



## Quality Assurance Procedure

The Polesworth School is committed to Quality Assurance and believes it is an integral part of the Centre's processes. The focus of The Polesworth School is on our students with the provision of relevant qualifications to suit their needs and lifestyles. The policy for Equal Opportunities is followed and monitored.

The following is a list of procedures operating at The Polesworth School, aimed at assuring the quality of the BTEC and BSC courses we offer.

Work Trawls  
Student Evaluation Forms  
Lesson Observations  
Student Progress Records  
Tracker Data  
Subject Websites  
Student Mentors  
Innovation Documentation  
Schemes of Work  
Timelines  
Student Feedback Sheets  
BTEC Specialist Days  
Verification Meetings  
Meetings with Quality Nominee  
Policy Documents  
Student Learning Contracts  
Performance Management System  
Relevant training for all staff involved  
Information from awarding bodies is disseminated to all staff involved  
Learning Walks  
Peer Observation

BCS (ECDL) - All new invigilators are required to be observed during the first live test session and annually thereafter to ensure assessment regulations are being followed. Existing invigilators should be observed conducting an assessment at least once a year.

All of our BCS (ECDL) assessment is automated and done online, therefore internal verification is not required.

This policy will be reviewed in November 2017.

Signed.....  
Mr Adrian Boulstridge  
Deputy Headteacher