

Quality Assurance Process- Vulnerable Learners (VL)

APPROVED BY (ELT) ON (29.03.22)

Applies to:	
Harrogate College	x
Keighley College	x
Leeds City College	x
Leeds Conservatoire	x
Leeds Sixth Form College	x
University Centre	x

CHANGE CONTROL

Version:	1	
Approved by:	ELT	
Date approved:	29.03.22	
Name of author:	Bill Jones	
Name of responsible committee:	ELT	
Related policies: (list)	Safeguarding policies Quality policies	
Equality impact assessment completed	Date:	
	Assessment type <input type="checkbox"/> Full <input type="checkbox"/> Part <input checked="" type="checkbox"/> Not required	
Policy will be communicated via:		
Next review date:	01.03.23	

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1. Policy Statement

This process applies to all learners classed as vulnerable and is in addition to Progress Review cycle:

See Appendix for definitions of VL - [Vulnerable group categories - Google Sheets](#)

These learners require additional oversight to ensure their safeguarding and progress – The following paperwork must be completed for these learners and shared with teaching and co-professionals and uploaded to ProMonitor:

2. Luminate Risk Assessment

In addition – any Pre-16 learner who is on part-time timetable must have a Personalised Curriculum Action Plan (PCAP). This must be formally reviewed at least monthly and uploaded to ProMonitor.

Staff are reminded to follow the Attendance Strategy – specifically the appendices A&B related to learners absconding in school day.

	When	By whom	Action
Department Level Internal audit of RA/PCAP & ProMonitor review of attendance using QA template – 25% of VL cohort.	Term 1	HoDs & Central SEND team	Feedback provided & BRAG rating for department. BRAG rating added to PR template.
FE College Level External audit of RA/PCAP & ProMonitor – Wellspring – Random 5% of cohort.	Term 1	Wellspring	Feedback provided & BRAG rating per FE college added to QofEd papers to FE College boards & FE College overall to LEG board.
Department Level 10 learners selected at random for student & parent voice activity.	Term 1	Central Quality Team & Central SEND team	Feedback provided & BRAG rating for department BRAG rating added to PR & QPR KPI 10 template.
FE College Level External review of provision for VL – 2 day window for inspection of VL.	Term 2	Wellspring	Written feedback