



LAWGRACIA GLOBAL COLLEGE

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QUALITY ASSURANCE POLICY

Purpose

LawGracia Global College is committed to maintaining the highest standards of quality in its programs and services. This policy outlines the procedures for ensuring the quality of our programs and services through quality assurance processes.

Scope

This policy applies to all programs and services offered by LawGracia Global College.

Principles

1. Quality Enhancement: Continuously improve and enhance the quality of our programs and services.
2. Accountability: Ensure accountability for the quality of our programs and services.
3. Transparency: Ensure transparency in our quality assurance processes.
4. Student-Centered: Ensure that our quality assurance processes are student-centered and focused on improving student outcomes.

Quality Assurance Policy

Review of Lesson Materials

LawGracia Global College will regularly review and update lesson materials to ensure they remain relevant and effective. This review process will involve:

1. Annual Review: Lesson materials will be reviewed annually by the teaching staff and Centre Manager to ensure they remain current and relevant.
2. Student Feedback: Student feedback on lesson materials will be collected and analyzed to identify areas for improvement.

3. Update and Revision: Lesson materials will be updated and revised as necessary to reflect changes in the curriculum, industry developments, and student feedback.

Review of Teaching Staff

LawGracia Global College will regularly review the performance of teaching staff to ensure they meet our quality standards. This review process will involve:

1. Annual Performance Review: Teaching staff will undergo an annual performance review to assess their teaching effectiveness, subject knowledge, and student feedback.
2. Student Feedback: Student feedback on teaching staff will be collected and analyzed to identify areas for improvement.
3. Staff Development: Teaching staff will participate in ongoing staff development and training to ensure they have the necessary skills and knowledge to deliver high-quality programs and services.

Review and Actioning of Feedback

LawGracia Global College will regularly collect and analyze feedback from students, staff, and stakeholders to identify areas for improvement. This feedback will be reviewed and actioned as follows:

1. Feedback Collection: Feedback will be collected through surveys, focus groups, and one-on-one meetings.
2. Feedback Analysis: Feedback will be analyzed to identify trends, patterns, and areas for improvement.
3. Action Plan: An action plan will be developed to address areas for improvement identified through feedback.
4. Implementation and Review: The action plan will be implemented, and progress will be reviewed regularly to ensure that improvements are made.

Quality Assurance Responsibilities

1. Centre Manager: The Centre Manager is responsible for overseeing the implementation of this policy.
2. Quality Assurance Officer: The Quality Assurance Officer is responsible for coordinating and monitoring our quality assurance processes.
3. Staff: Staff are responsible for participating in quality assurance processes and providing feedback on our programs and services.
4. Students: Students are responsible for providing feedback on our programs and services.

Record-Keeping

All records related to our quality assurance processes will be kept for (3 years).

Review and Revision

This policy will be reviewed and revised as necessary.