



**Together  
Training**

**Quality  
Assurance  
Strategy**

# Quality Assurance Strategy

## **Policy Statement**

Together Training recognises that strong internal controls across the full range of its activities are an essential component of delivering outstanding provision. Furthermore, it recognises that Together Training's Board must be assured that controls exist and are well managed. This Strategy aims to provide a robust basis for Internal Control alongside its Risk Management Strategy.

## **Scope**

The Quality Assurance Strategy should cover the full range of Together Training's Strategic Aims, and associated objectives that underpin them. This includes, but is not limited to, the following key areas:

- Financial Management and Reporting
- Teaching and Learning □ Business Development
- Employer Engagement
- Community Engagement
- Student Accessibility
- Student Wellbeing and Engagement
- Governance
- Risk Management
- Information Management
- Technology
- Property and Estates
- Equality and Diversity
- Health and Safety
- Curriculum
- Employee Wellbeing
- Employee Development

## **Control Identification**

For each objective, controls should be identified that, if adhered to, would provide assurance that the objectives would be met. These controls should be determined in the first instance by the relevant Director or Manager, and then peer reviewed for reasonableness. These controls can be reviewed with the agreement of Together Training Management team and the Together Training Board as and when required.

## **Quality Assurance Plan**

Annually, during the summer term, a panel will recommend which objectives and associated controls will be reviewed during the subsequent year. This recommendation will be based on the following methodology:

An objective will be automatically selected for review if it meets any one of the three following criteria:

- It was not reviewed in the current or previous year
- If failure to meet the objective would have a catastrophic impact on the Together Training
- If control weaknesses identified in previous reviews had not been fully resolved
- If concerns or risks have been recently identified relating to that area, in particular if included in Together Training's Risk Register

Further to this, additional objectives will be selected based on a reasoned consideration of the impact their non-delivery would have on the College.

This panel will consist of at least:

- Member of the Board
- Managing Director
- Apprenticeship delivery Manager
- Internal Audit Manager (external)

This Quality Assurance Plan for the subsequent academic year will be reviewed in turn by Together Training's Leadership Group and finally approved by Board.

The reviews of internal controls stipulated by the Quality Assurance Plan will also identify who is responsible for carrying out the review (whether internal or external), the estimated time required, and the associated cost where appropriate. These reviews will identify which controls are operating well, and which are not. Where controls are not found to be operating well, mitigating actions are identified and assigned to an appropriate Together Training leader/senior manager.

The Managing Director has delegated authority to add to the agreed Quality Assurance Plan should issues arise during the year, with such additions reported accordingly to the Together Training Board.

## **Reporting**

A termly report will be brought by the Together Training Board outlining progress against the Quality Assurance Plan. The purpose of this report will be to communicate progress:

- in verifying the internal controls associated with Together Training's objectives, and determining mitigating actions where appropriate
- in delivering against mitigating actions recommended in previous reports

This report will include appendices as required where associated reports have been produced by externals, such as the Together Training.

The Managing Director will continue to produce an Annual Report in which it provides independent assurance of Together Training's internal control framework, of which this Strategy forms a key component.

Furthermore, the reviews and their associated reports will inform Together Training's annual self-assessment process.

## **Responsibilities**

To ensure the effective operation of this strategy, and to ensure appropriate delegation of responsibilities between Board and the Leadership team, the following demarcation of roles should be followed:

Board should:

- Ensure it are satisfied that the Quality Assurance Strategy is sufficient, along with other Together Training Strategies, to be assured that the Together Training's internal controls are robust and strong
- Require Audit Committee to report to it, at least annually via its Annual Report, on the effectiveness of the Quality Assurance Strategy in providing sufficient assurance that the Together Training's internal controls are well managed
- Recognise that it is the role of the Leadership to determine and implement the appropriate management actions to deal with control weaknesses identified by the reviews stipulated in the Quality Assurance Plan

Together Training Leadership should:

- Lead and coordinate the implementation of the Quality Assurance Strategy
- Determine the controls that should be operating to ensure that Together Training's strategies are delivered against.
- Determine and implement the appropriate management actions to deal with control weaknesses identified by the Quality Assurance reviews
- Report progress against the delivery of the Quality Assurance Plan to the Board

For further information, please visit  
**togethertraining.co.uk**

 01923 812150

 John.McMahon@togethertraining.co.uk