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# **QUALITY IMPROVEMENT PLAN**

## **2011/2012**

## Areas for Improvement identified during Self-Assessment Process

AREA FOR IMPROVEMENT	ACTIONS	OUTCOMES	PERSON RESPONSIBLE FOR IMPLEMENTATION	TARGET COMPLETION DATE	Impact/Success Factors	MONITORING ARRANGEMENTS	PERSON RESPONSIBLE FOR MONITORING PROGRESS	PROGRESS COMPLETED
Observation of Teaching and Learning	To implement moderation procedures for Observation of Teaching and Learning	To ensure consistency of the process of Teaching and Learning and to set more specific and measurable targets	Anthea Bradburne	31.01.2012	More effective tool for improvement Criteria for OTL to be implemented	Management Team	Kevin Clarke	Not yet implemented
	To increase the number of Observers to enhance the Process	Increase in number and quality of observations	Anthea Bradburne	31/02/2012	Improve quality of teaching and delivery by more frequent observations.	Self-Assessment Sessions	Senior Management Team	One additional members of staff now fully qualified to undertake Observations
Sustainability/ Recycling	To ensure a member of staff is in place to champion a recycling programme`	Alternative ways of working to reduce waste and Recycling Programme in place	Kevin Clarke	31/03/2012	Reduction in paper usage and costs Recycling of materials where possible	Monthly cost of paper to prove reduction Amount of recycling	Senior Management Team	Recycling champion yet to be nominated and programme implemented and monitored.
Consistency in passing down targets	To ensure that targets in reviews, appraisals and observations of teach and learning are more specific, measurable, achievable, realistic and timebound	Staff meeting strategic and quality objectives	Managers	31/01/2012	Achievement of targets improved	Principal & Vice Principal & Department Managers completion of staff reviews	Senior Management Team	Some targets have now been met More work to be done.
19-24 Year Olds Success Rates	To continue to monitor this group of learners	To improve retention rate	Kevin Clarke	31/03/2012	Increased retention rate for 19-24 year olds	Statistics	Kevin Clarke	Increase in Number of 19+ learners. Retention rate for current year <b>86%?</b>

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Range of work placements available to learners on foundation learning	To provide work experience placements in a wider range of skills	Increase in learner opportunities to secure employment	Kevin Clarke	31.04.2012	Increased positive progression	Monthly FL Report	Anthea Bradburne	Slight improvement in number of work placements but more needs to be done to increase this
To make lessons in foundation learning more challenging	To continue to look at the content of lessons to ensure that they are tailored to meet the needs of all learners	Learners achieving their full potential	Phil Lee	31/03/2012 Ongoing	Higher achievement of learners	Observation of Teaching and Learning	Anthea Bradburne	Trials have been completed and appropriate qualifications identified to deliver in 2011/2012
	To look at methods, outside the frame, to aid teaching and further engage learners	Learners more engaged	Phil Mayer	31/04/2012 Ongoing	Higher retention and achievement rates	Observation of Teaching and Learning and Statistics	Anthea Bradburne	Increase in practical activities, particularly motor vehicle have resulted in higher retention, introduce flexible programme for learners not yet ready to take up qualifications that need a period of preparation, orientation and stability.
To look at the Quality procedures to see if they are still relevant to recent changes in the provision, primarily foundation learning	Update Quality Procedures where it has been identified they have been changed	Up-to-date Quality Manual	Anthea Bradburne	31/03/2012	Procedures understood and followed	Compliance Audits	Quality Audit Team	Changes need to be made in light of the granting of Independent School Status and Mainstream Contract now being overseen by Newcastle College as a result of MCV
Progress Review Reports	Increase the level of detail on Review reports	Specific and measurable targets and timescales implemented	All Assessors	21/03/2012		Learner Reviews	Kevin Clarke	Implemented new suite of documents – see review forms

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Equality and Diversity	Improve the promotion of equality and diversity by providing staff with effective support	To further develop learning resources	Phil Mayer	31/03/2012	Clearer understanding of Equality and Diversity by Learners	Relevant responses to questions on review	Anthea Bradburne & Kevin Clarke	Guidance incorporated into learner handbook and induction
		Better recording of learners answers to questions at reviews						Introduction of E&D meetings Quarterly
		Clearer understanding by Employers of Equality and Diversity Legislation			No Equality and Diversity issues with Employers	Welfare Reports		Review data by monthly through SOT.

