



# Policy Document

## Quality Assurance Policy

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## **READ College Quality Assurance Policy**

Read Dance and Theatre College is committed to providing the highest standards of training, mentoring and pastoral care to its students. Our Quality Assurance Policy is designed to ensure that we meet our targets for monitoring and assessing both student learning and also staff delivery.

### **Quality Nominee**

The Quality Nominee at Read Dance and Theatre College is the Director of Theatre Faculty, Mr Jamie Read.

The task of the Quality Nominee is to oversee the training and assessment of students and the way in which staff are delivering and assessing the students' work. The aim of this work is to monitor and, most importantly, maintain the quality of the training that Read College provides.

Any member of staff or student who has concerns about the quality of the training being delivered should report their concerns to the Quality Nominee as soon as possible in person at the college office or by email to [jamie.read@rdtc.org.uk](mailto:jamie.read@rdtc.org.uk)

### **Methods of Quality Assurance**

#### 1. Applicant Suitability

The Quality Nominee will be present at all auditions for the college to oversee the process and ensure that each candidate is given a fair chance. The Quality Nominee will also consult with the other members of the Audition Panel (most usually the Faculty Directors and Heads of Department) when making final decisions for recalls and offers, to ensure the suitability of the candidate for studying at Read College. This will include the work that they present at audition but also their interview, to ensure that they are mentally and physically prepared for the training and to be clear that they have a good understanding of the industry that they wish to enter.

#### 2. Staffing

The Quality Nominee will also have oversight of the staffing for the college, including the hiring of Freelance Tutors delivering on the course. The Quality Nominee will consult with the relevant Faculty Directors and Department Heads to ensure that tutors and support staff have the relevant industry experience, training and level of qualification expected to provide the highest quality tuition to our students.

#### 3. Curriculum

The Quality Nominee will have oversight of the college's curriculum in both Acting and Musical Theatre, and across the One Year Foundation Courses and the Two Year 6<sup>th</sup> Form programmes. The Quality Nominee will look at the balance of disciplines being taught, the amount of Guided Learning Hours and also the industry relevance of each module to ensure that the students are being well served by the courses.

#### 4. Assessments

The Quality Nominee will liaise with Faculty Directors and Heads of Department to ensure that the students are being fairly and robustly assessed at both Christmas and Easter assessments, as well as for each assessed module on the course. The Quality Nominee will spot check Assignment Briefs and

Assessment Criteria across the college and as much as possible the Quality Nominee will be the IV for assessments. Where this is not possible he or she will appoint a suitably trained and qualified person to IV for assessments.

#### 5. Monitoring

The Quality Nominee will monitor student development and staff delivery during the year by spot checking classes and by sitting in on assessments and performances. The Quality Nominee will also review all results awarded by outside bodies such as Trinity Guildhall and EdExcel at the end of each academic year to maintain standards and make improvements where possible in the level of the marks attained.

#### 6. Training and Development

The Quality Nominee will support staff and students with additional training and development opportunities when these become available. These may include in house staff training, external training opportunities, trips, performances, etc.

#### **Expected Standards**

Since its inception in 2008, Read Dance and Theatre College has enjoyed consistent year-on-year growth in student numbers and also in its Graduate Success Rate. This includes both the number of Graduates gaining a Distinction in their ATCL Level 4 Associate Diploma in Performing, and also the number of Graduates gaining places at nationally accredited and recognised vocational dance/drama colleges.

Since 2011 to the present time, 96% of our graduates have been offered places at the UK's top dance and drama colleges. Our exam results are also excellent with a 100% pass rate every year since we opened, and Trinity Guildhall classing us as 'Above Average' for the number of Distinction grades awarded.

It is expected that, as the college grows and the portfolio of courses grows too, the Quality Nominee will ensure that the delivery of the courses will lead to similar levels of excellence.