



# **Quality Assurance Framework**

**2023**

# Table of Contents

<b>Quality Assurance Framework.....</b>	<b>3</b>
Principles of review and endorsement .....	3
Provision in scope for CIMSPAs Quality Assurance Framework .....	4
The rating scale used for review outcomes. ....	4
Overall effectiveness .....	4
Review Outcomes .....	4
Quality of Education .....	5
Learner Journey .....	6
Promotion and Marketing .....	6

# Quality Assurance Framework

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) Quality Assurance Framework sets out the approach of how CIMSPA will conduct quality assurance reviews with its education partners.

The framework has been devised by CIMSPA for use from 2023. It sets out the methodology CIMSPA will apply to the quality assurance review, and the outcomes CIMSPA will make when conducting the review to award the appropriate partner rating. I

Please note that where the term 'learner(s)' is used throughout, this should be read as referring to all those who are participating in formal or professional training that is CIMSPA endorsed and provided by a CIMSPA partner.

CIMSPA's Quality Assurance Framework is underpinned by:

- [CIMSPA Quality Assurance Strategy](#)
- [CIMSPA Partner onboarding policy](#)
- [CIMSPA Endorsement Policy](#)

## Principles of review and endorsement

CIMSPA quality assurance activity provides an independent external review of our education partner training provision and, where needed, identifies improvements to be made to enhance learner experience. CIMSPA quality assurance reviews provide assurance to employers and the public that the training being undertaken has met the minimum CIMSPA standards for CIMSPA endorsed training provision.

To ensure quality and inclusive learning experiences are had by our members, CIMSPA are required to conduct activities that maintain the high standard of learning provision throughout the Sport and Physical Activity sector.

CIMSPA quality assurance activity provides an independent external review of our education partners and, where needed, identifies improvements to provision. The quality assurance reviews/visits are based on a range of supplied evidence and evaluated against a review framework, underpinned by our policies, procedures, and relevant legislation.

## Provision in scope for CIMSPAs Quality Assurance Framework

This Framework applies to reviews of:

- Training Provider Partners

### The rating scale used for review outcomes.

- **Enhancing** – providers identified as enhancing have evidenced good practice within their operations, processes, and procedures, and are seen to be offering high quality education provision to its learners by CIMSPA.
- **Enabling** – providers identified as enabling have evidenced some good practice within their operations, processes, and procedures. CIMSPA has provided clear actions to support the development of the training provider partner to ensure high quality education provision to its learners.
- **Emerging** – providers identified as emerging have key actions needing to be completed within a specified time frame, to ensure adherence to CIMSPA standards and expectations of its training provider partners. CIMSPA will provide bespoke support to training providers identified as emerging to ensure sufficient quality developments to achieve an enabling or enhancing outcome, following the next quality assurance review.

### Overall effectiveness

CIMSPA will use all evidence supplied to evaluate the learner experience with the education provider under review. In making the judgements regarding the provider's overall effectiveness, CIMSPA will consider whether the standard of education/training is Enhancing or Enabling the sector. Where it is not considered to be enabling the sector, CIMSPA will consider whether the education provider is Emerging in the sector, or whether the education partner is to be Escalated through CIMSPA disciplinary procedures.

### Review Outcomes

CIMSPA will make outcome judgements on the following principles:

- Quality of Education Provision
- Learner Journey
- Marketing and Promotion

### **What will CIMSPA consider when making judgements?**

CIMSPA will use the following criteria to make each of the outcome judgments, with these criteria common for all the types of training provision being provided by CIMSPA education partners.

### **Quality of Education**

CIMSPA will make judgements on the quality of education being provided by evaluating the extent to which:

- Education provider leaders build or construct education products which meet employer needs within the area in which they deliver their training.
- The Endorsed product is planned and sequenced towards knowledge and skills in the subject area.
- The education provider provides opportunities for future learning and employment progression.
- The education partner adopts an inclusive approach to organisation culture.
- The education partner adopts an inclusive approach to the accessibility of its education provision.
- The partner adopts an inclusive approach to education delivery.
- The education partners tutors and/or assessors have evidenced knowledge of the subject area.
- The education partner ensures appropriate continuous professional development for its employees.
- The education partner delivers the endorsed product in line with endorsement conditions and outlined scheme of work.
- The education partners delivery methods of the endorsed product provide knowledge and understanding relating to the intended aims and objectives.
- The education partner delivers the endorsed product in line with endorsement conditions and outlined assessment methods (where applicable).
- The education partner assessment (where applicable) and the assessment method used checks knowledge, understanding and skills.
- The education partner provides learners the opportunity to offer feedback around the provision and learner experience.

- The education partner acts on the learner feedback to enhance the quality of education.
- The education partner has quality assurance processes to ensure quality of training provision.
- The education partner conducts organisation quality assurance activity to ensure the quality of training provision.
- The Education Partner enables complaints to be handled professionally.

## **Learner Journey**

- The education partner is transparent with their operations, processes, and practices to learners.
- The education partner ensures learners are suitable, competent, and qualified to undertake the endorsed training in line with endorsement conditions.
- The education partner ensures learners are suitably able to undertake the endorsed training.
- The education partner provides communication methods for communication between tutors and/or assessors and the learner, which are professional in nature.
- The education partner provides opportunities to support learners to course completion.
- The education partner actively seeks to encourage all learners to complete the endorsed training provision.

## **Promotion and Marketing**

- The education partner markets their endorsed training provision in line with CIMSPA expectation.
- The education partner markets their endorsed training provision with truth and accuracy.

\* Due to the nature of this framework this is a continually developing document based on feedback. Any amendments to this document will be communicated to all partners.