



ASPIRING MINDS TUITION

EDUCATION WELLBEING CREATIVE

QUALITY ASSURANCE POLICY

Reviewed July 2026

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Quality Assurance Policy

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1. Purpose

This policy sets out Aspiring Minds Tuition's (AMT) commitment to maintaining and continually improving the quality of education and support provided to all learners, including those with Special Educational Needs and Disabilities (SEND). It ensures that teaching, learning and learner outcomes meet high standards in an inclusive, safe and supportive environment.

2. Scope

This policy applies to:

- All staff (permanent, temporary, contractors and volunteers)
- All learners and parents/carers
- Any visitors, partners or service providers associated with our organisation

3. Our Commitment

AMT is dedicated to:

- Delivering personalised, high-quality tuition tailored to meet the diverse needs of all learners, with specific expertise in supporting SEND learners
- Monitoring and evaluating teaching practices and learner progress regularly to ensure effective learning for everyone
- Complying with legal and regulatory standards in education, SEND provision, and safeguarding
- Engaging with learners, parents/carers and professionals to gather feedback and continuously improve services
- Providing ongoing professional development for staff to maintain best practices, including SEND awareness and inclusive teaching strategies
- Ensuring all invigilators comply with British Computer Society (BCS) invigilation guidelines and maintain the integrity of assessments

4. Quality Assurance Processes

AMT uses a range of quality assurance methods to maintain and improve standards for all learners, including:

- Lesson observations and performance reviews, focusing on inclusive teaching and SEND best practices
- Monitoring learner progress through assessments, personalised goals and ongoing feedback
- Reviewing Individual Learning Plans and adapting teaching approaches to meet each learner's needs
- Conducting feedback sessions with learners and their parents/carers to ensure their voices inform improvements
- Using data to identify trends, celebrate successes and address areas for development
- Implementing action plans based on quality assurance findings

- Maintaining clear and accessible documentation of all quality assurance activities
- Annual BCS audit for compliance and standards. AMT is subject to an annual quality assurance audit by BCS to ensure compliance with assessment regulations, data protection and centre management standards. Findings from the audit inform ongoing improvements in teaching, assessment and operational practice.
- Invigilator Quality Assurance:
 - All invigilators working under AMT are required to follow BCS invigilation guidelines rigorously
 - AMT will provide training and resources to ensure invigilators understand the standards and procedures for fair, secure and compliant assessment delivery
 - Regular audits and reviews of invigilation practices will be conducted to ensure ongoing compliance
 - Any breaches of invigilation protocols will be investigated promptly and addressed in line with AMT and BCS policies

5. Compliance with SEND and Educational Guidance

AMT aligns its quality assurance processes with statutory guidance and best practice frameworks to support all learners, particularly those with SEND:

- **The SEND Code of Practice (2015)**
Guidance for identifying, assessing and supporting learners with SEND
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- **Keeping Children Safe in Education (KCSIE) (2024)**
Safeguarding and child protection requirements
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- **Equality Act 2010**
Promoting equality of opportunity and preventing discrimination for all learners
<https://www.gov.uk/guidance/equality-act-2010-guidance>
- **Ofsted's Framework for Inspecting Further Education and Skills**
Standards for education quality and leadership
<https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook>
- **BCS Assessment and Invigilation Guidelines**
Ensuring integrity and security of examinations
<https://www.bcs.org/>

6. Responsibilities

- The director is responsible for implementing, monitoring and reviewing quality assurance systems that support all learners and ensure compliance with invigilation standards. The director oversees the coordination and reporting of QA activities, including invigilation standards.
- All staff must engage fully with quality assurance activities, professional development and deliver inclusive teaching practices. Invigilators must follow BCS invigilation procedures precisely and participate in relevant training and audits.

- All stakeholders (including learners and parents/carers) are encouraged to provide open and honest feedback to help improve AMT's educational provision.

7. Continuous Improvement

AMT is committed to ongoing review and enhancement of teaching, learner support, invigilation practices and operational procedures through:

- Regular team meetings, training and sharing of best practice in inclusive education, SEND support and assessment integrity
- Incorporating feedback from learners, parents/carers and staff to drive improvements
- Keeping informed of the latest SEND research, educational developments, government guidance and BCS assessment updates
- Updating policies, procedures and resources as required to meet evolving learner needs and maintain compliance

8. Monitoring and Reporting

AMT maintains comprehensive records of quality assurance activities and outcomes. Reports are reviewed regularly and used to inform strategic planning and improvement initiatives, including assessment delivery.

9. Linked Policies

This policy should be read in conjunction with the following AMT policies, which contribute to maintaining and enhancing the quality of education and services:

- **Equality, Diversity and Inclusion Policy**
Ensures fair access and participation for all learners, supporting high-quality, inclusive education.
- **Safeguarding Policy**
Supports the provision of a safe learning environment, which is essential for delivering high-quality tuition.
- **Reasonable Adjustments Policy**
Ensures that appropriate support is provided so all learners can engage fully, upholding the quality of provision.
- **GDPR and Data Protection Policy**
Ensures the secure handling of data used in quality monitoring and improvement processes.
- **Complaints Policy**
Provides a framework for addressing concerns and using feedback to inform continuous improvement.
- **Learner Agreement: Code of Conduct**
Outlines expected behaviours that support a positive and productive learning environment.

- **Staff Agreement: Code of Conduct**
Defines professional standards and responsibilities that underpin the delivery of high-quality tuition.

10. Review

This policy will be reviewed annually to ensure ongoing relevance, compliance with legal requirements and effectiveness in meeting the needs of all learners and maintaining assessment integrity.

Date of Issue: 01.07.26

Next Review Date: 01.07.27