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ERDT Quality Assurance

Session will cover

- Update on the process
- QA Group
- How a QA visit will work
- Actions after a QA visit
- Questions



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QA PROCESS

- Documents are all on CFOA pages
- Blank version of QA report
- Example of what is required
- <https://communities.cfoa.org.uk/filemanager/109>



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QA GROUP

- Taken from CFOA ERDT group (volunteers)
- 2 year commitment from all
- Chris Atkinson, Trevor Neal, Phil Winn, Peter Tully, James Wilton, Kevin Dell.



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QA VISIT

- Will run as per policy
- Contact from QA group to service
- Agreed visit date
- Visit- feedback
- Action Plan
- Report to CFOA



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POST QA

- Conformation from CFOA on report
- Detail of any actions required/timescales
- QA arrange re visit (if applicable)



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Any Questions?



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INSTRUCTOR PORTFOLIOS

- Portfolio drafts ready for comments
- How to use them
- What is required in the portfolio



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INSTRUCTOR PORTFOLIOS

- How they will be used by QA Team
- Responsibility for maintaining it



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