

SCHOOL INSPECTION SERVICE

Independent professional inspection of schools affiliated to the Focus Learning Trust, those in association with the Steiner Waldorf Schools Fellowship and of colleges with a Montessori, Steiner or Eurythmy basis

Date of this document: 01 December 2011

COLLEGE INFORMATION AND SELF EVALUATION FORM (CISEF)

This form will be used during S162A inspections of Tier 4 colleges conducted by the School Inspection Service (SIS).

College Details:

Name of college	
Licence number	
Principal/Head of college (Note any particular designation/s)	
Proprietor	
Address of college If more than one site is occupied, please provide addresses of all sites and appropriate telephone contact numbers	
Telephone numbers	
Email address	
Fax number	
Date of college's last inspection, and by whom?	

Details of Student Body

Total number of students:

Male:

Female:

Other student information:

Full-time students	16 –18 years of age	Over 18 years of age	Any students below 16 years of age	Total
UK students				
EU students				
Other international students				

Part-time students	16 –18 years of age	Over 18 years of age	Any students below 16 years of age	Total
UK students				
EU students				
Other international students				

Does the college provide or arrange accommodation for any students below the age of 18?

If so, how many?

Male:	Female:
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Please have a full list of all these students ready for the inspectors.

Details of Students' Attendance, Course Completion and Success Rates

It is essential that these overall figures are supported by full, detailed written evidence which is provided to inspectors prior to or during the inspection.

Attendance:

Overall attendance figure during the current academic year:

Full-time students:

Overall percentage	
Male	Female
Percentage of absences	
Male	Female

Details of attendance during the week preceding the inspection:

Overall percentage	
Male	Female
Percentage of absences	
Male	Female

Overall attendance figure during the current academic year:

Part-time students:

Overall percentage	
Male	Female
Percentage of absences	
Male	Female

Details of attendance during the week preceding the inspection:

Overall percentage	
Male	Female
Percentage of absences	
Male	Female

Details relating to courses for students who left last year:

The percentage of students who completed their course(s) and obtained qualifications:

Male	Female
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The percentage of students who completed their course(s) but failed to obtain qualifications:

Male	Female
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The percentage of students who left the college before they had completed their course(s):

(Please have further details available for inspectors relating to these students)

Male	Female
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Details of the College Year and the College Week

Please provide the following information:

Term dates (inclusive and including half terms) over the next 12 months

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Other days when the college is closed during the next 12 months

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What is the total number of days in the college's year?

What is the total teaching time per week for full time students at the college?

Details and Characteristics of the College and its Provision

Please describe the college - its distinctive features, including a brief description of the college's aims and nature of the courses provided (do not include any information already given in this form). Course documentation and other details should be provided during the inspection.

** Please provide any information, including other reports, that you consider useful.*

The college should provide an evaluation of their provision in the following pages. Details should be provided with close reference to the SIS Tier4 Framework for the educational oversight of private further education colleges with Steiner, Montessori or Eurythmy basis or background.

The Quality of Education

Standards for Courses and Qualifications

	Please provide your evaluation of how the college meets the standards	Yes	No	NA	Comment - evidence*
1.	The courses offered are at a suitable level for the students.				
2.	Prospective students are given clear information about the level of their competency in English and the prior knowledge of the subject required for each course.				
3.	Where students are admitted without the usual level of English or prior knowledge, appropriate support is given to bring them quickly up to requirements to enable them to access the courses.				
4.	All full-time students follow courses that taken together require full-time study.				
5.	Where courses lead to externally validated qualifications, the college is authorised by the external validating bodies and meets their requirements in full.				
6.	Where colleges provide their own qualifications, prospective students are made fully aware of this fact.				

7.	The proportion of students completing courses and attaining qualifications is appropriately high, given any evidence from their previous education, and the nature of the courses and qualifications.				
8.	All courses offered to international students using Tier 4 lead to qualifications which meet the definition of an approved qualification for UKBA purposes.				
9.	The content of all courses is compatible with the declared ethos of the college.				

****NB: A reminder that the evidence, for example, specific policies, reports, analyses and other documents, will need to be made available to inspectors.***

What are the main strengths of the college's courses and provision, and the qualifications provided?

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What are your priorities for improvements?

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Standards for Teaching, Learning and Assessment

	Please provide your evaluation of how the college meets the standards	Yes	No	NA	Comment – evidence*
10.	The teaching enables students to acquire new knowledge, and make progress according to their ability so that they increase their understanding and develop their skills in the subjects taught.				
11.	Students apply intellectual, physical or creative efforts, show interest in their work, and think and learn for themselves.				
12.	Teachers demonstrate appropriate knowledge and understanding of the subject matter being taught.				
13.	Students' work is assessed regularly and thoroughly and students are given clear information about their progress.				
14.	The quality of support for EAL is appropriate where required, and staff are well qualified. Strategies and expertise are in place to support students who may have difficulties with learning.				
15.	Subject specialists plan their work and deliver lessons effectively. They manage time well and show understanding of the need to communicate clearly.				

***NB: A reminder that the evidence, for example, specific policies, reports, analyses and other document, will need to be made available to inspectors.**

What are the main strengths of teaching, learning and assessment in the college?

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What are your priorities for improvements?

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Spiritual, Moral, Social and Cultural Development

Standards for the Spiritual, cultural and moral development of students

	Please provide your evaluation of how the college meets the standards	Yes	No	NA	Comment – evidence*
16.	Students develop their self-knowledge, self-esteem and self-confidence and are enabled to deepen their understanding of morality.				
17.	Students behave responsibly and obey the law.				
18.	Students are strongly encouraged to treat everyone with respect, including those of different cultural traditions.				

