

Quality Assurance Self-Assessment

This form should be completed in conjunction with the Standards Specification and the Quality Guidance Manual.

<u>Training Provider name:</u>	
<u>Contact responsible for EQA visit:</u>	

- This form is designed to guide you through a self-assessment of your internal quality assurance provision. It should allow you to judge when you are ready for the External Quality Assurance (EQA) visit. Please return the form to the CAA a minimum of two weeks prior to your agreed EQA visit.
- Completion of this form should be conducted by persons in relevant roles, such as the Training manager, Quality manager, Internal Quality Assurers (IQAs) and Assessors (if these roles are held by different persons).
- The form should only be completed by registered Training Providers – if you are not a registered Training Provider please check with the CAA. If you are an Independent Instructor, but exclusively deliver under the umbrella of a Training Provider and their Quality Assurance programme, you do not need to complete this form (unless you are a registered Training Provider yourself).
- Please assess whether you currently meet standards for:
 - Requires Improvement - Does not meet baseline requirements
 - Good – meets requirements
 - Outstanding – exceeds requirements
- The requirements for each level are detailed in the specification document.
- All aspects are mandatory for completion, with the exception of those specifically marked as not applicable for certain types of providers.
- **Aspects highlighted in Bold are designated as Critical Elements (aspects which are fundamental to a robust internal Quality Assurance process).**

Ref	Aspect	Evidence required for EQA visit	Comments	Level (tick)
1.1	Management and Governance Structure			
1.1a	Roles and Responsibilities of Training Team	- <i>Description/diagram/flowchart indicating job roles (and post holder) and responsibilities</i>		☐ Requires Improvement ☐ Good

		<i>(including assessment, training delivery, quality assurance, admin – one person may hold more than one role)</i> - <i>Recorded job descriptions for relevant staff including reference to their training role and responsibilities.</i>		☐ Outstanding
1.1b	Documented Policies (Critical Element): • Equality • Health and Safety • Complaints • Malpractice • Appeals • Data protection	- <i>Hardcopy or electronic versions of the policies listed to the left – these may be called another name or be included in another document (e.g. staff handbook) as long as they are applicable</i> - <i>Evidence of regular (every 2 years) review of policies</i> - <i>Evidence that all stakeholders know how these are applied.</i>		☐ Requires Improvement ☐ Good ☐ Outstanding
1.1c	Documented Procedures (Critical Element): • Equality • Health and Safety • Complaints • Malpractice • Appeals • Data protection	- <i>Hardcopy or electronic versions of the procedures listed to the left – these may be called another name or be included in another document (e.g. staff handbook) as long as they are applicable</i> - <i>Evidence of regular review (every 2 years) of procedures</i> - <i>Evidence that all stakeholders know how these are applied.</i> <i>Policies and Procedures may be contained in one document.</i>		☐ Requires Improvement ☐ Good ☐ Outstanding

1.2	Assessment and Training materials			
1.2a	Overview of Training Programme	- <i>Description/Programme/Timetable giving an overview of the course and its key stages, including assessment elements</i> - <i>Evidence that overview documents/timetables are reviewed at the end of each course.</i>		☐ Requires Improvement ☐ Good ☐ Outstanding
1.2b	Programme Aims and Lesson Plans (Critical Element)	- <i>Lesson/Session plans (and evidence of their regular review) including evidence of how these cover the relevant syllabuses/modules</i> - <i>Evidence of training provider contributing to aims/objectives through feedback to CAA.</i>		☐ Requires Improvement ☐ Good ☐ Outstanding
1.2c	Accessibility of Training and Assessment materials (Critical Element)	- <i>Examples of training materials evidencing how they are/have been made accessible</i> - <i>Evidence of process used to ensure that any training and assessment materials are accessible</i> - <i>Any other evidence showing how a proactive approach has been taken to anticipate learner needs.</i>		☐ Requires Improvement ☐ Good ☐ Outstanding
1.2d	File Management	- <i>Examples of documents showing version control measures</i> - <i>Evidence of how data protection policy is implemented</i> - <i>Examples of how restricted materials and personal data are stored securely</i>		☐ Requires Improvement ☐ Good ☐ Outstanding