

Quality Improvement Services



<https://www.fea.co.uk/>



Trusted and sector leading, we are Further Education and Skills specialists

Using sector experts and current practitioners, we have prepared a range of services to support you in raising standards; ensuring your statutory commitments are being met; and in developing your staff through our CPD programmes.

Our tailored programmes provide a flexible and responsive approach to meet the individuality of your organisation; from small independent training providers, to large multi-site FE Colleges.

For more information or to arrange your free consultation, contact our Commercial Director, David Sykes.

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Raising Standards – Improving Performance

Our bespoke consultancy services provide the external support and challenge your organisation needs. Utilising current practitioners, with expert knowledge of their subjects, as well as up to date experience of inspection methodologies; they bring insight and challenge to your team to help raise standards and improve the experience for learners. This includes:

- **Focussed Curriculum Reviews – analytical deep dives**
- **Evaluating Education Effectiveness – bringing together strategic intent, implementation of the curriculum, and the impact for learners**
- **Quality Assurance and Improvement – self assessment and quality improvement planning; observation programmes for teaching and learning; audit and compliance support**
- **Support and Challenge – coaching and mentoring for teachers and managers**
- **Safeguarding – policy and procedures; CPD (e.g. peer on peer abuse/cyber bullying/PREVENT); coaching and mentoring for designated safeguarding leads**

FOCUSSED CURRICULUM REVIEWS

We work with your nominated team to carry out a deep review of your curriculum. Our consultants will select a representative sample of learning and carry out a forensic analysis of the provision. Staff will benefit from partaking in reviews and will gain a valuable insight into how these reviews form the basis for evaluating the quality of provision. These deep dives provide a comprehensive range of evidence, supporting quality improvement planning and the development of staff in understanding current inspection methodologies.

Duration:

3-4 days per review. The number of curriculum areas will be dependent upon size of organisation and range of provision types.

Target Market/Audience:

- Curriculum leaders.
- Heads of department.
- Course leaders.
- Subject teachers.

Content:

- Analysis of course documentation – programme planning, learner diagnostics and plans; progress and monitoring.
- Visits to lessons.
- Discussions with learners/managers/teachers/employers.
- Scrutiny of learners' work.
- Comprehensive daily feedback and detailed written report covering all findings including recommendations for improvement.



£645 per day
(Inclusive of expenses)

MEASURING EDUCATIONAL EFFECTIVENESS

Whole organisational performance is ultimately measured by its overall educational effectiveness. At the heart of this lies the curriculum offer. Our experts can evaluate the strategic intent of the curriculum, the quality of its implementation, and the impact it has on learners and stakeholders.

Duration:

4 days per consultant. Total number of days dependent on size of organisation.

Target Market/Audience:

- Senior leaders – Principals/Managing Directors/VP Curriculum.
- Directors of curriculum/Heads of learning.
- Management teams.

Content:

- Evaluation of strategic intent – discussions with senior leadership teams; review of plans; analysis of curriculum offer.
- Selection of focussed curriculum reviews – Evaluate how the curriculum is being implemented and the impact on learners.
- Identify how successfully the behaviour and attitudes of learners are being developed, and how personal development is supporting learners to be productive citizens.
- Evaluate how leaders and managers contribute to ensuring that provision is of high quality and meets the needs of learners and stakeholders.
- Comprehensive daily feedback and detailed written report covering all findings including recommendations for improvement.

£645 per day
(Inclusive of expenses)



QUALITY ASSURANCE AND IMPROVEMENT

We have a rich heritage of supporting the sector in its quest to continually raise standards. Our consultants work with large and small providers across all sections of the FE and Skills community. We support the preparation of self-assessment and quality improvement plans; moderate the quality of teaching and learning; carry out whole organisational reviews of teaching and learning through large scale observation programmes, and provide both short and long term quality intervention to support internal staff who have responsibilities for quality improvement.

Duration:

Dependent on size of provision and range of activities selected.

Target Market/Audience:

- Directors of Quality.
- Heads of Quality/Quality Officers.
- Directors/Heads of Teaching and Learning.
- Observers of Teaching and Learning.
- Audit/Compliance teams.

Content:

- Support in the preparation, production and moderation of departmental and whole organisation self-assessment.
- Developing quality improvement plans.
- Monitoring progress and performance.
- Observation programmes for teaching and learning, including the training and development of observers.
- Reviews of assurance and audit procedures.
- Short bespoke training to build organisational capacity.
- Written reports that detail findings, including areas for action and improvement.

£645 per day
(Inclusive of expenses)

SUPPORT AND CHALLENGE PROGRAMMES

We have a long track record in developing the skills of people through our coaching and mentoring programmes. Working directly with individuals selected by the provider, our team share their knowledge and experience of measuring quality, improving teaching and learning, understanding inspection methodologies, as well as developing management competencies.

