

Polisi Ansawdd

Pwrpas y Polisi

Pwrpas Polisi Ansawdd Grŵp Llandrillo-Menai yw hysbysu staff, dysgwyr a budd-ddeiliaid eraill o egwyddorion arweiniol strategaethau a systemau ansawdd y Grŵp (o'u cyfuno a elwir yn Fframwaith Ansawdd).

Datganiad Polisi

Mae Grŵp Llandrillo-Menai wedi ymrwymo i welliant parhaus ac i anelu at ragoriaeth ymhob agwedd o'i weithgarwch. Mae'r polisi hwn yn cyfrannu at Genhadaeth y Grŵp drwy gyhoeddi ei ymrwymiad i welliant parhaus ar bob lefel a thrwy amlinellu'r prosesau a'r egwyddorion allweddol a fydd yn llywio ac yn cefnogi gweithrediad Fframwaith Ansawdd y Grŵp.

Gweithrediad

I gyflawni ein nod o ymgynraedd at ragoriaeth, o fewn Grŵp Llandrillo-Menai 'rydym wedi ymrwymo i'r canlynol:

Egwyddorion Trosfwâol

- Cynhwysedd, drwy ddarparu cyfleoedd i staff a'u grymuso i gyfrannu at brosesau hunanasesu'r Grŵp ar bob lefel briodol
- Sicrhau bod dwyieithrwydd yn cael ei ymwreiddio yn yr holl brosesau ansawdd er mwyn parhau i ddatblygu dwyieithrwydd a'r ethos dwyieithog
- Darparu fframwaith atebolrwydd sy'n adnabod rolau, cyfrifoldebau a threfniadau adrodd mewn perthynas ag ansawdd darpariaeth y Grŵp
- Hyrwyddo cydnabyddiaeth bod ein holl staff yn cyfrannu at ddiwylliant o ansawdd y Grŵp a darparu sianeli i staff fynegi eu barn a chyfrannu eu syniadau
- Meithrin diwylliant o welliant parhaus sy'n ddeinamig ac yn arloesol drwy gefnogi datblygiad syniadau a datblygiadau newydd
- Darparu profiadau dysgu cyson o ansawdd uchel sy'n sicrhau bod dysgwyr yn cael eu hymestyn a'u herio i gyrraedd eu gradd targed a'i chymwysterau

Hunanasesiad

- Sicrhau bod hunanasesiad yn broses onest, agored a realistig, sy'n effeithiol wrth adnabod meysydd o ragoriaeth ac anghenion datblygu
- Sicrhau bod yr holl brosesau hunanasesu'n cael eu safoni'n drwyadl a bod adborth adeiladol yn cael ei roi i bawb sy'n rhan o'r broses
- Sicrhau bod hunanasesiad yn arwain at ddatblygu cynlluniau gwella ansawdd CAMPUS gydag allbynnau, perchnogaeth a gweithredoedd eglur ac amseriad heriol ar gyfer ucwblhau

Cynlluniau Gweithredu a Monitro

- Adnabod a datblygu dangosyddion perfformiad cynhwysfawr, yn unol â chymaryddion a meincnodau perthnasol, sy'n ein helpu i sicrhau gwelliannau mesuradwy blwyddyn ar flwyddyn gyda'r nod o fod y gorau yn ein maes
- Hwyluso mynediad i ddata perfformiad amserol drwy wneud y defnydd gorau o'r technolegau diweddaraf sy'n gyflym ac yn hawdd eu defnyddio
- Monitro a mesur cynnydd tuag at welliannau yn erbyn gweithredoedd a nodwyd fel canlyniad i hunanasesiad a thargeddi dangosyddion perfformiad a datblygu strategaeth addas i sicrhau bod y gweithredoedd hynny'n cael eu cyflawni a'n bod yn cyrraedd ein targedi

Gwella Ansawdd

- Darparu systemau ar gyfer cefnogi meysydd sy'n tanberfformio er mwyn codi safonau e.e. drwy hyfforddi a mentora
- Bachu ar bob cyfle i rannu arfer da ar draws y Grŵp
- Sicrhau bod Llais y Dysgwyr yn chwarae rôl allweddol o fewn y fframwaith ansawdd drwy ymofyn barn dysgwyr mewn ffordd systematig a chymryd camau priodol i ymateb iddynt
- Annog adborth gan cwsmeriaid a budd-ddeiliad y Grŵp gan sicrhau bod trefniadau cwyno ac apêl effeithiol yn cael eu hysbysebu'n dda a'u defnyddio
- Datblygu gweithdrefnau a dogfennau ansawdd eglur, hawdd eu cael, sy'n addas i'w pwrpas heb fod yn or-fiwrocraitaidd
- Cyfathrebu'n rheolaidd ac yn agored i staff a chwsmeriaid ar safonau perfformiad y Grŵp
- Sicrhau bod staff yn meddu ar y sgiliau a'r nodweddion priodol i berfformio i'r safonau uchaf
- Adolygu'r Fframwaith Ansawdd yn barhaus er mwyn sicrhau ei fod yn parhau'n berthnasol ac yn effeithiol

Monitro a Mesur Effaith

Bydd effeithiolrwydd y Fframwaith Ansawdd yn destun monitro parhaus gan Dîm Polisi'r Grŵp a Phwyllgor Cwricwlwm, Myfyrwyr a Safonau Corfforaeth Grŵp Llandrillo-Menai. Y meini prawf ar gyfer mesur effeithiolrwydd fydd llwyddiant wrth gyfarfod â thargeddi a dangosyddion y Grŵp o'u mesur blwyddyn ar flwyddyn yn erbyn meincnodau'r sector.

