

TBAP

Procedure for QAMET visit to AP providers

TBAP procedure for QAMET visit to alternative provision providers

Before the visit

- Read through the QA framework self assessment submission from the Provider (including any additional data) highlighting areas for exploration/discussion.
- Look at the 'Guidance for QAMET Visits' pack you have been sent and complete a pre-visit briefing note (see template) and share this with your QAMET partners.
- Contact the Provider and discuss the areas you would like to explore with them during the visit.
- Request a base or space if possible from which to operate during the visit.

During the visit

- Lead Coordinator should use the visit schedule to agree areas that each member of the QME Team will lead.
- Explore the issues in the briefing note and follow up by discussing the nature of the evidence to support the provider's judgements. This could possibly include:
 - Discussing assessment data
 - Jointly visiting learning environments
 - Discussions with teaching staff/tutors
 - Sampling learners' work
- Ensure that DBS checks are current and are held on a 'Single Central Record'.
- At the end of the visit discuss your views, based on the evidence seen during the visit, with the Provider.
- Lead Coordinator for the visit should gather evidence from the team to write a report using the proforma supplied.
- Complete the QA submission and agree provisional strengths and areas for development in preparation for completion of the Quality Improvement Plan (QUIP).
- Inform the Provider that only after an appropriate QUIP has been received by the Alternative Provision Coordinator will the provision be included in the TBAP Alternative provision Directory.

After the visit

- Finalise the report and the note of visit and forward all documentation to Liz Hyman lhyman@tbap.org.uk and Debbie Paxton dpaxton@tbap.org.uk within 10 days of the visit.