Duration:

Dependent on size of provision and range of activities selected.

Target Market/Audience:

- Individual teachers/ teaching teams.
- Curriculum managers.
- Work based tutors.
- Quality managers.
- Aspiring managers/leaders.

Content:

- Short training programmes – understanding the inspection framework.
- Managing the inspection process.
- Developing the skills of teachers.
- Improving assessment.
- Improving the delivery of maths and English.
- Individual mentoring and coaching for managers and teachers.

Training - £750 per day

Coaching/mentoring/consultancy - £645 per day (Inclusive of expenses)

Whole Organisation Review of Safeguarding Policy

SAFEGUARDING POLICIES, PROCEDURES AND GUIDANCE

Duration:

3-5 day consultancy (depending on the size of the organisation), delivered remotely or on-site. Additional timescales can be negotiated dependant on need.

Target Market/Audience:

- Directors responsible for Student Welfare.
- Newly appointed DSLs.
- Senior Safeguarding staff.
- Operational Safeguarding staff.

Content:

Day 1

- Audit of current Safeguarding policies and procedures including interlinked policies, e.g. Health and Safety Policy,
- Student Disciplinary Policy, Student Behaviour Policy, Student Health and Wellbeing Policy, GDPR Policy, ALS Policy, Criminal Convictions Procedures etc.

Day 2

- Review of Safeguarding Procedures.
- Current legislation.
- National and local context.
- OFSTED Expectations.
- College/FE Context.

Day 3

- Development and production of Safeguarding Policy and Procedures.

Possible Extensions:

- Student/Learner consultation to develop 'Student Safeguarding Charter'.
- Adult Safeguarding Policies and Guidance.
- Staff safeguarding guidance and protocols.
- Apprenticeship and Employment-based Safeguarding policies.

£645 per day
(Inclusive of expenses)



Staff Training & CPD

SUPPORT AND CHALLENGE AUDIT IN PREPARATION FOR INSPECTION

Duration:

3-5 day consultancy (depending on the size of the organisation), delivered remotely or on-site. Additional timescales can be negotiated dependant on need.

Target Market/Audience:

- Senior Leadership.
- DSLs and DDSLs.
- Safeguarding and Welfare.
- Teams All Staff.
- Students.

Content:

Day 1+2

- Review of Safeguarding Policy.
- Review of PREVENT Policy and Action.
- Plan Review of Single Central Record.
- Ofsted Expectations.
- Review of Safeguarding Data.
- Criminal Convictions Process Check.
- Ofsted 'Pre-Inspection Pack' review and 72-hour preparation support.

Day 3+4

- Review of staff Safeguarding Training Records.
- Review of Quality of Safeguarding.
- Training Compliance.
- Review of TLA for Students for Safeguarding and PREVENT.
- Review of Safeguarding Procedures.
- Sample of Student Cases.
- Check on data and information storage.

Day 5

- Production of Report.
- Feedback to Senior Staff.

Possible Extensions:

- Audit of historical, current sexual abuse allegations, recording and investigation.
- Safeguarding Staff inputs on working with and supporting inspections.
- Post-Inspection de-briefing, review and action planning.



£645 per day
(Inclusive of expenses)

Staff Training & CPD

THE RECOGNITION AND MANAGEMENT OF PEER ON PEER ABUSE WORKSHOP

Duration:

1 Day Workshop
(depending on the size of the organisation).

Target Market/Audience:

- All Staff.
- DSLs, DDSLs.

Content:

Description/Learning Outcomes:

In the last few months, there has been a significant increase in the focus on this subject from organisations, authorities and the public.

Websites like Everyone's Invited and accounts from those affected by or survivors of sexual assault, abuse and rape have highlighted that Schools', Colleges' and Providers' responses to such issues needs significant reformation.

Ofsted has conducted a thorough and objective review and announced a series of measures Schools, Colleges, and Providers can and should take. This workshop aims to educate, train and support Colleges and Providers in their obligations and expectations in this critical area.

Content:

- Safe space, confidentiality and disclosure agreement.
- Ofsted Expectations.
- Pulse check on the understanding of terms context.
- Definition of Peer on Peer Abuse.
- Statistics and National picture.
- What are Students are telling us.
- Signs and Symptoms.
- Consent.
- Traffic Light System.
- Evidence Capture.
- Policy, Procedure and Record-Keeping.
- Case Studies.
- Pulse check on improved understanding.

Possible Extensions:

- Auditing, Monitoring and Support.
- 'Pre-Inspection Pack' preparation.
- DSL de-compression and Supervision.

£750 per day
(Inclusive of expenses)



Staff Training & CPD

UNDERSTANDING AND IDENTIFYING ONLINE ABUSE, HARASSMENT AND GROOMING WORKSHOP

Duration:

Half or Full-Day Workshop
(depending on the size of the organisation).

