

Site Evaluation Program Pilot has Concluded

- ▣ 2009 (14) site trainers completed 45 site evaluations
- ▣ 2010 (17) site trainers completed 61 site evaluations
- ▣ We have had excellent feedback which was used to create our next level of quality assurance

INTRODUCING THE 2011
CONREP
QUALITY ASSURANCE
PROGRAM PILOT

Quality Assurance Reporters

- ▣ Will be employed by Tunxis Community College
- ▣ Report to the Quality Assurance Coordinator
- ▣ Complete a minimum of 5 QA reports each year
- ▣ Will be paid \$125 for each QA report

Quality Assurance Reporters continued

- ▣ Complete and submit documentation to the CONREP Quality Assurance Coordinator within 72 hours.
- ▣ Reporters are onsite strictly as an observer. They will not interact with instructors or students.

Quality Assurance Reporters continued

- ▣ May visit any site in Connecticut
- ▣ Observe a minimum of 4 consecutive range exercises.

OR

- ▣ Observe classroom units 1-3 or 4-5 in their entirety.

Quality Assurance Coordinator

- ▣ All activity will be coordinated by the Quality Assurance Coordinator
- ▣ Train Quality Assurance Reporters
- ▣ Coordinate QA visits

Quality Assurance Coordinator continued

- ▣ Process QA visit documentation
- ▣ Provide feedback to Instructors via a QA Representative
- ▣ Provide Instructor re-training if necessary

Range Exercise Observations

- ▣ Accurate setup
- ▣ Objective and instructions provided correctly
- ▣ Correct demonstration of technique and path of travel
- ▣ Evaluation points synchronized with demo
- ▣ Effective use of simulated practice
- ▣ Use of indicated coaching positions

Range Exercise Observations continued

- ▣ Effective use of coaching
- ▣ Safe and effective transitions
- ▣ Maintain a safe positive learning environment
- ▣ Effective range management
- ▣ Duration of the exercise
- ▣ Other observations noted

Classroom Observations

- ▣ Classroom setup
- ▣ Topic and Unit setup
- ▣ Proper use of vocabulary and terms
- ▣ Methods used
- ▣ Key points reinforced

Classroom Observations continued

- ▣ Effective use of training aids
- ▣ All required activities covered
- ▣ Met objectives
- ▣ Use of time
- ▣ Other observations noted

Quality Assurance Reporter Requirements

- ▣ A commitment to continuous improvement
- ▣ A minimum of 2 consecutive years of teaching experience with CONREP
- ▣ Teach a minimum of 6 CONREP approved BRCs a year
- ▣ Expert knowledge of the BRC curriculum and CONREP procedures
- ▣ Ability to use MS word and have email access
- ▣ Excellent communication skills
- ▣ Good writing and observation abilities

Quality Assurance Reporter Application Process

- ▣ Complete an application available on the CONREP website (www.ct.gov/dot)
- ▣ Verification of the minimum instruction requirements for the past two years
- ▣ Reason for seeking appointment as a Quality Assurance Reporter
- ▣ Contact information – address, email and telephone numbers
- ▣ 6 potential dates in 2011 you have available for training and QA visits
- ▣ Dates and locations of at least 6 BRCs you are scheduled to teach in 2011