

Quality Assurance Process



AUTUMN

SPRING

SUMMER

**PRE-DELIVERY
SUBMISSION
AUGUST**

**90 MINUTE MEETING (AM OR PM) WITH QMO AND HEAD OF PROVISION AT THE DELIVERY SITE.
WILL BE SCHEDULED WITHIN FIRST TWO WEEKS OF EACH HALF TERM. 24HOUR NOTICE WILL BE GIVEN.
REPORT WILL BE COMPLETED BY QMO AND SHARED WITH TRAINING PROVIDER**

**QUALITY REVIEW 1
SEPTEMBER**

**QUALITY REVIEW 3
JANUARY**

**QUALITY REVIEW 5
APRIL**

**POST DELIVERY
EVALUATION
JULY**

Training provider completes:
Section 175 safeguarding
self-assessment and
Health and Safety self-
assessment

Training Provider ensures
Policies/Insurances are
correct

Training Provider submits
required information to CAP
via online submission

CAP QMO reviews the
documentation and
prepares for QR1

Delivery cannot start in
September until signed off
from QMO.

CAP QMO will visit site and
check the self-assessment
was reflective and accurate
on:
Safeguarding
Health and Safety
Estate Management



Deep dive into:
Induction of new students
Baseline testing
Analysis of need
ILPS
Leadership & Management



Review of :
Attendance and behaviour
procedures/ recording
CLM and CPOMS usage
Staff Development
Self Evaluation



Provider receives
the Full Quality
Review report for
the academic year.

Any Outstanding
actions will need to
be completed
before any delivery
can take place in
September.

Pre-Delivery
Submission window
opens for next
academic year

**QUALITY REVIEW 2
OCTOBER**

**QUALITY REVIEW 4
FEBRUARY**

**QUALITY REVIEW 6
MAY**

In depth evaluation of
compliance with GDPR.

Investigation into
partnership working,
Family Engagement and
opportunities.



Mid Point of Academic Year.

Evaluation of :
Quality of teaching/
instruction.
Student Outcomes
Inclusive Practice



Quality assurance check of
Student achievements and
celebrations
Transition Pathways
CIAG
Student Voice
Data Dashboard



Each review is aligned with the One Coventry Values and gives providers the opportunity to highlight how they are meeting that Value and to showcase their good practice.