

Short inspections of further education and skills providers

A leaflet for further education and skills providers

Introduction

Providers judged good for overall effectiveness at their most recent inspection will usually be inspected within five years from their last inspection. This will follow all existing good providers being inspected within the three years from September 2015. This will usually be a short inspection but may be a full inspection where information suggests that this is the most appropriate course of action.

A short inspection will determine whether the provider continues to provide a good standard of education/training for learners and that safeguarding is effective.

Her Majesty's Inspectors will start the short inspection from the assumption that the provider remains good. They will test this over the course of the short inspection through their inspection activities and ongoing professional dialogue with leaders, managers and governors.

A report in the form of a short letter will record the two main judgements and summarise the findings of the short inspection.

A short inspection report will not make individual graded judgements. It will not change the provider's overall effectiveness grade. Inspectors will trigger a full inspection if they have insufficient evidence to satisfy themselves that the provider remains good, there are concerns about effectiveness or safeguarding, or there is sufficient evidence

of improved performance to suggest that the provider may be outstanding.

A short inspection will be carried out by one or more inspectors over one or two days, depending on the size and type of provider.

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):

- lists of learners, their types of provision, subject areas and locations
- lesson/session/workshop timetable information, staff list
- the current self-assessment report or equivalent and any evaluation of the impact of actions taken to date
- recent data on learners' outcomes, performance and progress
- lists of employers and subcontractors.

If any of the information is available before the inspection, you 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 that 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. Please see the section on short inspections at the end of Part 1.

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

Online inspection survey

Following your 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 to 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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