

# Quality Monitoring and Standardisation Schedule

This Quality Monitoring and Standardisation Schedule outlines the activities and processes involved in monitoring and maintaining quality standards. The schedule aims to ensure consistency, compliance, and continuous improvement in the delivery of our programs.

## 1. Program Evaluation

- I conduct an annual comprehensive program evaluation to assess the overall effectiveness and alignment of the Tai Chi & Qigong programs with established objectives and industry standards.
- I evaluate curriculum content, instructional methods, assessment practices, and resources used in the programs.
- I collect feedback from participants, clients, and relevant stakeholders to identify areas of improvement.

## 2. Training and Development

- I conduct/attend regular training and professional development sessions to ensure there is the necessary knowledge, skills, and competencies to deliver high-quality strength and conditioning programs.
- I assess performance through periodic evaluations, including feedback from participants, and self-assessment.
- I look to attend workshops to stay updated with the latest industry practices and research.

## 3. Participant Feedback

- I have an implemented system for collecting regular feedback from participants regarding their experiences in the Tai Chi & Qigong programs.
- I analyse participant feedback to identify areas of improvement and take appropriate actions to address any concerns or suggestions.

## 4. Assessment and Grading Practices

- I regularly review and standardise assessment and grading practices to ensure fairness, consistency, and alignment with industry standards.
- I conduct internal audits of assessment methods, grading criteria, and feedback processes.

## 5. Compliance with Regulations and Standards

- I monitor and ensure compliance with relevant regulations, accreditation requirements, and industry standards.
- I conduct regular audits to assess compliance in areas such as health and safety, data protection, and accessibility.
- I maintain documentation to demonstrate compliance and track any required improvements or corrective actions.

## 6. Continuous Improvement Initiatives

- I encourage a culture of continuous improvement by implementing mechanisms to capture and evaluate suggestions for enhancing the Tai Chi & Qigong training programs.
- I monitor the effectiveness of implemented improvements and make adjustments as necessary.

## 7. Documentation and Reporting

- I maintain detailed records of monitoring activities, assessments, and improvement initiatives.

This Quality Monitoring and Standardisation Schedule provides a framework for maintaining and enhancing the quality of Tai Chi & Qigong programs. Regularly reviewing and updating this schedule will support continuous improvement efforts, ensure compliance with industry standards, and promote an optimal learning environment for participants.

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## Contact Information

For any questions or concerns related to this schedule, please contact:

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In cases where immediate help is required, contact emergency services by dialling 999.

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## Document Control:

- **Version:** 1.0
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This schedule demonstrates my commitment to continuous improvement.