

## Teaching and Learning Policy

**Updated: December 2015**

**Next revision date: December 2016**

### 1. Objectives

- 1.1 To promote excellence in all tutors by fostering their ability to:
- a) Clarify what is to be achieved in each session in terms of knowledge and skills
  - b) Provide teaching to meet a wide variety of active learning styles
  - c) Manage resources and facilitate Learner learning
  - d) Diagnose individual Learner needs and provide learning experiences to meet those needs
  - e) Providing Learners with regular feedback on their learning performance
  - f) Adequately structure sessions with reference to schemes of work
  - g) Adequately differentiate using materials to cater for different needs

### 2. Scope

- 2.1 To cover all activities carried out by Develop

### 3. Key principles

- 3.1. Produce clear session plans with aims and methods related to units of learning or assessment and include learning support, where applicable
- 3.2. Record learner achievements
- 3.3. Record and monitor attendance data
- 3.4 Learners will receive:
  - a) A learning environment free from discrimination
  - b) Guidance and support from tutors
  - c) High quality teaching and a commitment to the promotion of learning
  - d) High quality training and learning which takes account of individuals' needs and abilities
  - e) Prompt marking of Learners' assignments, where applicable and rapid feedback to learners
  - f) Punctuality from trainers, and postponement, rescheduling or cancellation of sessions only in exceptional circumstances
  - g) Tutors who set high professional standards and who are knowledgeable, competent and well qualified in their subject or vocational area
  - h) Well managed and well co-ordinated Learning Programmes

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Mark Pike	01/12/2015		Mark Pike

#### 4. Staff responsibility

4.1 All tutors and senior management

4.2 CEO has overall and final responsibility for all matters relating to teaching and learning

4.3 The day-to-day responsibility for delivery of teaching and learning at the Learning Provider remains with the Regional Director, who will ensure that:

- Adequate resources are made available to implement this policy
- Adequate arrangements are made to bring this policy to the notice of all staff, learners, learning providers and visitors
- The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary

#### 5. Monitoring and evaluation

5.1 In making judgements about teaching and learning, the following need to be monitored:

- Tutor self-evaluation.
- A continuing programme of observation and structured feedback by appropriate employees of the Learning Provider staff
- Learning evaluation forms

5.2 To ensure contractual compliance

5.3 This policy is liable to full equality impact assessment annually.

#### 6. Supporting Documents

6.1 This policy should be read in conjunction with the following documents:

- Observation Policy.
- Disability Statement.
- Learning Programme Policy
- Equality & Diversity Policy.
- Health and Safety Policy.
- Quality Policy.

Policy signed by CEO:  Date: 01/12/2015

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