

Information Sheet: Biennial Reviews

The aim:

The biennial reviews are part of the ongoing monitoring of providers who have been on the framework for more than one year and is a requirement to remain on the framework contract for 13-19 off site learning. The process ensures that the quality provision remains in line with appendix 8 qualifications and will include an audit of delivery staff and policies and procedures established during the initial quality audit. A report will be completed and published on the 11-19 website following the review which will highlight good practice for sharing and Identifying areas for development. Information from this will help form future CPD training sessions organised by the Quality team

Who will visit?

Member(s) of Children's Services 11-19 quality team

When will the visit happen?

The reviews will be arranged with providers during January with a schedule published in February. It is anticipated that each visit will take approximately half a day. The visits will take place between May and July from the second year of being on the Framework.

What information is required?

Providers should refer to the Quality Audit – Biennial Review form prior to the actual visit. The check will require details of Awarding Organisation approval, staff, policies, performance data, as well as delivery and assessment materials. It is recommended that providers have this information readily available so that preparations can be made to enable a swift and complete process. It is expected that an observation of teaching and learning will also be undertaken during the visit.

What does the provider have to do?

Once a date for the visit has been established, providers should ensure that there is a private room (or an office) available for the team to discuss and go through the process. All information required within the Quality Audit – Biennial Review form should be prepared and available at the start of the visit.

How are providers notified of outcomes?

A copy of the completed Quality Audit – Biennial Review form will be sent to both home schools and the provider within 7 days of the visit. A summary will also be published on the 11-19 website. Any areas of good practice or developmental work will be outlined.