Maintenance, Communication and Retention of Information Policy

Expanse Learning Group

October 2023

Author:	Scott Roberts	Version	4	Review Date:	Oct 2025

Document Name: Maintenance,-Communication,-and-retention-of-Information_(Exp-Oct25) - **Document Reference:** ELGR-DAMA-POL-0007 Page 1 of 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:

- o To maintain a quality management system, that embraces all aspects of the service's key processes and reflects Organisational Policy and Procedure.
- o 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.
- o 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.
- o 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.
- o 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
- o 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 every 24 months.

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-DAMA-POL-0007_(Exp-Oct25)
Version:	4
Agreed policy location:	Document Hub and employee intranet
Review Schedule:	24 Months
Does the policy require Governor approval?	No

Approval

Prepared by	Approved by	Counter Signatory
Scott Roberts	Tony Brown	Karl Wane
19/10/2023	19/10/2023	19/10/2023
Scott Roberts (signature)	*Tony Brown (signature)*	*K Wane (signature)*
Head of Corporate Services	CEO	Director of College

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
3	01/10/2022	Policy Reviewed	30/09/2024
4	19/10/2023	Policy reviewed	19/10/2025
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