

Adult Learning Kirklees Council

QUALITY CYCLE FOR PROVIDERS 2023-2024

- Monthly/ongoing tasks - safeguarding/Prevent/Incident logs sent via Anycomms including nil returns, timetable updates, learner evaluation forms, enrolments and course evidence files including sample of 3 ILPs per course submitted to PO.
- Termly - providers review QIP and Prevent RA and update as and when necessary.

<p>August</p> <ul style="list-style-type: none"> • Clarification meetings for all providers
<p>September</p> <ul style="list-style-type: none"> • ALK policies shared with providers and provider requested policies submitted. • Draft timetables submitted. • QA leads meet to plan QA visits over term 1/schedule. • Draft provider SARs commence- deadline Sept 29th. • Delivery of provision commences. • CPD day for tutors and volunteers • Staff complete safeguarding and Prevent training as required for SCR. • DSO briefing and catch up. • Support meetings for new providers.
<p>October</p> <ul style="list-style-type: none"> • Monitoring meeting with providers to discuss draft SAR/QIP, policies and sow, lps. • OTLA or LWs carried out by QA team. • Final provider SAR submission- October 20th. • QA review of provider paperwork.
<p>November</p> <ul style="list-style-type: none"> • OTLA or LWs carried out by QA team. • Provider meeting to share good practice/ updates and draft ALK SAR. • Moderation of RARPA ILPs. • QA review of provider paperwork.
<p>December</p> <ul style="list-style-type: none"> • QA meeting to discuss action points/AfDs to plan CPD day content. • OTLA or LWs carried out by QA team. • KCLT meeting. • Advisory meeting. • Final draft council SAR and QIP to advisory group and SLT. • Provider monitoring meetings. • QA review of provider paperwork.
<p>January</p> <ul style="list-style-type: none"> • Submit KACL SAR to Ofsted. • CPD day including RARPA/ ILP moderation for tutors. • OTLAs and LWs carried out. • DSO briefing and catch up. • QA review of provider paperwork.
<p>February</p> <ul style="list-style-type: none"> • OTLAs and LW carried out. • Advisory meeting. • QA review of provider paperwork.

March <ul style="list-style-type: none"> OTLAs and LWs carried out. OTLA moderation. KCLT meeting. Provider meeting. Provider monitoring meeting. QA review of provider paperwork. DSO briefing and catch up.
April <ul style="list-style-type: none"> OTLAs and LWs carried out. Advisory meeting. QA review of provider paperwork.
May <ul style="list-style-type: none"> OTLAs and LWs carried out. QA review of provider paperwork.
June <ul style="list-style-type: none"> OTLAs and LWs carried out. Thematic learning walks/ deep dives with a theme carried out, including learner voice sample. JLOs carried out with sample of providers. Provider meeting. DPS commissioning rolled out for tender. QA review of provider paperwork.
July <ul style="list-style-type: none"> QA team meet to standardise OTLA reports, review paperwork and plan afds for September CPD day. Advisory meeting. Provider meeting. KCLT meeting. Commissioning of provision for following year.
August <ul style="list-style-type: none"> Work on policies and SAR preparation, clarification meetings.

Meeting cycle:	Purpose/ Intent:	Dates:
Advisory Group meetings - 6 per year	Scrutiny of performance/ strategic planning	September, November, January, March, May & July
Provider meetings – 4/6 per year	Sharing of updates and best practice	September, December, March & June
Kirklees Community Learning Trust meetings - 4 per year	Sharing of delivery plans across Kirklees with all strategic partners	October, January, April & July
CPD days - 2 per year	Focus on AFDs and sharing new ideas and best practice with tutors and delivery staff	September January
Monitoring meetings - 3 per year	Monitoring of performance including quality and outcomes	January, April & July
IAG monitoring meetings - 4 per year	Review of IAG provision	September, December, April and June.
Performance meetings- every month for ALK team	Contract monitoring and performance including outcomes and quality	Monthly commencing September

Quality team meetings - 4 per year	Review of OTLAs, LWs and paperwork, scheduling of visits. Common strengths and areas for development.	September/ October, December/ January, March/ April, June/ July.
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