



AP-019 Self-Evaluation	Rev No: 0	Issue Date 15/12/2020	Written By: Charlie O'Donovan	Approved By: Colette Horgan
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1 Purpose and Scope

Purpose

The purpose of this policy is to ensure that the Chris Mee Group self-evaluates and monitors the quality of its courses on an on-going basis.

Scope

This Policy applies to all staff working within CMSE training division of the Chris Mee Group and external contracted trainers and members of the academic governance structures.

2 Responsibilities

- The Quality and Training Manager will be responsible for implementing this policy.
- Training Manager and Quality Co-ordinator shall assist the Quality and Training Manager in implementing this policy.

3 Definitions

- Self-monitoring is routine checking to verify that procedures are being followed and implemented as intended and continuous KPI reporting
- Self-evaluation is a process of reviewing feedback from stakeholders including learners , tutors and external experts providing insight and informing decisions for continuous improvements and enhancement of services.

4 Policy

It is the policy of the Chris Mee Group to monitor the quality of courses on an on-going basis. This is to ensure that the processes carried out by the Chris Mee Group are effective and help to identify any gaps or areas of concern that may have arisen. Self-monitoring processes are built into the daily role of all staff involved in ensuring the quality of services offered by the Chris Mee Group. The focus of the self-monitoring is on the feedback and completion rates of the courses provided.

A review of self-monitoring information will be carried out on an annual basis, inform updates to the quality improvement plan for the coming year and be reported at annual management review.

Self-evaluation will be conducted every 5 years, or sooner if required by our awarding bodies. Self-evaluation will focus particularly on the quality of, or impact on, the Learner's experience, achievements, contributions and on findings from the many stakeholders engaging in the quality system.

The self-evaluation report consolidates areas of effective practice and addresses areas requiring improvement. Actions agreed following self-evaluation are included in the quality improvement plan with clearly defined responsibilities and completion timeframes. Progress will be monitored on a regular basis.



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5 Appendices N/A

N/A

5 Related Documents

Quality Improvement Plan
AF032 Learner Feedback form
AF033 Trainer Feedback Form
AF052 Trainer Observation Form

6 Revision History

Rev	Date	Reason for Change	Author	Approver
0	15/12/2020	Initial Release	Charlie O'Donovan	Colette Horgan