

# What the provider needs to prepare for inspection

Further education and skills inspections

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**This document was archived on 28 August 2015.**

This document shows further education and skills providers the different types of information inspectors require from them for an inspection. It will be sent to the provider immediately after the initial inspection notification and will need to be returned to the lead inspector prior to the start of the inspection. Some or all of the information may apply depending on the provision. This form has been adapted for inspections from January 2015.

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**Age group:** 14+

**Published:** January 2015

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**Reference no:** 120341

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## Introduction

Sections A and B below should be completed from information you hold as the provider. The guidance notes incorporated into the document will help you to complete the form. The form will be sent to you immediately after notification of inspection. Please send the completed document to the inspection service provider as requested in the notification letter. **You may not need to complete all of the form as some of it may not apply to your provision. Where this is the case, please delete the table.** If you deliver classroom-based provision it will be helpful to supply timetables of classes in advance of the start of the inspection. Details on learner numbers for the subject areas being inspected are required for the first day of the inspection. If you have any queries regarding completing any aspect of the information requested, please discuss these with your lead inspector after notification.

At certain times of the year – when a QSR is not available for the latest completed year - the lead inspector will ask you to provide the last complete year from your own management information system (MIS) data.

Further and more comprehensive information about inspection and how we use data can be found in the *Handbook for the inspection of further education and skills 2012*.<sup>1</sup>

This form has been adapted for inspections from January 2015.

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<sup>1</sup> <https://www.gov.uk/government/publications/handbook-for-the-inspection-of-further-education-and-skills-from-september-2012>

## Section A - Whole provider information

Please complete the following information about the provision you offer and delete those sections that are not applicable. Please note that this table will be included in the inspection report.

<b>Total number of learners in <i>insert year</i> (previous full year)<sup>2</sup></b>	
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Provider information at the time of the inspection <sup>3</sup>								
Main course or learning programme level	Level 1 or below		Level 2		Level 3		Level 4 and above	
<b>Classroom based learning</b>								
Total number of learners (excluding apprenticeships)	16-18	19+	16-18	19+	16-18	19+	16-18	19+
<b>Apprenticeships</b>								
Number of apprentices by Apprenticeship level and age	Intermediate		Advanced		Higher			
	16-18	19+	16-18	19+	16-18	19+		
<b>Traineeships</b>								
Number of traineeships by age	16-19		19+		Total			
<b>Programmes for learners aged 14 -16</b>								
Number of learners aged 14-16 directly enrolled	[Enter number or N/A as appropriate]							
Number of learners aged 14-16 NOT directly enrolled	[Enter number or N/A as appropriate]							
<b>Other types of learning</b>								
<b>Community learning courses</b>								
Number of learners on	[Enter number or N/A as appropriate]							

<sup>2</sup> Please include the total number of learners (not enrolments) in the previous complete year. For apprenticeships this will include continuing learners as well as new starts in the year.

<sup>3</sup> Please include only learners enrolled at the time of the inspection.

<b>community learning programmes<sup>4</sup></b>	
<b>Employability programmes<sup>5</sup></b>	
<b>Number of employability learners</b>	[Enter number or N/A as appropriate]
<b>Details of funding</b>	
<b>Funding received (please show amounts from each funding body listed as contract values by funding stream)</b>	

### Provider main sites

If you have more than one site please indicate all sites where substantial amounts of provision are offered and identify the site where the (main) inspection base room might be located.

Name of provider site(s)	Address

### Subcontractors who provide training on your behalf

Complete details of the subcontractors who provide training on your behalf. Please group the subcontractors by geographical area. Delete table if not applicable. Please try to include all subcontractors. However, if you subcontract with large numbers of subcontractors (more than 15) please include those who offer substantial amounts of provision and ensure the list is a representative sample of the range and type of subcontractors.

Subcontractor	SSAs the subcontractor delivers	Subcontractor's address including post code	Number of learners	Contact name and telephone number

<sup>4</sup> Please only include those learners on courses which are **not** funded as classroom based learning.

