

Quality Monitoring and Standardisation Schedule

This Quality Monitoring and Standardisation Schedule outlines the activities and processes used to monitor and maintain quality standards. It supports consistency, compliance, and continuous improvement in the delivery of our programmes, including a comprehensive programme evaluation every five years alongside regular monitoring activities.

1. Program Evaluation

- I conduct a comprehensive program evaluation every five years 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 and attend regular training and professional development sessions to maintain the knowledge, skills, and competencies needed to deliver high-quality Tai Chi and Qigong programmes.
- 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 implemented a system for collecting regular feedback from participants about their experiences in the Tai Chi and Qigong programmes.
- 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.

For each activity, I record the date completed, evidence reviewed, findings, actions required, the person responsible, and the target completion date. Records are retained with the programme documentation so that progress and corrective actions can be monitored.

This Quality Monitoring and Standardisation Schedule provides a framework for maintaining and enhancing the quality of Tai Chi and Qigong programmes. The schedule will be reviewed and updated whenever regulations, standards, programme content, or delivery arrangements change, while the comprehensive programme evaluation will take place every five years. This approach supports continuous improvement, compliance with industry standards, and an effective learning environment for participants.

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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This schedule demonstrates my commitment to continuous improvement.