

Maintenance, Communication and Retention of Information Policy

Sept 2021

Version 2

1. Scope

All employees of Expanse Learning

2. Statement of Intent

Expanse Learning is committed to the continuous improvement of activities and services in the provision of comprehensive, quality programmes, that consistently meet the needs of students, employers and stakeholders.'

In facilitating the implementation and ongoing development of quality throughout the service our priorities will be:

- To maintain a quality management system, that embraces all aspects of the service’s key processes and reflects Organisational Policy and Procedure.
- To promote quality awareness and an ethos of continuous improvement throughout the organisation by the encouragement of ownership and the identification of ongoing quality initiatives.
- To consistently meet the requirements of our students, employers, clients and the local community in which we serve by continuous self-assessment, review and evaluation of services and processes in all key areas.
- To value the diversity of and ensure equality of access and treatment for all students, employers, clients and associates by the communication, implementation and the continuous monitoring of our services and processes and provision.
- To encourage and guide each member of staff to understand their individual and team role in ensuring that consistently high standards of quality training are met
- To listen and respond to the needs of students, employers, clients, and stakeholders.

3. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	statutory and non-regulated compliance. Prosecution, Staff Retention, Poor employee performance etc
Compliance lead:	Shared Services
Policy Reference:	ELGR-POL-DPM-007
Version:	2
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No

Approval

<p>Prepared by Scott Roberts 01/09/2021</p>  <p>Head of Corporate Services</p>	<p>Approved by Tony Brown 01/09/2021</p>  <p>CEO</p>	<p>Counter Signatory Karl Wane 01/09/2021</p>  <p>Director of College</p>
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	Policy Reviewed	31/08/2021
2	01/09/2021	Policy Reviewed	31/08/2022
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4			
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