



Quality Assurance Policy

1.0 Purpose

This policy underpins the aim and commitment of Oxford Knights College to provide the best possible learning experience for all.

2.0 Introduction

Oxford Knights College continually seeks to keep abreast of external developments and best practice in the sector and promote a culture of self-criticism, which evaluates and enhances its quality assurance procedures to encourage that culture. To achieve this, Oxford Knights College has embedded comprehensive and rigorous processes and procedures to enable it to review, modify and continually evaluate its academic provision to make sure that it meets learner and market need.

3.0 Scope

This Policy and associated procedures relate to all learners, employees and collaborative partners

4.0 Principles

The main principles underpinning Oxford Knights College's quality and standards policy are:

- That quality assurance and continuous improvement is achieved through the fostering of a culture of on-going critical analysis and self-reflection.
- That all staff, have a shared responsibility for enhancing all aspects of the learning experience, whilst recognizing that learners will also be required to take responsibility for their own learning.
- That all policies and procedures are subject to regular and on-going to ensure that they are fit for purpose and meet learner and stakeholder need
- That all policies and procedures take into account changes in the internal and external environment and the obligation and commitment of Oxford Knights College to respond to these changes.
- To establish a reputation for outstanding teaching and learning
- To achieve very high satisfaction rates with all our learners, staff and other stakeholders.



6.0 Core Activities

The following section contains some of the core activities in relation to the operations of the Oxford Knights College.

6.1 The Curriculum

Oxford Knights College encourages continuous improvement in the quality of all its learning programs, thereby making learning enjoyable, increasing learner retention and the achievement of learner goals. To achieve this, Oxford Knights College undertakes the following:

- Learning materials are designed against a sound and robust pedagogic framework, which maximizes opportunities for learning and learner engagement.
- Learning materials are written against Awarding Body approved assessment criteria and aligned learning outcomes.
- To ensure rigorous and consistent assessment procedures, which meet the standards of external Awarding Bodies and validating agencies.
- To provide accurate and formative and summative assessment opportunities and verification procedures.
- To provide opportunities for learner feedback on the quality of delivery and support via Unit questionnaires.
- To facilitate feedback on the learner experience by monitoring comments and suggestions made.
- To develop and sustain a range of accredited and non-accredited programs which provide opportunities for progression and which provide learners with experiences and qualifications suited to the learning aims.

6.2 Staff



Oxford Knights College will undertake the following in relation to staff:

- To recruit staff that have the required skills, knowledge and experience to carry out their roles effectively.
- To make sure that all staff are aware of their role in relation to the 'Learner Journey' from initial enquiry to achievement and exit.
- To review regularly the performance, training and developed needs of all employees.
- To monitor and evaluate the effectiveness of staff training and to adjust accordingly.

6.3 Support Services

Oxford Knights College will undertake the following in relation to the support services offered to learners:

- To monitor and evaluate the procedure for advise, guidance and counselling at enrolment and throughout the 'Learner Journey'.
- To make sure that learners are not disadvantaged in any way when accessing or undertaking Oxford Knights College services
- To provide a range of underpinning services to enhance the learning environment and maximize the potential for learning
- To continually monitor standards of service offered and available to learners at all stages of engagement with Oxford Knights College.