Target Market/Audience:

- All Staff.
- DSLs, DDSLs.

Content:

Description/Learning Outcomes:

Colleges and Providers throughout the country have seen a noticeable increase in the prevalence of online abuse, harassment and grooming. While the antecedents to this may feel obvious in this age of smartphones and online culture, knowing how to respond to it can sometimes feel overwhelming.

This workshop aims to equip leaders, staff and those responsible for Student Welfare Services with a deeper understanding of how and why these issues affect Young People and practical tips on dealing with them when they arise.

The full workshop covers everything from operational challenges to designing a suitable policy, training and record keeping.



Content:

- Identification of On-Line Platforms.
- Cyber Bullying.
- Legislation.
- Case Studies.
- College and Provider responsibility.
- Support for Students.
- Case Studies.
- Sexting/Grooming.
- Legislation.
- Case Studies.
- Reporting and College and Provider Response.
- Support for Students.

Possible Extensions:

- Policy writing and Student Guidance.
- Student Consultations and Student Voice Engagement activities and awareness.
- Consultation with IT Directorates and Services on creating safe online environments for students and staff.

£750 per day
(Inclusive of expenses)

Staff Training & CPD

PREVENT ACTION PLAN 'REVIEW, DISCUSS AND DESIGN' WORKSHOP

Duration:

Half or Full-Day Workshop
(depending on the size of the organisation).

Target Market/Audience:

- Welfare/Safeguarding Staff.
- DSLs, DDSLs.
- Health and Safety Managers.

Content:

Description/Learning Outcomes:

A comprehensive, contextualised and updated PREVENT Action Plan is both an expectation and a useful working document. Making sure it meaningfully reflects your organisation's demographics, location, and individuality can be challenging. However, it sets prepared Colleges and Providers ahead of those who respond only after an incident or concern.

This workshop pulls together key stakeholders, including Welfare and H&S, to understand definitions and risks, generate an Action Plan accordingly, and set a schedule for reviews and reporting.

Content:

- Understanding PREVENT, PREVENT Strategy, Channel and other terms.
- Ofsted expectations.
- Prevent in the context of FE.
- Prevent in the context of the host College.
- Statistics, national and local picture.
- Legislation, Policies and Procedures.
- Analysis of current policies.
- Group discussions on policy development
- Action planning.

Possible Extensions:

- Prevent Policy writing and guidance.
- DSL Support on engaging with LAs and Channel Panels.
- Prevent Procedure audit and report.

£750 per day
(Inclusive of expenses)



Coaching, Mentoring and Ongoing Support

DESIGNATED SAFEGUARDING LEAD (DSL) SUPERVISION AND SUPPORT

Duration:

Ongoing, dependant on individual College and Providers needs.

Target Market/Audience:

DSLs and Welfare/Safeguarding staff.

Content:

Description/Learning Outcomes:

Being a DSL or a senior member of staff with responsibility for Welfare can feel a lonely place. Further Education, in particular, is a unique arena for Safeguarding, spanning many settings, age ranges and demographics.

This service offers the opportunity for DSLs, DDSLs and Welfare Staff within Colleges and Providers support with the development of their policies and procedures concerning Safeguarding, PREVENT, Criminal Convictions and other kindred documents, and a space to discuss staff training, referrals and ongoing Safeguarding issues.

This can be face to face or remote and tailored to meet the needs of the specific organisation.

Possible Extensions:

- Staff de-briefing after particular events.
- Review and learning from incidents, including future action planning.
- Case reviews and audits.
- Welfare Staff wellbeing surveys, including reports for SLT.



£645 per day
(Inclusive of expenses)

Staff Training & CPD

ADVANCED PRACTITIONER 'BARRIERS TO LEARNING' TRAINING

Duration:

Half, full or two-day Workshop
(depending on the size of the organisation).

Target Market/Audience:

- Advanced Practitioner Teams
- TLA Coaches
- Pastoral Support Managers
- Personal Tutors

Content:

Description/Learning Outcomes:

This workshop aims to help embed Welfare into curriculum departments and teaching, learning and assessment.

The workshop helps those responsible for developing pedagogy and teaching culture to recognise Barriers to Learning and Welfare as key drivers to retention, engagement, attendance and behaviour management.

The workshop gives attendees the tools to pass this on to staff and develop their training and support packages.

Half Day:

- What are 'Barriers to Learning'.
- Why do they matter (Maslow).
- How TLA can impact and benefit from this 'food for thought' session on developing its own training.

Full-Day:

As above plus:

- Development of training resources.
- Contextualisation to the specific College or Provider
- Culture and Ethos in pedagogy.

Two Days:

As above plus:

- Discussion and development of classroom behaviour management
- Positive management of challenging behaviour
- Basics of SEN, SEMH and other additional needs
- Coaching and performance management concerning barriers to learning.



£750 per day
(Inclusive of expenses)