

Guidance notes for the quality assurance of 14-16 partnership provision

(For short courses and activities delivered over a period of time lasting less than one term)

Introduction

1. **All** provision delivered through partnership arrangements should be subject to a planned process of review and evaluation. This includes, but is not limited to:
 - Programmes delivered by colleges and other training providers under Increased Flexibility Provision (IFP)
 - Joint delivery programmes between schools, colleges and other providers,
 - School link programmes and activities, such as those run through by colleges on behalf of schools
 - Joint delivery partnerships between schools
 - Programmes and activities commissioned by and through organisations such as the Youth Service, Connexions and work-based learning providers
 - Education programmes and activities commissioned to meet the needs of young people who do not attend full-time mainstream school programmes
 - Education programmes and activities aimed at broadening the range of available provision
2. Responsibility for quality assuring the delivery of provision delivered to 14-16 year old learners through partnership arrangements, rests with both those delivering the programmes and those who commission (or who purchase) the provision on behalf of the learner. These guidance notes provide an overview of their respective roles and responsibilities. (Page 3-4)
3. These guidance notes provide quality assurance criteria against which provision that is delivered over a period of time that is **less than one term** can be measured. Courses and activities that are run over more than one term should be quality assured using the long course guidance notes and framework.
4. The guidance notes provide a contracting checklist that can be used to ensure basic organisational and legislative requirements are met when establishing partnership arrangements. (Page 5)
5. Provision should be evaluated against agreed quality assurance criteria. These guidance notes provide a basic set of minimum quality criteria, within a quality assurance framework, against which provision in Trafford can be annually evaluated. (Page 7-9)
6. **All** 14-16 partnership work should meet these standards. Partners can use quality criteria that may already be in place, provided that they meet the minimum expectations determined by Trafford's 14-19 Partnership and contained within the Trafford Framework.
7. The frequency of monitoring arrangements will be agreed by the delivery partners. **All** partnership provision should be evaluated annually as a minimum, or earlier for short course provision. The appendix contains sample recording forms that can be used to capture monitoring activity. (Page 11-15)

Roles and Responsibilities in the Delivery of 14-16 Partnership Provision

Partner	Responsibility is to:
14-16 Programme/ Activity Deliverer (e.g. private training provider or other external agency)	1. Evaluated each short course at the end of every planned programme. Evaluations should identify strengths and areas for development. As a minimum the evaluation must cover the criteria outlined in the Trafford Framework for the Quality Assurance of 14-16 Partnership Provision and be recorded (using the Trafford recording documents or equivalent)
	2. Quality assure all 14-16 provision through arrangements such as the observation of learning and evaluation by the learners and other partners
	3. Prepare a development plan in response to strengths and areas for development identified through self-evaluation
	4. Contribute to regular management meetings where provision is planned and monitored
	5. Ensure adequate procedures are in place to manage and report on learner attendance, punctuality and behaviour.
	6. Ensure the programme commissioner is aware of any incidents in which their learners are involved.
	7. Ensure health and safety standards are met
	8. Report on learner progress and achievement
	9. Identify, where appropriate, opportunities for learner progression
	10. Ensure that legislative requirements are met, including obligations outlined in the document "Safeguarding Children in Education"
	11. Ensure that learners' advice, guidance and support needs are identified and met
	12. Ensure equality of opportunity for learners
	13. Ensure that staff teaching and supporting learners are equipped with the necessary skills and knowledge
	14. Submit information to the programme commissioner as outlined in a service level agreement. In particular they should ensure that accurate information is provided to show: <ul style="list-style-type: none"> • Learner progress • Learner support needs

Programme/ Activity Commissioner (e.g. school, Connexions, local authority department)	1. Ensure that all 14-16 provision is under-pinned by a contract that clearly outlines roles and responsibilities of those involved
	2. Lead regular contract monitoring meetings where programme delivery is reviewed and evaluated
	3. Appraise the effectiveness of its management of 14-16 programmes delivered on its behalf to cover as a minimum the criteria set down in the Trafford Framework for the Quality Assurance of 14-16 Partnership Provision
	4. Monitor the self-evaluation reports and development plans for 14-16 partnership programmes prepared for provision that it has commissioned
	5. Ensure that relevant information about the learners is shared with the programme deliverer. This should include information about identified learner support needs
	6. Support staff development activity that will improve the quality of programme delivery
Trafford 14-19 Partnership	1. Provide guidelines to those involved in commissioning or delivering 14-16 programmes to ensure that roles and responsibilities are clear
	2. Include an evaluation of 14-16 provision in any borough-wide quality review

Contracting Process Checklist

Partner:	Programme title:		
Information to collect from the programme deliverer	Provided		Comments
	Yes	No	
1. Signed contract/service level agreement, covering one course or a series of planned programmes over an academic year.			
2. Schedule for contract monitoring meetings			
3. Details of centre approval to deliver qualifications			
4. Copy of latest external verifier report			
5. Copy of health and safety policy			
6. Confirmation that CRB checks at an appropriate level have been completed for all staff working with the learners			
7. Evidence of risk assessment/risk assessment process			
8. Confirmation that all necessary requirements under the "Safeguarding of Children in Education" document have been met			
9. Copy of Equal Opportunities policy			
10. Copies of schemes of work			
11. Details of programme induction			
12. Summary of learner feedback forms			
13. Details of how learner progressed is recorded			
14. Details of how learner progress is reviewed			
15. Details of additional support available to learners			

16. Copy of attendance/behaviour policy			
17. Details of process for observation of teaching and learning			
18. Copies of delivery staff CV's (All staff working with young people to have the necessary qualifications and appropriate experience)			
19. Evidence of staff continued professional development			
20. Copy of any promotional literature for the programme			
Information to be gathered by the programme commissioner	Provided		Comments
	Yes	No	
21. Copies of parental permission for the young person to participate in partnership activities			
22. Copies of signed transport agreements for each young person			
23. Copies of parental consent to the usage of photographs taken for the promotion of 14016 provision			
Further action needed:			