

Full inspections of further education and skills providers

A leaflet for further education and skills providers

Introduction

Ofsted's '[Common inspection framework](#)' came into effect in September 2015.

Under the framework, inspectors will make the following judgements:

- overall effectiveness
- effectiveness of leadership and management
- quality of teaching, learning and assessment
- personal development, behaviour and welfare of learners
- outcomes for learners.

Further education and skills providers will also have the following types of provision graded where appropriate:

- 16 to 19 study programmes
- adult learning programmes
- apprenticeships
- traineeships
- provision for learners with high needs
- 14 to 16 full-time provision.

These contribute to the judgement about the overall effectiveness of the provider.

Inspectors will also make a judgement about the effectiveness of the arrangements for safeguarding learners.

Which documents will the inspectors wish to see?

Providers are not expected to prepare anything extra for inspectors, but should

make the following documents available to inspectors (where relevant):

- an overview of the provider's working day, timetables and work-based activity during the week of the inspection
- strategic and operational business plans
- evidence of the work of governors, board members or other supervisory bodies and their impact
- evidence of contractual arrangements with employers funding apprenticeships and with subcontractors
- updated information relating to the self-assessment report
- development/quality improvement plans, operating statements, subject area plans, staff development plans and action plans arising from inspection, programme review or self-assessment
- details of staff qualifications and experience and of staff development activity over the last two years
- anonymised information on the performance management of staff
- evidence of compliance with the relevant safeguarding requirements; for example, an up-to-date list of Disclosure and Barring Service (DBS) checks for staff, as required
- access to the logs that record complaints, incidents of poor behaviour, racist incidents and incidents of bullying or those relating to radicalisation or extremism

- a range of learners' work, including marked work
- access to virtual learning environments and/or learner management systems
- records of observations of teaching, learning and assessment or support, information and advice sessions
- timetables and schedules of activity involving learners during the week of the inspection (showing locations and staff)
- complete and up-to-date data on learner numbers, achievements and destinations
- complete and up-to-date data on the progress that learners have made since they enrolled
- attendance data for classes and training sessions, including English and mathematics
- minutes from key meetings, including those with community links and employers to develop the curriculum
- information about the provider's organisation with staff names and responsibilities
- names and email addresses of any employers and/or subcontractors whose premises the inspection team intends to visit
- details of any changes to normal routines during the week of inspection.

If any of the information is available before the inspection, providers can upload them onto the inspection portal. Instructions for using the portal are provided in the notification of inspection letter.

Seeking the views of learners, employers, parents, carers and staff

- Learners and employers will give their views about the provider on [Learner View](#) and [Employer View](#) respectively, which they can access at any time, including at the point of inspection.
- Parents and carers will give their views through a provider-specific

survey which they can access at any time, including at the point of inspection.

- Providers are asked to remind learners, employers and parents and carers about these surveys following notification of inspection.

Where can further details be found about further education and skills inspections?

The '[Further education and skills inspection handbook](#)' explains how inspections are conducted and the judgements that are made by inspectors. It contains the grade descriptors used by inspectors when making their judgements.

The '[Common inspection framework](#)' sets out the principles that apply to inspection and the main judgements that inspectors make.

Online inspection survey

Following the inspection we will invite you to complete an online inspection survey. The survey asks for your views on the inspection process, including the impact that the inspection is likely to have in bringing about improvement.

Ofsted values all survey responses: we use the outcomes to help keep us informed about the quality and impact of inspections, and help guide us in reviewing and improving the inspection process.

Privacy notice

During the inspection of a provider the inspectors will collect information about staff and learners by talking to them, looking at provider records and survey responses and observing everyday life at the provider. Inspectors may also meet with employers where appropriate. No names will be recorded but some of the information may make it possible to identify a particular individual. Ofsted uses this information to prepare its report and for the purposes set out in its privacy policy. Ofsted will not publish any information that identifies an individual in the report, but may name the principal or the chief executive (or equivalent).

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