

YPF TRUST QUALITY MARK FOR SUPPLEMENTARY EDUCATION



The YPF Trust Quality Mark for Supplementary Education recognises high standards of leadership and management and supports the development of educational practice. This guide outlines the steps towards the Quality Mark.

In obtaining the Quality Mark for Supplementary Education, supplementary education providers demonstrate their commitment to children and young people ensuring continuous development of teaching within an effective and inclusive learning environment.

A Quality Mark demonstrates that a setting has met good practice criteria in the following **five** key areas:

Learning environment

Teaching and Learning

Children's Participation and Rights

Staffing

Leadership and Management

THE PROCESS TO RECEIVE A QUALITY MARK AWARD IS AS FOLLOWS:

Step 1: Demonstrate solid foundations

- Subscribe to YPF Trust | Centre for Supplementary Education
- Provide evidence that the management and governance of your setting provides a solid foundation for learning (see below)
- Either provide Ofsted Childcare Register report OR the YPF Trust Solid Foundations certificate

To obtain the Solid Foundations certificate settings must upload the following documents:

- core policies and procedures;
- a completion certificate from the YPF Trust Good Management e-learning course;
- a brief observation report from an appropriate local person (e.g., YPF capacity development worker or statutory agency/mainstream school administrator)

The submission will then be assessed by the Centre for Supplementary Education and settings that can demonstrate solid foundations will receive a certificate.

Step 2: Work towards the Quality Mark for Supplementary Education

- Send teachers on YPF Trust training
- Demonstrate creative teaching and respect for children's rights in your setting
- Build a portfolio of evidence of best practice in five key areas

Continuous professional development training:

Mandatory:

- Creative teaching and learning in out-of-school settings
- Respecting the rights of children and including their voice in your setting

Optional:

- SEND workshop for Supplementary Education
- Building a portfolio of evidence to show best practice in supplementary education

Recommendation by an educational expert with experience of best practice in the education of children.

- This will include a visit to the supplementary education setting in action to observe teaching and the submission of an observation report
- The educational expert can also provide support with the selection of evidence for the portfolio.

Step 3: Make a Quality Mark submission

- Request a recognition meeting
- Submit the portfolio of evidence
- Present best practice and participate in an exchange with educational and governance experts.

Requests for recognition meetings will be made by the local YPF / local youth network supporting the setting/s in their Quality Mark submission.

Step 4: Achievement of Quality Mark Award

- Completion by YPF Trust of a detailed report of the best practice shown in each of the five key areas
- Receipt of Quality Mark certificate and logo
- Presentation of Quality Mark Award at annual awards event. This may be at a local authority or central event depending on YPF Trust partners.