



QUALITY ASSURANCE POLICY

2018-2019

Approved by: Academic/ Quality Assurance Board

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OF MANAGEMENT & SCIENCES

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Mont Rose College Quality Assurance Policy

Academic /Quality Assurance Board: The Academic / Quality Assurance Committee is comprised of Principal, Academic Manager, lecturers from Business department and Hospitality department, Programme Leaders and class representatives. They are responsible to develop and monitor the Mont Rose quality policy and also try to ensure that it reflects best practice on the national and international basis.

They are responsible for ensuring that the day to day operational aspect of Mont Rose College conforms to Mont Rose College Quality Policy.

Quality Assurance Objectives: The objectives of the Quality Assurance Committee are as follows:

- To continually enhance the quality of education and to improve our training programmes.
- To put into practice and monitor plans for improvement.
- To help students' achieve higher and for their progress to be made; students' academic performance will set benchmarks against certain provisions to be judged and allow for students' feedback.
- To improve levels of student retention at Mont Rose College.
- To maintain high quality standards that fulfil Awarding Body requirements.
- To improve levels of attendance amongst students at Mont Rose College.
- To be able to guide students' opportunities for progression through active support and allow for opportunities for progression; and to improve the means for such improvement.
- To systematically and strategically plan and manage the resources of Mont Rose College.
- To identify the various priorities at different levels of students' learning and academic training and teaching; this will also allow for the best use of the talents & performance of College staff
- To collate data to measure and enhance the performance of both tutors and students.
- To continually improve our quality of teaching and learning in order to fulfil the academic needs of our students.
- To ensure that the requirements of internal and external audits are met.
- To ensure the best quality assurance.

- To provide reports that require the attentions of the senior management team, academic board, and the directors on issue relating to quality.
- The appropriate quality assurance techniques and standards are in place and all the learning resources are available for student learning
- The quality assurance process is scrutinized regularly and so the changes can be incorporated whenever required
- Through the appraisal mechanism and quality audits good practices and innovations are recognised and rewarded

Responsibilities of the Academic / Quality Assurance Committee:

The Academic / Quality Assurance Board is the final academic authority of the college. The board is responsible for:

Internal approval of new programmes

Annual monitoring of all programmes

Periodic review of programmes every five years

Student admission and induction

Other aspects of standards and quality assurance of college programmes

Informing programmes of external reference points

Programme enhancement

Student assessment policy, procedure and implementation

Programme discontinuation and the maintenance of the quality of the student experience during any running-out of programme

Oversight of liaison with awarding bodies and academic regulators

The Academic Board will meet as required as an Assessment Board, or may set up and operate an Assessment Board sub-committee

The Academic Board will meet as required to manage programmes, or may set up and operate a programme board sub-committee(s).

Quality Assurance Framework

The MRC quality assurance framework is arranged and managed through:

1. Students' feedback
2. Academic Staff feedback about the students
3. External Verifier/ Internal Verifier Report

4. QAA Report

Student Feedback

In Mont Rose College all students are encouraged to complete feedback forms during each session relating to the facilities offered by the, course content, teachers, teaching methodologies and resources. This information is evaluated and analyzed by the Quality Assurance Committee who then later on making decisions for improvements.

Academic Feedback

All academic staff members are expected to offer feedback to the students with reference to their progress, college development, the market value of current courses, identification of new courses, building a good rapport with students, student issues and assessments.

External Examiners/Verifiers feedback

The examination reports developed by the external examiners and external verifiers sent by different awarding boards are vital for Mont Rose College to improve its quality policies and procedures.

Course Review

Each course should be reviewed on a yearly basis. The review process will help the Mont Rose College to maintain the course in line with the requirements of the awarding bodies and the demands of the continuously changing external environment.

Programme/ Course Development

The Academic Manager is responsible to ensure that courses offered at Mont Rose College should:

- Prove to be a valuable educational experience for the students
- Fulfil both the academic requirements and employment needs of the students
- Support the overall objectives of the college and the programme

Following policies have also been developed to ensure quality procedures at all levels.

1. Academic Misconduct Policy
2. Equal Opportunity Policy
3. Academic Appeal Policy & Procedure
4. Students Complaints Policy & Procedure
5. Attendance Policy
6. IV Policy

7. Student Welfare Policy
8. Learner Support Policy
9. Assessment & Marking Policy
10. Student Engagement Policy

