

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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