

Procedure Title	Programme Delivery
Associated Policy	Section 3. Programmes of Education and Training
Version number & adoption date	V1 18/06/2021
Document owner	Education Coordinator
Review Date	+1 year

Purpose
To set out a clear step-by step procedure for the delivery of programmes that is easy for members of the programme team to follow

Scope
All programmes

Steps for Implementation
<p>When a programme is agreed and validated the following steps are taken:</p> <p>Step 1 Initial actions</p> <ul style="list-style-type: none"> • A start date is agreed by the Education Coordinator with the Programme Team • The Education Coordinator appoints a Lead Tutor and tutor/s from the panel of tutors and inducts or refreshes the tutor induction, or the Operations Director completes the <u>Memorandum of Agreement Template</u> with a suitable provider • The Education Coordinator <ul style="list-style-type: none"> ○ Sets up a shared folder on the Learning Management System ○ Confirms that the programme information to be published on our website, social media and by appropriate community and environmental partner organisations is correct and comprehensive ○ If it is a blended learning programme, details how this works and which competencies an applicant needs • The Lead Tutor ensures that lesson plans, programme materials and resources and assessment instruments are updated and that administrative support is in place <p>Step 2 Quality assuring training sites and facilities</p> <p>The Education Coordinator ensures:</p> <ul style="list-style-type: none"> • The <u>Approval and Monitoring of Training Venues</u> procedure is implemented so that all facilities, including off-site facilities, meet the standards detailed in the Venue Checklist contained in the procedure • There is a named person in place to coordinates any off-site venue to ensure standards are the same wherever the programme is delivered • If a blended learning programme, that the IT supports and infrastructure are in place and in good working order <p>Step 3 Learner admissions, application and registration</p> <ul style="list-style-type: none"> • The Lead Tutor reviews application forms and confirms that the minimum entry criteria

are met and if any applicant is requesting reasonable accommodation. Requests for reasonable accommodation are escalated to the Education Coordinator who deals with them as set out in our Managing Reasonable Accommodation procedure. Requests for Recognition of Prior Learning are considered on a case by case basis by the Lead Tutor

- If there is any doubt about the suitability of the applicant, such as not meeting the entry requirements, the Lead Tutor may interview the applicant to establish the suitability of the programme for the applicant and vice versa
- The Education Coordinator ensures there are sufficient applicants for the programme to proceed

Step 4 Information to Applicants

- The Education Coordinator liaises with the Education Administrator to ensure all applications are acknowledged and applicants informed of the result of their application as soon as possible
- Successful applicants are sent preliminary information with their start date and venue information
- The Education Coordinator informs applicants who have been granted reasonable accommodation about the arrangements
- Unsuccessful candidates are informed that they have a right to appeal the decision and how to initiate an appeal as per our documented procedure

Step 5 Admission Appeals Procedure

The Education Coordinator implements the Admissions Appeals procedure as required.

Step 6 Pre-Programme Briefing

The Lead Tutor and tutors hold a pre-programme meeting to discuss and confirm:

- Resources, equipment and facilities
- Induction of learners
- Lesson plans
- Programme and assessment timetable
- Programme materials
- Assessment strategy and instruments
- Review applications/learner profiles
- Arrangements for reasonable accommodation (if any)
- Recognition of Prior Learning applicants
- Health, safety and risk
- Monitoring and evaluation plan
- Dates and arrangements for certification

Step 7 Learner Registration and Induction

- Learners complete a Learner Registration Form at induction. This includes their contact details, PPS numbers and other relevant information
- Learners are inducted using the Learner Handbook, covering all the information detailed in the Learner Induction Checklist. This includes an additional induction module for learners on blended learning programmes.

Step 8 Programme Team meetings

- Programme team meetings are held at regular intervals throughout the programme in accordance with the Programme Team Terms of Reference

Reference Documents

Supporting Documents
<ul style="list-style-type: none">• <u>Learner Registration Form</u>• <u>Learner Induction Checklist</u>• <u>Learner Handbook</u>• <u>Memorandum of Agreement Template</u>• <u>Application for Reasonable Accommodation Form</u>