



QUALITY IMPROVEMENT PLAN 2018-19

Date	5/9/2019	Curriculum Area Lead	Jojoy Varghese		
Curriculum Area	Preparation for life and learning (English and Maths)	Action plan completed by	Jojoy Varghese	Contributors	Managers, Tutors, Administrators, learners

Action arising from SAR:	Area for Improvement:			Measurable Target:	
Priority Actions	Success Criterion/criteria	Action by whom	Review Date(s)	End date	Impact Assessment <i>i.e. How far you are in line to achieve your target/Update</i>
Identify and contact at least 25 local employers who can offer work placements / work taster sessions to learners. Identify potential learners who are job ready and arrange work placements or taster sessions.	6% of learners undertake voluntary work placements or work taster sessions	Employability skills development team		17/7/2020	

Action arising from SAR	Area for Improvement:			Measurable Target:	
Priority Action	Success Criterion/criteria	Action by whom	Review Date(s)	End date	Impact Assessment <i>i.e. How far you are in line to achieve your target/Update</i>
Facilitate peer observations Arrange relevant CPD sessions to support tutors to deliver 'outstanding' lessons.	20% of tutors achieve outstanding in OTLA	QA/Managers		17/7/2020	

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Action arising from SAR	Area for Improvement:			Measurable Target:	
Priority Actions	Success Criterion/criteria	Action by whom	Review Date(s)	End date	Impact Assessment <i>i.e. How far you are in line to achieve your target/Update</i>
All tutors submit at least one case study/good news story at the end of each course.	Improve recording of non-academic achievement of learners	Tutors		17/7/2020	

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All tutors take learners on a trip at least once per term. Arrange events to celebrate special days (Women's day, Employability day, Diwali (E&D day), celebration of achievements, Mental health day, etc.).	Increase the number of enrichment activities for the welfare of learners especially to promote a healthy lifestyle.	Tutors/ Manager		17/7/2020	