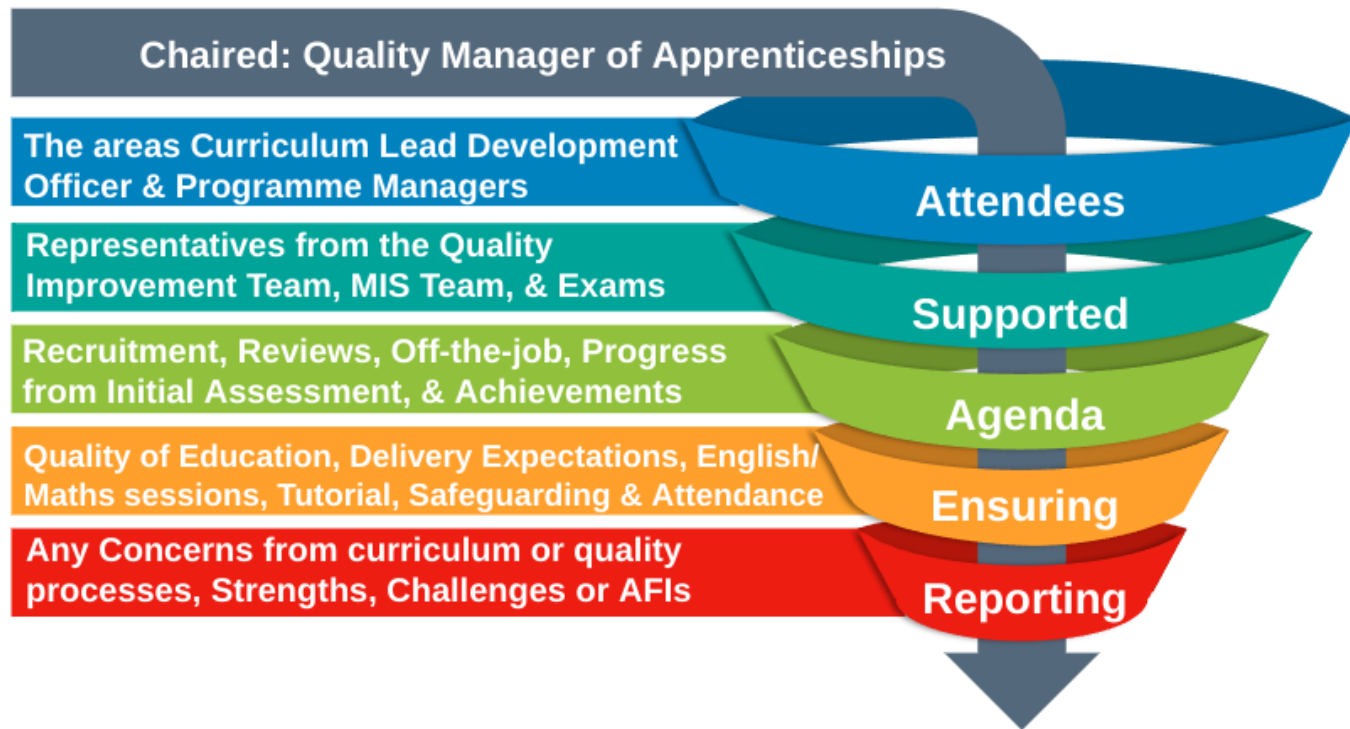
Reviews are saved on OneFile and can be accessed by the apprentice and an employer with a OneFile account. Where employers decline a OneFile account the review should be saved as a PDF and emailed.

Share



Schedule the next review

Agree a date for the next review. If the apprentice will be entering Gateway please inform Quality who will assign the Gateway review form to support preparation for EPA.



ACTIONS: To be followed up and monitored by the relevant owners and reviewed by CLDOs.

Break out session for tables

What is the impact of your internal quality meetings have on the overall achievement rate and quality of education?

How often do you review your programmes in collaboration with your employers and stakeholders?

How effective are your processes for tracking learners progress and employer feedback?

**Would you kindly share any good practice your organisation is excelling in?
(Focusing on the quality of the apprenticeship provision?)**



Nadia McCusker - Director of Quality Improvement

nmccusker@cityplym.ac.uk

01752 305834

ETFOUNDATION.CO.UK

Thank you
Any Questions?