

Our mission is to help individuals and our community to succeed by providing outstanding education and training related to Football Activities. Quality assurance covers all the systems and processes by which we make sure we achieve our mission and associated objectives.

METHODS AND PROCESSES TO ASSURE THE QUALITY OF TUTORING AND LEARNING

Lesson Observation

- The lesson and tutorial delivery is based upon the 1st4Sport Qualification Verification Framework.
- The process is reviewed annually and changes are made where appropriate e.g. to respond to changes to course content and delivery.
- Every tutor is observed regularly by External Verifiers from The Football Association and 1st4Sport Qualifications.
- Interim reports are presented to Approved Centre for comment and follow up.

External Verification

- In order to validate lesson observations staff from 1st4Sport Qualifications observes selected courses and tutors to assess the delivery of the programme and quality of the venues.
- The Football Association conduct regular health checks of approved courses including functional skills, tutorial etc to:
- Audit our quality assurance systems, checking that all procedures and documentation are in place;
- Identify areas of significant strength or weakness;
- Identify staff development needs.
- Support staff to improve the provision

Teaching and Learning Procedures

- All courses and subjects are required to have course outlines (for learners) and schemes of work (for teachers), assessment plans. On request, tutors are required to produce detailed lesson plans (usually when lessons are to be observed).
- All teams are required to comply with Middlesex FA policy in relation to assessment, standardisation and verification.

MEASURING PERFORMANCE

Measuring Satisfaction

- Candidate surveys are taken on exit for each course of delivery for analysis.
- The results of these surveys and a summary of actions are presented to Middlesex FA where appropriate.
- The County Development Manager oversees and monitors all complaints.

PERFORMANCE MANAGEMENT: ASSESSING INDIVIDUAL PERFORMANCE

- All tutors undertake annual reviews and annual licensing with the Football Association.
- Support and development needs of tutors are identified and plans put in place to meet these needs.

SELF ASSESSMENT

Annual SAR

- Middlesex FA undertakes self-assessment in response to IV and EV reports.