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Nº OF FORMS	4

## Quality Assurance Policies and Procedures

### GOVERNANCE QUALITY ASSURANCE POLICIES AND PROCEDURES MANAGEMENT

#### 1 Overview

The Quality Assurance Policy and Procedures summarise the Structures and Committees, Key Policy and related Procedures that will operate to ensure the effective and efficient delivery of the College Mission, Aims and Strategic Objectives determined by the board of governors. The majority of changes will be as a result of a change in membership or revisions to Standing Orders. Policies and Procedures will be regularly reviewed by the Clerk to the Governors.

At its meeting on 22 June 2006 the board of governors approved all of the procedures and authorised the Clerk to the Governors to notify the Assistant Principal Quality Assurance Systems when changes take place in future.

#### 2 Management and Administration of the Governance QAPPs

2.1 Whilst most changes will take place as stated in 1 above the board of governors can agree updates and amendments to existing QAPPs or the development of a new QAP. All agreed updates and amendments will be processed via the Clerk to the Governors through the Assistant Principal Quality Assurance Systems.

The Clerk to the Governors will ensure that a general review of QAPPs is carried out annually. The procedures for dealing with additions, revisions, and document control are as follows.

2.2 Where the board agree a new quality procedure the Clerk to the Governors will submit a draft to the following steps will be taken. (See QAP 7.1.2 form 1)

- The designated author will complete a Procedure Initiation or Change Request form (7.1.2 form 2) and submit to the Clerk to the Governors who will then forward to the Policy and Procedure Development Co-ordinator.
- The author will prepare the QAP in the following manner:
  - Each QAP will be given a clear and unambiguous title
  - Each QAP will detail the procedure and the documentation associated with its implementation.
  - Each QAP will be broken down into numbered paragraphs, and further broken down as required.
  - Definitions are to be given, where it is appropriate for clarification.
  - Where necessary job titles will be given rather than the names of staff that fulfil those functions.



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- The Policy and Procedure Development Co-ordinator will ensure the QAP conforms to the standard format and will arrange for the College QAPP Administrator to format the document.
- When approved the Clerk to the Governors will advise the AP QA Systems, who will arrange for it to be updated on the College Intranet. The QAPP Administrator will keep a history of revision dates for all QAPs for 5 years. (QAP 7.1.2 form 3)

### 2.3 Document Control

- The Clerk to the Governors has the responsibility for ensuring the issue and return of all documents within the Governance quality system. This is carried out with the assistance of the QAPP Administrator.
- The Clerk to the Governors in consultation with the AP QA Systems will authorise the computer update of approved documents.
- The QAPP Administrator will update approved documents within 5 working days and inform all relevant parties of updated QAPs.
- QAPs will be reviewed at the request of the board of governors, or when required to meet a change in circumstances. The necessity to update QAPs will be advised by the Clerk to the Governors in writing.
- Hard copy Governance QAP manuals will be kept by the Clerk to the Governors, the Principal, and the AP QA Systems. Hard copy files will be updated by the appropriate Secretary. All other related documentation will be kept in the Clerk to the Governors Office. QAPs can also be accessed via the College Intranet (Blackboard).

### 2.4 Annual Revisions

The existing procedures will be reviewed annually by the Clerk to the Governors. Any proposed revisions will be subject to approval by the board of governors. QAP 7.1.2 Form 4 will be used for this process.