



# Quality Control and Quality Calendar Policy

East Birmingham Community Forum (EBCF)

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## **Document Control**

Policy Owner: Human Resources

Approved By: Head of Quality

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## Aim

To implement a comprehensive quality assurance and control system for every aspect of EBCF Learning and Teaching Programme provision.

## Definition

The broad definition of quality control is:

- The monitoring and review mechanisms that ensure the quality of delivery provided by EBCF.
- The broad definition of quality assurance is the management systems that review and regulate quality systems to maintain fitness for purpose.

## Policy

EBCF is committed to excellence and the principle of continuous improvement and quality assurance.

A commitment to quality in all aspects is necessary and required by all those involved in providing and supporting the learning process.

EBCF considers that the management and assessment of the quality of provision should be identified at all levels within the organisation and that it is an ongoing process.

Qualitative and quantitative measures generated by the system enable the production of reports and culminate in the production of an annual self-assessment report. (SAR)

In principle, EBCF's Quality Process is designed to meet the quality assurance requirements of the organisation, awarding organisations and all other interested external stakeholders. The self-assessment process is based on the current Ofsted's Education Inspection Framework.

Every aspect of EBCF's provision is subject to the principles of quality control and quality assurance.

EBCF is committed to:

- Maintaining a staffing and management structure that clearly identifies accountability for quality control and quality assurance;
- Implementing a quality system and quality cycle which is user friendly and places an emphasis on process;
- Providing a *Management Information System* which is robust and correctly informs the quality system;
- Involving all EBCF's staff in the self-assessment process;
- Developing a Self-Assessment Report (SAR);
- Reporting on quality issues to EBCF's Head of Organisation;
- Developing and monitoring a Continuous Improvement Plan (CIP) which sets challenging targets for quality improvement; and
- Supporting quality improvement through structured and formal staff training.

## Procedure

The Quality Cycle encompasses both quality control and quality assurance functions. Outputs from the cycle inform the completion of the Self-Assessment Report and overall planning process.

The responsibility for quality control rests with EBCF's Senior Leadership Team (SLT) and Quality Team.

- Classroom team meetings
- Work-Based Learning team meetings. (Remote Learning/Blended Learning)
- Quality meetings.
- OTLA
- Appraisals
- Curriculum Reviews
- Senior Leadership Team meetings.
- EBCF's Board Meeting.

Process and procedures for Quality Assurance:

Monthly and will monitor and review: teaching, learning and assessment; performance outcomes; care, support and guidance, contractual compliance; Safeguarding and Prevent; Functional Skills; health and safety;

EBCF's Board meets **bi-monthly** and receives reports from the Head of Operations of EBCF.

## Deep Dive.

Ofsted doesn't require us to do our own deep dive

This is because Ofsted's subject deep dives help inspectors consider the effectiveness of your curriculum in a specific timeframe.

Ofsted says there are probably better ways of assessing our own quality of curriculum than doing internal deep dives. You can see your curriculum in more detail and as an ongoing conversation.

Carrying out our own:

We will use a deep dive as an opportunity to find out if we have a robust curriculum plan that we are delivering in practice.

Who's involved: IQA lead and the staff members that teach that subject.

This is a collaborative effort that shouldn't feel like

EBCF will complete a curriculum dive annually.

This will follow the below process:

1. Identify areas of weakness in the curriculum.
2. Decide which groups to collect evidence from.
3. Collect evidence to find out why these are areas of weakness.
4. Discuss your findings with staff.
5. Agree on your next steps.

## Monitoring



The policy and procedure are to be adopted by all EBCF's staff.

The monitoring of the policy and procedures will be undertaken by the SLT.

## Review

The policy and procedure will be subject to an annual review and will be undertaken by the Senior Leadership Team.

## Version Control

Version	Description of Change	Author	Date	Approved by
1.0	Version 1.0	S.Khan / Z.Sharif	July 2024	
2.0	Version 2.0	S.Khan / J.Hall	January 2025	
3.0	Version 3.0	S.Khan (HR)	January 2026	S.Etheridge (Head of Quality)