<sup>5</sup> Short learning programmes aiming to help unemployed learners into work. Terms used for unemployed people on benefits include: work-related activity group (WRAG), jobseekers allowance (JSA) and employment support allowance (ESA).

### Providers who subcontract training to you

Complete details of the providers who subcontract training to you. This provision will be out of scope for your inspection. Delete table if not applicable.

<b>Provider/Contract holder</b>	<b>Programme(s) delivered, e.g. Apprenticeships</b>	<b>SSAs you deliver on behalf of the provider</b>	<b>Main geographical locations of learners</b>

## Section B - Subject area information

You will be informed of the subject areas to be inspected in your discussion with the lead inspector. For each of the subject areas being inspected please complete the forms below using QSR data and, if appropriate, include the latest data you hold as a provider (if the last full year's performance data are not yet publicly available) at tier two or framework level. **Use a separate sheet for each subject area being inspected.** Please include each type of learning you offer in the tables below. Where a type of learning is not applicable please delete the table. Include only courses where success rates are/or would be published in your QSR – **do not include community learning courses where success is measured using RARPA. Please complete one table for each tier two subject included in your inspection.** Please insert success rates from published QSR and where these are not available for a complete year please use your own performance data.

Where providers are unable to readily provide qualification success rate data and other information by the non-Ofqual second-tier areas listed in the Ofsted publication *Further education and skills sector subject areas*<sup>6</sup>, they should provide information at the most appropriate Ofqual second-tier area(s).

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<sup>6</sup> <https://www.gov.uk/government/publications/further-education-and-skills-sector-subject-areas>

## Pre-inspection preparation

**SSA no:**

**SSA name:**

**Classroom-based learning**

**The most substantial course(s) or learning programme(s)** (usually up to 10 overall). Insert the most recent national rate (NR).

Qualification	Level		11/12	12/13	13/14	14/15*	NR All provider
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					
		No of leavers					
		% overall success**					
		% retention					
		% pass					
		% grade X-X***					

\* complete the latest data from your own records until such time as the QSR reports are published.

\*\* please use overall rather than timely success rates here.

\*\*\* % grade A\*-C for GCSEs and A\*-B for A/AS levels.

**SSA no:**  
**SSA name:**

### Work-based learning/apprenticeships

**The most substantial course(s) or learning programme(s)** (usually up to 10 overall). Insert the most recent national rate (NR).

Qualification	Level (Int/Adv/Higher)		11/12	12/13	13/14	14/15*	NR
		No of leavers					
		% overall success**					
		No of timely leavers					
		% timely					
		No of leavers					
		% overall success**					
		No of timely leavers					
		% timely					
		No of leavers					
		% overall success**					
		No of timely leavers					
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		% overall success**					
		No of timely leavers					
		% timely					
		No of leavers					
		% overall success**					
		No of timely leavers					
		% timely					

\* complete the latest data from your own records until such time as the QSR reports are published.

\*\* please use overall rather than timely success rates here.

## Preparation in readiness for the start of the inspection on 'day 1'

### Learners on programme and in training

Inspectors will want to sample a range of traineeships (T), apprenticeships (APP), workplace learners (WPL) and classroom-based learners (CBL) during the inspection in the area(s) being inspected. Please complete the table below for the number of learners currently on programme and in training.

The lead inspector will want to discuss learner numbers at tier 2 level in their planning discussion with you prior to the start of the inspection and the subject inspectors will want the detailed information by level of qualification offered in the table below **for the start of the inspection on the first day**. If you already hold this information in a similar format, it may be presented to inspectors instead of using the table below.

Subject Area (tier 2)	Learner type T/APP/ WPL/ CBL/CL	Current learner numbers	Traineeships	Foundation (Entry/level 1)	Intermediate (level 2)	Advanced (level 3)	Higher (level 4)	Other	Community learning