



Know Your Potential Consultancy Ltd

QUALITY



Quality

It is the aim of KYP to predominately provide a comprehensive service in helping learners to improve their skills and qualifications in order to enhance their workplace and external employability options. KYP recognises through its aims and objectives.

Deliver the highest quality, apprenticeship standards ensuring they are effective for employers and learners.

Continually strive to improve the quality of our service delivery.

Understand and engage with learners and employers needs to encourage high performance and individual achievement.

To achieve these aims, objectives have been set by the Managing Director. The Quality Policy Statement shall be issued to all staff and displayed within the organisation.

Changes to the Quality Policy Statement shall be made and an amended copy shall be issued to staff and displayed.

Monitoring the quality of training delivery and assessment by observing assessors at regular intervals, and identify any issues and trends that may be happening, for example as an IQA I may have to look at why folders/work is not coming in on time, look at what other support is needed by the assessor and for the candidate. All stages of the learning programme will be monitored, including planning, feedback, reviews, and conduct.

These monitoring visits will be recorded and placed on the assessor's file; feedback can also be given verbally. The IQA is to be constructive with this feedback, praise to be given where it is due, but also points for how the assessor may be able to improve or strengthen their performance as an assessor.



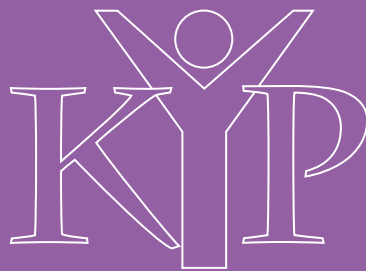
Access to Assessment

KYP is committed to ensuring that equality of assessment arrangements are given to all learners to allow them to demonstrate attainment, and to give learners with disabilities and learning difficulties the same access to assessment as other candidates.

Principals that promotes the learner journey:

- Communicate effectively with others.
- Ability to recognise, empathise with learner responses.
- Ability to acknowledge contributions.
- Ability to support the team and the relationship with clientele.
- The diversity of thinking, idea generating, problem-solving and promote their own experiences help to create an effective team.
- Incorporate their role and philosophy, of KYP values and behaviour. The student is self-directed
- The apprentice' past experiences are a rich resource for learning
- Readiness to learn apprenticeship standard requirements
- The apprentice demonstrates work place competence and is self-motivated to grow and achieve





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