

QIP - 16/17 - Open Door Adult Learning Centre

Area to be addressed:		Identified Improvements From the 2015/16 SAR		Areas identified in SAR development:		<ul style="list-style-type: none"> • Improve Ofsted inspection outcome • Retention rates improved by 4% across the board & Achievement rates improved across all delivery. • Functional Skills to be tabled, and set as a benchmark • Share and support all providers in contract • Support business planning • Better oversee the outcomes of each other's Quality Assurance activities • Feedback and target-setting in learners' work is inconsistent and requires improvement in all providers' delivery • Monitor the effects of devolution and to source new streams of funding 		
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<ul style="list-style-type: none"> Improve Ofsted inspection outcome 	1.0	<p>Improve the proportion of learners who successfully complete their programmes and gain intended qualifications. February 2017 QAR's indicate slight increase in overall achievement rates, an excellent improvement in one subcontractor under scrutiny, but continued under-performance by one provider.</p>	<p>Modest increase in annual achievement rates, overall, need to increase the global achievement rates across the contract by 5% in 2016/2017, and by a further 5% in 2017/2018</p> <p>Improvement in learners' English and Mathematics</p> <p>Improved Management of the SFA contract</p> <p>Improved working relationships with subcontractors</p>	July 2017	TM and All providers	Improved achievement rates across the contract.	To be reviewed at provider meetings and at Trustee meetings at Open Door	<p>Business plan</p> <p>Contingency Plan</p>
		<p>Improve target setting for learners by ensuring that targets are SMART and make ILPs more effective.</p>		March 2017	TM and All providers	Subcontractor supported to improve poor continuing achievement rates, to 90% in two years.	To be reviewed termly	
		<p>Ensure that tutors make more of the opportunities to develop learners' English and mathematics</p>		July 2017	TM and All providers	Better recording of learners' progress		
		<p>Introduce systems to provide strategic direction</p>		March 2017	TM	S		
		<p>Formalise arrangements for the sharing of good practice at all levels.</p>		July 2017	TM	Shared discussions and interventions strategies contribute to improvement in provider relationships		

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<ul style="list-style-type: none"> • Improvement rates • Functional Skills 	1.1	Retention rates improved by 4% across the contract.	Revised learner support systems	March 2017	TM/JL	1 evaluation report produced	To be reviewed at BOARD MEETINGS	Business plan
	1.2	FUNCTIONAL SKILLS levels to be measured, and tabled for benchmarking, in all existing and new learners.	Analysis to include early leavers, destination data and learner progression	January 2017	TM/JL	Monthly early leaver report	To be reviewed internally	Functional Skills
		Ensure delivery of poor success areas of learning are reviewed, and where necessary, reconsidered for delivery.	Evaluate the balance of Functional Skills, in ratio to whole of learner intake	July 2017	TM/JL			
<ul style="list-style-type: none"> • Share and support all providers in contract 	1.3	Share quality systems and data with all providers involved in the SFA contract	Identify and share good practice	March 2017	TM	Benchmark data	To be reviewed at Trustee meetings	Business plan
		Share IAG processes and systems, adopt best practice	Work collaboratively with other providers in sharing good practice	July 2017	TM	Adoption of revised processes Report produced by August 2017		Partnership group work
	1.4	Share QAR benchmark data with other providers across the contract	Work collaboratively with all providers	January 2017	TM/JL	Report on partnership activity/successes	To be reviewed at Trustee meetings	Retention & Achievement Strategy
			Involve subcontractors in improvement strategies	Improve partnership working, further	July 2017			3 monthly progress report by June 2017

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▪ Support business planning	1.5	To continue to utilise the "partnership" to externally review, benchmark, and act as a critical friend to help in the preparation of long-term business plans.	Improved understanding of short, medium and long-term business planning Improved budgeting, spending and resource utilisation	January 2017	TM/JL	Improved business planning systems	Review twice per year, populate to Board or Finance Sub-Committee	Business Plan
▪ better oversee the outcomes of each other's Quality Assurance activities	1.6	To utilise the cloud technology to share each other documented processes for QA To share at provider meetings, and to highlight areas of good practice	Improved QA systems, leading to increase in retention, achievement and learners achieving learning goals	January 2017	TM	Improved understanding by all staff and Board	Quarterly / Annually	3-year Business Plan

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<ul style="list-style-type: none"> Feedback and target-setting in learners' work is inconsistent and requires improvement in all providers' delivery 	1.7	Both feedback, and target-setting regimes in all providers needs to be shared, dissected, and areas of good practice identified. Implementation of identified improvements a.s.a.p.	Improved feedback systems implemented in all providers. Improved systems of target-setting implemented in all providers.	February 2017 February 2017	All staff and BOARD All staff and BOARD TM/JL	Learner targets embedded Feedback messages reinforced All learners aware of target-setting improvements	Termly/Annually Termly/Annually	SAR
	1.8	To keep up to date with Devolution progress, and to identify areas of concern, involvement or otherwise. Contingency plan to source new streams of funding should SFA contract cease.	Providers better prepared for the impact of devolution	January 2017	All	Improved understanding by all staff and Board of Devolution issues	Monthly	Contingency Plan

Quality Improvement Plan - Extracted from the revised, and new SAR format for 2015/16, created November 2016

1st Revision March 2017

2nd Revision July 2017

<u>Element</u>	<u>Current % performance</u>	<u>Target for 2014 - 2017</u>
Ethnicity	92.75 % White (31)	92.0 % (31) towards global 91.3 %
Gender	72% Female 28% Male	67% Female 33% Male
Age banding	Variable	3% increase in 19-30 & 31-40 ages
Disability	14.22 % declared disability (2015/16)	Increase to 16 %
Safe Learner	91 % learner accessing safety info	100 % learner accessing safety info
Fee remission & low income	88 %	Maintain within 3 %
Learners understanding of Prevent	variable	100 % by 2017/18
Achievement levels	84.8%	Increase by 5% in 2016/17
Retention levels	89.7 %	Increase by 4% in 2016/17
Attendance rates	80.2 %	Increase by 4% and further 5% 2017/18
Timely Achievement rates	80.9 %	Increase by 6 % then 4 % by 2017/18