Bydd llwyddiant wrth gyfarfod â'r meini prawf hyn hefyd yn hysbysu'r adolygiad blynyddol o'r Fframwaith Ansawdd a bydd y Polisi Ansawdd hwn yn cael ei ddatblygu/addasu fel canlyniad.

Cyhoeddi'r Polisi

Bydd y polisi hwn ar gael i'r cyhoedd ar wefan y Grŵp a bydd ar gael i'r holl staff ar fewnrwyd y Grŵp.

Cymeradwywyd gan: Bwrdd Corfforaeth

Dyddiad Cymeradwyo'r polisi: Rhagfyr 2019

Dyddiad Adolygu: Rhagfyr 2021

Quality Policy

Purpose of the Policy

The purpose of Grŵp Llandrillo-Menai's Quality Policy is to inform staff, learners and other stakeholders of the guiding principles of the Grŵp's quality strategies and systems (known collectively as the "Quality Framework").

Policy Statement

Grŵp Llandrillo-Menai is committed to continuous improvement and the pursuit of excellence in all aspects of its activity. This policy contributes to the Grŵp's Mission by publicising the Grŵp's commitment to continuous improvement at all levels and by setting out the key processes and principles which will guide and support the implementation of the Grŵp Quality Framework.

Implementation

To fulfil our aim of achieving excellence, within Grŵp Llandrillo-Menai we are committed to the following:

Overarching Principles

- Inclusivity, by providing opportunities for, and empowering staff to be involved in the Grŵp self-assessment processes at all appropriate levels
- Integrating bilingualism into all quality processes in order to further develop bilingual provision and a bilingual ethos within the Grŵp
- Providing a framework of accountability which clearly identifies roles, responsibilities and reporting arrangements in relation to the quality of the Grŵp's provision
- Developing a recognition that all staff contribute to the quality culture of the Grŵp and providing channels for staff to contribute their views and ideas
- Fostering a dynamic and innovative culture of continuous improvement through supporting the development of new ideas and initiatives
- Provide consistent high quality learning experiences which ensure that learners are stretched and challenged to achieve their target grade and qualifications

Self-assessment

- Ensuring that self-assessment is an honest, open and realistic process, which is effective in identifying areas of excellence and development needs
- Ensuring that all self-assessment processes are subject to rigorous moderation and that constructive feedback is provided to those who contribute to the process
- Ensuring that self-assessment leads to the development of SMART quality improvement plans with clear outcomes, ownership of actions and challenging deadlines

Action Planning and Monitoring

- The identification and development of comprehensive performance indicators, linked to relevant comparators and benchmarks, which seek to ensure that measurable improvements are realised year on year with the aim of becoming the best in class
- Facilitating access to timely performance data through the exploitation of the latest technologies which are fast and user-friendly
- Monitoring and measuring progress towards improvement against actions identified through self-assessment and performance indicator targets and the development of appropriate strategies to ensure that actions are fulfilled and targets met

Quality Improvement

- Providing appropriate mechanisms for supporting areas of underperformance in order to raise standards e.g. through coaching and mentoring
- Exploiting opportunities for the sharing of best practice throughout the Grŵp
- Ensuring that the Learner Voice plays a key role within the quality framework through systematically eliciting learner views and taking action to respond to them
- Encouraging feedback from the Grŵp's customers and stakeholders, ensuring that effective complaints and appeals procedures are well publicised and utilised
- The development of clear and accessible quality procedures and documentation which are fit for purpose without being overly bureaucratic
- Communicating regularly and openly to staff and customers on Grŵp performance standards
- Ensuring that staff possess the appropriate skills and attributes to perform to the highest standards
- Reviewing the Quality Framework on an on-going basis in order to ensure that it remains relevant and effective

Monitoring and Impact Measurement

The effectiveness of the Quality Framework will be subject to ongoing monitoring by the Grŵp Tim Polisi and Grŵp Llanrillo-Menai Corporation's Curriculum, Students and Standards Committee. The criteria for judging effectiveness will be success in meeting Grŵp targets and performance indicators as measured year on year against sector benchmarks.

Success in meeting these criteria will also inform the annual review of the Quality Framework and this Quality Policy will be developed/amended accordingly.

Publication of Policy

This policy will be made publicly available bilingually on the Grŵp website and will be available to all members of staff via the Grŵp intranet.

Policy approved by: Corporation Board

Policy approval date: December 2019

Policy Review Date: December 2021