

3.1 POLICY 1: QUALITY POLICY

INNOVATIVE TECHNOLOGY DESIGN NPC is committed to their Degree of Excellence statement which is: all activities of the organization will be carried out in a Systematic manner in accordance with defined and documented Policies and Procedures, and will meet applicable legislative requirements, will be visible and Auditable, and will ensure that the needs of Learners, Staff and Stakeholders are met. To achieve this Degree of Excellence it is the stated Policy of **INNOVATIVE TECHNOLOGY DESIGN NPC** to establish and implement a formally documented Quality Management System (QMS), which includes Policies, Procedures and Review Mechanisms, in order to gain, and maintain, accreditation as a Provider of Education And Training. The Quality Management System (QMS) is documented in this **INNOVATIVE TECHNOLOGY DESIGN NPC** Policy and Procedures Manual, which includes: -**INNOVATIVE TECHNOLOGY DESIGN NPC** Policies & Procedures: Policy 1 to Policy 19.

INNOVATIVE TECHNOLOGY DESIGN NPC realize that Quality is the Responsibility of all its personnel and facilitators, and therefore will promote a Quality Culture within the organization by means of sharing information, including Personnel/facilitators in decision making and ensuring specific Quality Management Functions, e.g. Quality System maintenance, are performed by suitably skilled and Competent persons.

The Directors/Members/Owners will be responsible for quality management and will Allocate responsibilities for ensuring the effective implementation of specific

INNOVATIVE TECHNOLOGY DESIGN NPC

Procedures. The Quality manager will

Consider the QMS on a scheduled basis, to review the continued suitability and Effectiveness of the Quality Management System. Records will be maintained of any Actions arising.

Where deficiencies are found, related to the operation of the QMS, corrective and Preventative action will be taken to ensure continual improvement of **INNOVATIVE TECHNOLOGY DESIGN NPC** policies and procedures.

3.1.1 INTERNAL QUALITY ASSURANCE PROCEDURE

Policies are reviewed quarterly and annually and on the basis of client feedback. Procedures are reviewed quarterly and annually and on the basis of client Feedback.