****NB: A reminder that the evidence, for example, specific policies, reports, analyses and other documents, will need to be made available to inspectors.***

What are the main strengths of the spiritual, moral, social and cultural development opportunities provided by the college relative to the ages and needs of students?

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What are your priorities for improvements?

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Welfare, Health and Safety

Standards for the welfare, health and safety of students

	Please provide your evaluation of how the college meets the standards	Yes	No	NA	Comment – evidence*
19.	The college has proper regard, and effective policies, procedures and practices for health and safety issues.				
20.	There is a satisfactory level of fire safety which conforms to legal requirements.				
21.	The welfare of students is safeguarded and promoted through pastoral care in line with the declared ethos and the aims of the college.				
22.	The college maintains accurate admission and attendance registers, and when a student with a Tier 4 visa fails to enrol, misses ten expected contacts, or discontinues study, the required report is made to UKBA as soon as is practicable. Systems are in place to follow-up absences rigorously for all students.				
23.	Where students under the age of eighteen are accommodated, their accommodation is registered and inspected in accordance with national requirements.				

****NB: A reminder that the evidence, for example, specific policies, reports, analyses and other documents, will need to be made available to inspectors.***

What are the main strengths of welfare, health and safety procedures and practise provided by the college relative to the ages and needs of students?

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What are your priorities for improvements?

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Proprietors and Staff

Standards for proprietors and staff

	Please provide your evaluation of how the college meets the standards	Yes	No	NA	Comment - evidence*
24.	The proprietors are successful in recruiting and retaining sufficient staff with appropriate qualifications, expertise and experience, who are in sympathy with the declared ethos and aims of the college concerned.				
25.	Prior to the confirmation of the appointment of all staff and volunteers, appropriate checks have been carried out to confirm their identity and their right to work in the UK, and prudent enquiries have been made, taking up character and professional references and checking on qualifications, as appropriate, so that all this information is taken into account to determine whether appointments will be confirmed.				
26.	Where there are students under the age of 18, all staff and volunteers have had appropriate checks made on their suitability to work with young people, including an enhanced CRB check, following government guidance regarding the frequency and nature of their contacts with such students.				
27.	There is a comprehensive list, that is made available to inspectors, of all staff and volunteers, showing the dates on which they started working (and, if applicable, when they stopped working) at the college.				
28.	There are records, made available to inspectors on request, of all checks made on staff and volunteers who are currently working at the college.				

29.	There are records, made available to inspectors on request, of all instances of disciplinary action, suspension or departure of members of staff or volunteers; where this was due to their lack of suitability to work with young people, the record shows that an appropriate report has been made to the Independent Safeguarding Authority.				
30.	Where the college uses temporary staff supplied by an employment business or agency, the identity of these staff have been checked, and all reasonable steps have been taken to ensure that the employment business has carried out all appropriate checks.				
31.	The proprietor/governing body provide appropriate policies and procedures, review them for effectiveness, and ensure sufficiency of resources.				
32.	The proprietor, leaders and managers work together effectively to sustain the college's strengths and to remedy any weaknesses.				

****NB: A reminder that the evidence, for example, specific policies, reports, analyses and other documents, will need to be made available to inspectors.***

What are the main qualities and strengths of the college's proprietorship, leadership and management?

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What are your priorities for improvements?

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Premises and Accommodation

Standards for premises and accommodation

	<i>Please provide your evaluation of how the college meets the standards</i>	Yes	No	NA	Comment - evidence*
33.	The college buildings and accommodation are fit for purpose and properly maintained, to enable all courses to be taught effectively, and to safeguard the health and safety of all students, including any with special needs.				
34.	Where the premises are also used for other purposes, this use is arranged so that it does not interrupt the students' education or threaten their welfare, health or safety.				
35.	Where food is provided, it is prepared and served hygienically, conforming to any relevant regulations.				

****NB: A reminder that the evidence, for example, specific policies, reports, analyses and other documents, will need to be made available to inspectors.***

What are the main strengths of the college's premises and accommodation?

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What are your priorities for improvements?

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Provision of Information and Manner in which Complaints are Handled

Standards for information and complaints

	Please provide your evaluation of how the college meets the standards	Yes	No	NA	Comment - evidence*
36.	Students and prospective students are given clear, comprehensive, accurate and up-to-date information through the prospectus, the website (where available) and by other means.				
37.	Suitable systems have been established for communicating with students, and where appropriate parents, and their agents abroad. Reports on progress are suitably frequent and appropriate to the level of the course.				
38.	Students and staff are made aware of an easily accessible complaints procedure which is fair and effectively implemented when necessary.				
39.	The college keeps records, made available to inspectors on request, of any formal, written complaints that have been made and of how they have been dealt with.				

****NB: A reminder that the evidence, for example, specific policies, reports, analyses and other documents, will need to be made available to inspectors.***

What are the main strengths of the information provided?

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What are your priorities for improvements?

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Thank you for completing this form.

DOCUMENTS – CHECKLIST

Please make sure that, at the start of the inspection, inspectors have access to the following:

- a college prospectus;
- attendance registers;
- the admission register;
- a list of students;
- a list of staff;
- records of assessments made of students' progress;
- course plans, timetables and other teaching and support materials for all subjects;
- records of any fire drills held;
- any risk assessments undertaken;
- reports and other documentation relating to visits by the Fire Officer or other health and safety agencies;
- all college policy documents (e.g. safeguarding, behaviour);
- records of checks made on staff for suitability;
- a copy of the college's policy for handling complaints and make available to inspectors the records you keep of any complaints.

Please provide any other documentation that you feel will support the work of the inspectors and fully reflect the work of the college.