

## **Teaching, Learning and Assessment Policy**

This policy is to guide the process of continuous improvement in teaching, learning and assessment at Healing the Soul Training.

### **Who does this policy apply to?**

This policy applies to all tutors working for Healing the Soul Training and who are engaged in the learning process.

### **Policy Statement**

We are committed to improving the quality of our provision.

### **Our aims are**

- To constantly seek to raise standards and assist our learners spiritual, academic, and personal development, by supporting them in becoming more independent and aware of their spiritual gifts and individual achievements
- That all trainers/tutors understand the importance of varied teaching, learning and assessment strategies and how best to implement them in lessons
- To ensure that teaching in workshops or via online has a positive impact on our learners, with an ever-increasing percentage of 'Outstanding' learning experiences.

### **Matt and Kirsty will**

- Implement a thorough quality cycle
- Implement a rigorous self-assessment process
- Ensure a suitable continuous professional development programme is available to all
- Deliver high quality programmes that comply with the requirements of Awarding Organisations and IPHM/IAOTH Accreditation
- Embed effective policies and procedures
- Performance manage poor quality teaching, learning and assessment

### **Why do we need this policy / background information?**

The policy commits us to maintain and improve the quality of teaching, learning and assessment through the processes of continuous improvement and quality assurance. The objective is to embed effective quality processes that are rigorously implemented, to develop and maintain a culture of continuous improvement.

The policy supports our vision of transformation through skills and knowledge. As a training business we are committed to delivering high quality courses and qualifications that meet the requirements of the course assessment.

Internal quality assurance, standardisation procedures are in place to maintain assessment, consistency, and quality throughout our training business.

### **Roles and responsibilities**

All trainers involved in delivering teaching, learning and assessment activities must.

- Plan lessons to allow all learners to make sufficient progress
- Track and monitor learner progress at regular intervals
- Use valid and reliable assessment methods to ensure learners receive regular, relevant, and timely feedback on assessed work
- Communicate and maintain high expectations of all learners
- Review learner's achievement, success and destinations and look at areas of development and courses that can help the individual to develop both spiritually, academically, and individually using effective support and guidance
- Review teaching, learning, resourcing and assessment and action accordingly
- Identify clear strengths, weaknesses and take appropriate actions
- Provide a summary course review at the end of each course
- Provide effective and appropriate teaching, training, and support for all learners
- Undertake appropriate development and training
- Offer flexibility within schemes of learning, to include all learners always and to ensure courses fulfil individual needs. Trainers/Tutors should also have the relevant scheme of work in advance of lessons and use this when planning their lessons
- Be aware of specific support needs of all learners in their care
- Trainers will self-assess their own delivery of teaching and the needs of the learners in their care.
- Establish induction and mentoring arrangements for all new trainers
- Track attendance, retention, achievement and understanding in the topic area they are learning.

### **Quality**

- Manage the annual quality cycle
- Manage the complaints process
- Manage and report on student/employer survey processes and support action accordingly
- Manage the Teaching, Learning and Assessment Review process
- Maintain an up to date awareness and understanding of the external landscape to assist the needs of learners, subject areas to target and how these are advertised
- Manage the quality review process and support interventions where required
- Drive and support improvements in digital learning
- Ensure a relevant and inspiring continuous professional development programme
- Accreditation Organisations
- Improvement Plans

**Who needs to understand this policy and how will they know about it?**

Everybody who interacts with Healing the Soul training because of the learning, teaching and assessment process and will include fellow tutors and trainers and any body involved in accrediting the Healing the Soul Training courses.

This policy will be reviewed annually by Matt and Kirsty.

Signed: **M.Grogan/ K.Grogan**

Date: **20/5/2020**