# Learner's Journey Topics

1 Recruitment	3 Induction	4 Teaching, training, coaching and learning		5 Learner support	6 Assessment	7 Reviewing learners' progress	
Access to education Interview practice Marketing Recruitment information, advice and guidance Recruitment of learners with learning difficulties and/or disabilities Responding to local and regional priorities Screening Staff development Working with employers (recruitment) Working with schools (recruitment) <b>2 Initial assessment</b>	Additional learning support Buddying Code of conduct Diagnosing learning styles Diagnostic assessment Employer induction Equality and diversity awareness Financial support Handbooks (learner) Ice-breaker exercises Individual learning plan (ILP) Induction (learner - health and safety) Induction overview Learning resource centre induction Mentoring learners Online learning induction Progress review system overview Support system overview Tutorial system overview Value added	4.A Planning and resources Blended learning Curriculum plan e-learning materials: using Inclusive learning Learning resources Lesson Lesson plan Personalisation of learning Scheme of work Teaching resources Training plan	4.B Teaching and learning Behaviour management Checking understanding Coaching learners Developing self-confidence Distance learning Enrichment activities Equality and diversity in the curriculum Evaluation of own practice (staff) Formative assessment Giving feedback to learners Independent learning Mentoring learners Motivating learners Motivating learners On-the-job training Practical work Research (learners) Summative assessment Working with joups Working with individuals	4.C Curriculum good practice Curriculum good practice	Additional language support Additional learning support Additional literacy support Additional numeracy support Childcare Financial support Personal support Student union Support for learners with learning difficulties and/or disabilities. Support for remote learners Support for the Able and Talented	Diagnostic assessment Formative assessment Portfolios Reflective practice Summative assessment Work-based assessment	Attendance monitoring Behaviour management Equal opportunities monitoring Formative assessment Giving feedback to learners Learner progress data Learners' progress Motivating learners Progress reviews Reflective practice Target-setting (learners) Tutorial

# Leadership and management topics

11 Curriculum development	12 Data
14-19 Curriculum planning Development of teaching and learning resources Meeting communities' needs Meeting employers' needs Sharing/using good practice	'At-risk' learner monitoring Achievement rates Attendance monitoring Benchmarking Distance travelled measure Early leavers Equal opportunities (data) Management information system National pass rate Performance measurement and management (staff) Progress monitoring Progress monitoring Progress monitoring Provider performance report Qualification success rates Retention rates Subcontractors (data) Success rates Target-setting (organisational) Timed-out rate Timely success rates Trends Value added measure

# 13 Employers

Communication with employers Marketing to employers Meeting employers' needs Working with employers (health and safety) Working with employers (recruitment)

# rs

### th employers Access to education yers Accessibility s' needs Assistive technology Equal opportunities monitoring Equality and diversity awareness overs (recruitment) Equality and diversity training Handbooks (staff) Interpreters Marketing literature (equality and diversity) Police (equality and diversity)

Policy (equality and diversity) Procedures and responsibilities (equality and diversity) Promotion strategy (equality and diversity) Social inclusion Subcontractors (equality and diversity) Working with employers (equality and diversity)

14 Equality

and diversity

### 15 Financial management

Capital project planning and management Contracts Value for money

## 16 Health and safety

# Being healthy

Child protection & safeguarding Induction (learners - health and safety) Monitoring (health and safety) Policy and procedures (health and

safety) Risk assessment (health and safety) Subcontractors (health and safety) Working with employers (health and safety)

### 17 Inspection preparation

Evidence requirements Inspection week communication Managing a multi-site/national inspection Ofsted inspection handbook Ofsted inspection toolkit Peer review Preparation for inspection events Self-assessment report evaluation Using data

## 20 Partnership/ collaborative working

Collaborative projects Curriculum development Peer review

#### 21 Quality improvement 22 Research Research directories 21A Policies and 21B Evidence 21E Management **21C Judgements** 21D Actions and Research funding procedures gathering and reporting outcomes and training Research managem Research methods Quality assurance policy Employers' feedback Quality management Making judgements Development plan Research organisations and procedures Evaluation of own practice Self-assessment report Impact on learners Staff training (quality Research policy Evidence assurance) Milestone-setting Social research Monitoring improvemen Self-assessment report Internal audit Subcontractors (quality Internal verification assurance) Learners' feedback Observation of evaluation Sharing/using good practice Working with employers (quality assurance) Target-setting (organisational) assessments Observation of teaching and learning Peer review Self-assessment Staff feedback Stakeholders' feedback



www.ccqi.org.uk

# of Resources

Development of teaching and learning resources Facilities management Information Rights management Information standards and interoperability Learning resources centre Management of learning resources Management of teaching resources Management of teaching resources Mobile technology and learning Sustainability

23 Management

### 8 Retention

Retention improvement strategies Retention rates

## 9 Achievement

Achievement rates Achieving economic well-being Attainment Celebrating success Enjoying and achieving Job-outcome rate Learning outcomes Making a positive contribution Qualifications Success rates Timely success rates

### **10 Progression**

Information, advice and guidance Positive progression initiatives Progression rate

### 18 Leadership

Business planning Governance Managing change Mission Risk management Strategic plan Strategic planning Succession planning (leaders) Sustainable development Training (leadership)

## **19 Management**

Coaching staff Curriculum management Efficiency and effectiveness Meetings Mentoring staff Project management Quality management Staff development

### 24 Staff

Appraisal Communication Evaluation of own practice Giving feedback to staff Handbook (staff) Induction (staff) Job descriptions Recruitment (staff) Retention (staff) Staff development Succession planning (staff)

### **25 Subcontractors**

Handbook (subcontractors) Pre-contract capability check Service level agreement Subcontractors (equality and diversity) Subcontractors (health and safety) Subcontractors (quality assurance)

