Quality Improvement Plan and Progress Report

**Version History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Details** |
|  |  |  |
|  |  |  |
|  |  |  |

**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.

|  |  |
| --- | --- |
| **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* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 1.2 Management Systems and Organisational Processes | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 1.3 Management Responsibility | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | | **Progress Report** |
|  |  |  |  |  | |  |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 1.5 Transparency and Accountability | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 1.6 Administration | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 1.7 Financial Management | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.2 Communication with Students and Other Stakeholders | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.3 Course Access, Transfer and Progression | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.4 Equality and Diversity | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.5 Complaints and Appeals | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.6 Training Infrastructure | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.7 Health and Safety | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 2.8 Social Environment | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 3.2 Faculty Recruitment | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 3.3 Faculty Development and Training | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 3.4 Communication with Faculty | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 3.5 Work Placement and Internship | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 3.6 Faculty and Stakeholder Management | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 3.7 Collaborative Provision | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | | **Progress Report** |
|  |  |  |  |  | |  |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | |
|  |  |  |  |  |  | |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 4.4 Course Review | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 4.5 Assessment and Awards | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Quality Area:** 4.6 Internal Verification | | | | | | |
| **Planned Action** | **Who is Responsible (name and position)** | **Timeframe** | **Completion Date** | **Comments** | **Progress Report** | |
|  |  |  |  |  |  | |
| **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** | |
|  |  |  |  |  |  | |
| **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** | |
|  |  |  |  |  |  | |
| **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** | |
|  |  |  |  |  |  | |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Optional Action to support Continuous Quality Improvement** | | | | | | |
|  |  |  |  |  | |  |
| **Additional Comments** | | | | | | |
|  | | | | | | |