



Policy number	4.15
Subject	Teaching, Learning and Assessment
Directorate responsible	EDUCATION
Date last reviewed/by whom	November 2015 Alistair Campbell Vice Principal
Date to be reviewed	February 2017
Date of Equality Analysis	February 2015

Policy Statement

The College is committed to the continuous improvement of teaching, learning and assessment, providing an environment in which its students are at the centre of all its activities. Students will experience high quality programmes that meet their individual needs and abilities, the requirements of employers and other stakeholders and provide opportunities for progression. Staff will foster good working relationships with and between students, in an environment in which students can be actively engaged and responsible for their own learning.

College Vision

To be the **leading national provider** of specialist further education and training.

College Mission

Linkage College will deliver **excellence** in education and training to learners with learning difficulties, which promotes **independence** and **employability**.

Policy Context

This policy supports the standards and practices identified in the College's Mission and Vision Statements and Strategic Plans.

Key Points

- Accessible and personalised programme and assessment information will be issued to all students.
- Timetables will be kept up to date with venue, session, location, student/staff absences in DatabridgeMIS.
- Schemes of Work and Lesson Plans will be drawn up and followed, based on the College standard Pro-forma on DatabridgeMIS.
- Lesson plans will demonstrate and evidence how equality and diversity, appropriate functional skills and Information and Learning technology are embedded within the curriculum.
- Lesson delivery will recognise, integrate and support the needs of individual students and regularly check that learning has taken place.
- Information Learning Technology will be used to enhance learning where appropriate.
- Planning will ensure student workloads and outcomes are reasonable and balanced throughout the year.
- Students' work will be marked with constructive and positive feedback and returned in a timely fashion.

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- Staff will monitor and record student progress accurately and keep a written record of work covered in each lesson.
- Staff will be responsible for motivating students, setting and reviewing targets with students and revising their Individual Learning Plan on a 6-weekly basis and recorded on DatabridgeMIS.
- Students' work will be displayed and celebrated to reinforce motivation and publicised through a number of methods, i.e. entering competitions, staged performances and any other opportunities which may occur.
- Learning resources should be ready in advance of sessions and where produced internally, conform to good practice standards in equality and diversity and follow the Readability Manual May 2012.
- Staff will support, stretch and challenge students to achieve their short, medium and long-term goals and will liaise with all staff and support services to ensure these are achievable.
- Staff will respond promptly and appropriately to lapses in student attendance, punctuality, behaviour and participation and progress in their programme of learning.
- Staff will challenge, report and document any behaviour that disrupts learning.
- Staff will be supported through continuous professional development, reflective practice, observations of teaching, learning and assessment, mentoring and assessment processes.
- Staff will be encouraged and supported to share good practice.
- A structured assessment process will be put in place for all learners and to assist staff in the delivery of high quality teaching and support.

Supplementary Documentation

Internal:

- Observation of Learning Activities Handbook, Version 6, Published August 2015
- College Strategic Plan and Operational Plan
- Learner Entitlement Policy (4.17)
- Learner Assessment Policy (4.15)
- Student Charter (4.34)
- Equality & Diversity Policy (3.11)
- Learner Discipline Policy (4.10)
- Quality Improvement Policy (4.24)
- Readability Manual Edition 1, Published May 2012

Implementation

The Principal is responsible for the implementation and monitoring of this policy.

Guidance can be found in the relevant policies and procedures listed above.

All current guidance will be found on the intranet.

The processes involved will include:

- Changes in policy and/or procedure will be communicated to staff via the College Management Team.

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- All Policies, procedures and associated documentation will be sited on the intranet.
- Staff development activities including staff induction to raise awareness and understanding.
- Audit processes will incorporate all relevant policies and procedures.
- Monitoring, review, audit and improvement reports to the College Leadership Team.

Monitoring, Review and Evaluation:

This policy will be monitored and reviewed through:

- Observations of Teaching and Learning (External, Internal, Peer).
- Student and Parent/Carer Feedback.
- Monitoring, review, audit and improvement reports to the College Leadership Team.
- An accurate evaluation of the quality of teaching and learning in curriculum areas and across the college.
- The degree to which lesson observations provide full coverage of all teaching and learning activities and all staff.
- The effectiveness of action to build on identified good practice and improve the quality of teaching, particularly when an observed lesson is inadequate
- Strong links between lesson observations, staff appraisal and professional development.
- Quality Improvement reporting cycle.
- Validation and area grading of Self-Assessment Reports process.

Equality and Diversity, Health and Safety and Safeguarding will be integrated into and assessed in all of the above processes.

Signed:	
Position:	Director of Education
Date:	8 th December 2015