Quality Improvement Plan and Progress Report

**Version History**

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| **Version** | **Date** | **Details** |
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**Purpose:** The purpose of the document is to allow the RI to plan for quality improvement, based on the review process and report on progress annually or as requested by PHECC.

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| **Institution Details** |
| Institution Name |  |
| Institution Type (e.g. Private Company, University, State Body etc.)  |  |
| PHECC Courses being delivered |  |
| Higher Education Affiliation |  |
| Postal Address |  |
| Internal verifier Name and Job Title |  |
| Contact Details Phone and Email |  |
|  |
| **Report Details** |
| Report completed by  |  |
| Contact Details Phone and Email |  |
|  |
| Due Date (DD/MM/YY) |  |
| Date Submitted (DD/MM/YY) |  |
| *Date Received (DD/MM/YY)**Official use only –date stamp* |  |

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| **Section: One – Organisational Structure and Management**  |
| **Quality Area:** 1.1 Governance |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 1.2 Management Systems and Organisational Processes |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 1.3 Management Responsibility |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
|  |  |  |  |  |  |
| **Quality Area:** 1.4 Self-Assessment, External Evaluation and Improvement Planning |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 1.5 Transparency and Accountability |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 1.6 Administration |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 1.7 Financial Management |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Section: Two – The Learning Environment** |
| **Quality Area:** 2.1 Education and Training Mission Statement |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.2 Communication with Students and Other Stakeholders |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.3 Course Access, Transfer and Progression |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.4 Equality and Diversity |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.5 Complaints and Appeals |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.6 Training Infrastructure |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.7 Health and Safety  |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 2.8 Social Environment |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Section: Three – Faculty Recruitment and Development** |
| **Quality Area:** 3.1 Organisational Staffing |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 3.2 Faculty Recruitment |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 3.3 Faculty Development and Training |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 3.4 Communication with Faculty |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 3.5 Work Placement and Internship |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 3.6 Faculty and Stakeholder Management |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 3.7 Collaborative Provision |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Section: Four – Course Development, Delivery and Review**  |
| **Quality Area:** 4.1 Course Development |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
|  |  |  |  |  |  |
| **Quality Area:** 4.2 Course Approval |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 4.3 Course Delivery – Methods of Theoretical and Clinical Instruction |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 4.4 Course Review |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 4.5 Assessment and Awards |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Quality Area:** 4.6 Internal Verification |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
|  |  |  |  |  |  |
| **Quality Area:** 4.7 External Authentication |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
|  |  |  |  |  |  |
| **Quality Area:** 4.8 Results Approval |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
|  |  |  |  |  |  |
| **Quality Area:** 4.9 Student Appeals |
| **Planned Action**  | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Optional Action to support Continuous Quality Improvement** |
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| **Additional Comments** |
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