

## Self-Assessment Report illustration

Aspect:		1: Recruitment			
Ref	Area	Element	Impact on learning*	Evidence/location	Impact judgement & issues/reasons not outstanding
1.1	Information, advice and guidance	Pre-sign up contact	Most employers now receive the appropriate scheme of work for their staff-learners before sign up which enables us to ensure that both employers and learners understand exactly what they are signing up for. This has resulted in full commitment to the studies ahead by both employers and learners and sufficient time off the job to complete work. In turn, this has resulted in a significant reduction in early leavers, which is now good, and the vast majority of learners are on target to achieve on time.	Early leavers reduced from 45% in 2013 to period 10 to 10% at the same point this year.	<b>Good pre-sign up IAG</b> However, we do not have sufficient evidence that all subcontractors have instituted the new practice. Some of the 2014 period-10 figures suggest we need to improve this aspect of our monitoring in order to fully rule out the timeliness of IAG as the issue.

Aspect:		3: Teaching, learning and assessment			
Ref	Area	Element	Impact on learning*	Evidence/location	Impact judgement & issues/reasons not outstanding
3.3	Independent learning	Development of expert learner skills	Because of our need to encourage our late learners to complete work quickly, we have been losing sight of the development of their expert learner skills: research, personal reflection, stamina, learning management, etc. We need to re-examine our training strategies to ensure these skills are at the centre of our work with learners.	External review interviews. Learner feedback	<b>Satisfactory development of expert learner skills</b> Whilst learners do work independently, it's mostly at the express direction of the trainers and assessors. As teachers, we don't sufficiently use expert coaching skills or curiosity to develop learners' independence and critical evaluation skills.

## Development Plan illustration

Aspect:	1: Recruitment		Last review date:		Next review date:							
Issue	<b>Intention</b> What is our intended impact?											
1.1 IAG pre-sign up contact. Insufficient evidence that all sub-contractors are using new practice.	All learners will fully understand the requirements and content of the programme of study. They will make an informed commitment to their studies and look forward to getting started.											
	What indicators can we use to measure early progress and show we've resolved the issue?		Current		Milestone 1		Milestone 2			Target		Achieved
	Rate	Date		✓	Date		✓	Date		Date	✓	
	Learner review and satisfaction	Good	July 14	Exc		Sept				Exc	Nov 14	
	Early leaver rate	10%	July 14	5%		Sept				0%	Nov 14	
	Compliance audit – no. of learners receiving information before sign up.	80%	July 14	90%		Sept				100%	Nov 14	
	Action	What are we going to do to achieve our intended impact?	Champion (Bid) & team (Ita)		What should we have done and where should we be by the next review date?						Done?	Diary date/s
	1	All subcontractors will provide employers and learners with the appropriate scheme of work and programme overview before signing up learners to the programme.										
	2	We will confirm by auditing the sign-up paper work that learners received the course material before they signed up to the course.										
3	We will evaluate the effectiveness of the IAG by using sampling phone calls direct to learners.											
Progress	1 <i>Date</i> <i>Progress to date</i>											
	2 <i>Date</i> <i>Progress to date</i>											
	3 <i>Date</i> <i>Progress to date</i>											

Cost & resources (if significant):