## Maintaining Strengths

AREA FOR MAINTAINING STRENGTH	ACTIONS	OUTCOMES	PERSON RESPONSIBLE FOR IMPLEMENTATION	TARGET COMPLETION DATE	Impact/Success Factors	MONITORING ARRANGEMENTS	PERSON RESPONSIBLE FOR MONITORING PROGRESS	PROGRESS COMPLETED
Very good strategic and development planning	To assess new initiatives and opportunities	Annual development plan reflects needs of the business	Anthea Bradburne	31/07/2012 Ongoing	Successful implementation of development plan	Senior Management Team	SOT (Senior operations team)	Continue to meet targets on Development Plan
Excellent range of resources	Ongoing assessment of resources	Resources meet the needs of the programmes and renewed when necessary	Anthea Bradburne	31/07/2012 Ongoing	Resources remains a strength	Senior Management team	SOT	Business Administration Section resourced other resources purchased as appropriate
Good staff Support and development	To maintain a budget for staff development	All staff fully qualified to meet the needs of their individual roles.	Anthea Bradburne	31/07/2012 Ongoing	Staff meet the needs of the learners	Senior Management Team	SOT	Staff development going on as and when needed
Effective staff involvement in the Self-Assessment Process	To continue to hold department self-assessment sessions and validation exercises	Accurate self-assessment report	Anthea Bradburne	31/07/2012 Ongoing	Staff fully committed to the process	Senior Management team	SOT	Self Assessment Sessions held in August with Foundation Learning and Mainstream Departments
Very good communication throughout the provision	To continue with the open door policy and development of communication system on the moodle hub	Staff kept fully informed	Anthea Bradburne	31/03/2012 Ongoing	Staff feel they are involved in all aspects of the business	Senior Management Team	Anthea Bradburne	Introduction of SOT meeting monthly and Quality improvement groups by monthly.
Good partnership working	To continue to work with partners and identify other opportunities	To enable young people to achieve their full potential	Phil Mayer & Phil Lee	31/01/2012 Ongoing	Open up additional opportunities for learners by the implementation of carousel.	Management Meeting	Anthea Bradburne	New partnership developed to support with the holistic development of learners pathway. Link in with JCP to become an approved provider.

## Maintaining Strengths

AREA FOR MAINTAINING STRENGTH	ACTIONS	OUTCOMES	PERSONAL RESPONSIBLE FOR IMPLEMENTATION	TARGET COMPLETION DATE	IMPACT/SUCCESS FACTOR	MONITORING ARRANGEMENTS	PERSON RESPONSIBLE FOR MONITORING PROGRESS	PROGRESS COMPLETED
Robust assessment and verification processes	To continually review process to ensure it meets the requirements of the Awarding Bodies	Maintain as a strength	Kevin Clarke	31.07.2012 Ongoing	To retain Direct Status with all Awarding Bodies	External Verification Reports	Anthea Bradburne	Direct Claim Status confirmed for IMI, City and Guilds and Edexcel
Satisfactory timely success rates for 16-18 year old apprentices	To carry out more monitoring of timely achievement rates and react to traffic light system if learner off target to achieve in a timely manner.	React to threats from redundancies and business failures more quickly to re-locate learners.	Kevin Clarke	31.07.2012	Increase timely achievement rates to 75%	Performance Reports	Anthea Bradburne	Currently 55%
Excellent Pastoral Care	To continue to offer a high level of care	Welfare issues dealt with in timely manner	Lynda Hassall Phil Mayer	31.2.2012 Ongoing	Good retention rates	Performance Reports	Management Team	Implementation of Additional learning support posts.