

**Leaders need to develop a thorough quality assurance a improve, so that apprentices develop a broader and dee them to challenge leaders' decisions about the quality o**

<b>Action</b>	<b>Who is accountable</b>
Self Assessment Report	Debianne Messenger
Development Plan	Debianne Messenger
Management Team reports	Carol Magnus
Process for evaluating quality of training and outcomes	Carol Magnus Debianne Messenger
Key measures and KPI's to monitor quality	Carol Magnus Debianne Messenger
Collecting data and information process	Debianne Messenger
Apprenticeship Standard delivery	Hazel Bond
Employer and apprentices survey outcomes	Debianne Messenger
OneFile	Debianne Messenger
New Curriculum	Hazel Bond

Leaders and Managers have a vision and mission for our organisation in respect of training and apprenticeships as well as how they manage and monitor quality of training.

Carol Magnus  
Debianne Messenger

Leaders and Managers documented clear expectations in relation to setting high standards of apprenticeship training – written down and agreed.

Carol Magnus  
Debianne Messenger

Use the revised Career Track/Apprenticeship Governance Board to inform and update

Carol Magnus  
Debianne Messenger

Specific training need for governors - induction, briefings, responsibilities, progress etc

Carol Magnus  
Debianne Messenger

and quality improvement process to ensure that they identify accurately per range of knowledge and skills. Leaders need to ensure that govern of education and training and scrutinise whether apprentices progress

Milestones	Date started	Date to be completed	RAG
Draft available 01.04.2022	01.03.2022	01.05.2022	Orange
Monthly updates	01.12.2021	01.06.2022	Orange
First MT Report 11.01.2022	01.12.2021	ongoing	Orange
Established governance meetings by 01.04.2022	01.03.2022	01.06.2022	Orange
Agreed at governance meetings by 01.04.2022	01.03.2022	01.06.2022	Orange
Revised information process through OneFile by 01.06.2022. Information to be agreed	01.03.2022	01.06.2022	Orange
See previous	01.03.2022	01.06.2022	Orange
Survey monkey linked to OneFile task by 01.05.2022		01.06.2022	Red
See previous	04.01.2021	01.06.2022	Orange
See previous	04.02.2021	01.06.2022	Orange

	01.03.2022	01.06.2022	
	01.03.2022	01.06.2022	
CT Development Group meeting 09.02.2022 To continue monthly	09.02.2022	01.06.2022	
To take place inbetween governors meetings	01.03.2022	01.06.2022	

what they do well and what they need to do to  
 rors are provided with useful reports to enable  
 effectively.

**Comments**                      **Key Performance Indicator**

SA report to be completed by May 2022      Full SA report shared with Ofsted - June 2022

Ongoing weekly updates      Development plan achieved

Reports required to update MT	MT reports
Draft documents created	Governance Agenda and minutes
Draft documents created	Governance Agenda and minutes
Draft documents created	Operational Meetings Governance Meetings
Curriculum training 17 and 18 March 2022	See previous
	Employer and apprentice satisfaction data
Go live date end March 2022	See previous
	See previous

Vision and Mission, People Strategy completed	Published Vision and Mission
Vision and Mission, People Strategy completed	Governance Agenda Clear expectations
Draft documents created	Governance Agenda and minutes
Draft documents created	Training records, webinar recordings