

**CITY OF YORK COUNCIL
POST-INSPECTION ACTION PLAN**

Area for development: 'Aspects of quality assurance are insufficiently well established' (inspection report para.28)					
Target/objective: 1) Review and improve OTL procedures in WBL and ACL 2) Establish clear and coherent quality frameworks/manuals for WBL and ACL					
Actions	Timescales	Person responsible	Success criteria	Resources	Progress
1. Engage appropriately qualified and experienced consultant to audit all aspects of current OTL practice in WBL and ACL and report recommendations for improvements	30 April 2007	MC / KS	Consultant appointed, audit completed and recommendations reported	£600 to cover fees and expenses for one-day visit	
2. Work with consultant to amend OTL schemes in light of audit	31 May 2007	MC / KS	Changes agree and schemes amended – information disseminated to staff ready for 2007/08 implementation	£1200 to cover fees and expenses for follow-up support for consultant support (one day per service)	
3. Implement new quality frameworks for WBL and ACL, including quality calendars and manuals	30 June 2007	MC/JE	New quality frameworks produced and published	£1200 (£600 per service) to support staff time to work jointly/share good practice and/or fund consultant support)	

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Area for development: Self-assessment (inspection report para.11)					
Target/objective: Improve the accuracy and rigour of the self-assessment processes in WBL and ACL					
Actions	Timescales	Person responsible	Success criteria	Resources	Progress
1. Review self-assessment processes for WBL and ACL and agree and implement arrangements for joint working on 2006/07 SAR	30 November 2007	MC/JE	Processes reviewed, joint working arrangements agreed – 2006/07 SARs both report how self-assessment process enhanced by collaboration	£1000 to support staff time for review and future collaboration on each other's self-assessment processes	
2. Procure kite-marked management information software (e.g. Goldmine) to enhance use of data for self-assessment and quality improvement purposes - ACL only	30 April 2007	MC/LK	Software implemented – broader range of timely reports for self-assessment made available; clearer targets evident in quality improvement plan	£2000	
3. Implement a range of learner focus group meetings to enhance the 'learner voice' in the self-assessment process – ACL only	30 June 2007	MC	One area of learning focus group delivered per area of learning (6 in total) – outcomes used to inform self-assessment process	£1000	

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Area for development: Good development of learners' vocational skills (para.89) – WBL only					
Target/objective: To maintain and further enhance the development of learners' vocational skills					
Actions	Timescales	Person responsible	Success criteria	Resources	Progress
1. Procure up to date industry standard computers to replace old machines	31 March 2007	KS	Computers installed – evidence of impact on learning collated and reported (30 November 2007)	£1,500	

Area for development: Very good city-wide strategy for provision of information, advice and guidance (inspection report para.10) – WBL only					
Target/objective: Further enhance the provision of good quality IAG in the city					
Actions	Timescales	Person responsible	Success criteria	Resources	Progress
1. Apply for and achieve the MATRIX standard	21 December 2007	KS	MATRIX standard achieved	£1,500 towards assessment and accreditation	