

PAIGNTON SEC

QUALITY ASSURANCE



Mission Statement

To provide the best possible training, advice and guidance to enable all trainees to improve their personal skills and knowledge, and gain the most appropriate qualifications in order to improve their opportunities of succeeding in the employment market.

QUALITY POLICY

Paignton Sec Info Tech Training Centre was started as Paignton Secretarial College in 1964 and is now known today as Paignton Sec. It is run today by the current principals, Pippa Garrigan and Jon Flood. They will continually strive to improve on the current existing good quality management practice to ensure continued development and consolidate effective management systems.

The principals and all of the staff will endeavour to ensure wherever it is feasibly possible that:

- ❖ All systems and services meet the needs of all of our customers, including Connexions, Torbay and East Devon Council and the Learning and Skills Council.
- ❖ All equipment meets the customer, the Learning and Skills Council, Examining Bodies, Health & Safety and employer requirements
- ❖ That effective quality management systems control and delivery systems are in place
- ❖ Principals and staff are continually developing their own abilities and knowledge in order to maintain and raise the quality of the support that they offer
- ❖ That all personal information is kept confidential in accordance with the Data Protection Act
- ❖ That our services are available to everybody in accordance with our Equality Policy and all of the Equal Opportunities legislation
- ❖ All people involved with Paignton Sec Info Tech will strive to the best of their abilities to provide the best service to our customers at all times.

Signed
P J Garrigan, Principal

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J P Flood, Vice Principal

Last review February 2010