

## **SCHOOL INSPECTION SERVICE**

### **INSPECTION RELATING TO THE EDUCATIONAL OVERSIGHT OF PRIVATE FURTHER EDUCATION COLLEGES**

#### **NOTES FOR INSPECTORS AND ADMINISTRATORS**

##### **Interim Inspection Checks:**

##### **The inspection process step by step**

#### **Interim inspections (2018/19):**

##### **Step One: Preparation**

- College identified for interim inspection by SIS (all providers will have interim inspections in 2018 and 2019);
- Inspection scheduled on the SIS programme – one inspector (the RI) for one day (NB: the programme indicates the term during which RI should arrange the visit. This is meant to allow for about a year from the time of the previous inspection. It is for the RI to choose a day, checking that the planned inspection dates takes account of public holidays and, particularly where a college has a religious character, that the college is in session on the planned days (NB this information should be found on the Information Form provided by the college);
- RI decides on date of inspection and informs SIS administrator and Project Leader in advance;
- SIS administrator ensures that updated SIS college Information Form and inspection payment is received from colleges by the due date (or contacts colleges directly if these have not been received);
- Administrator forwards Information Form, and latest Standards Compliance Record (College version) and latest version of financial assessment to relevant RI in advance of the inspection. NB: we do not ask the colleges to complete a new version of the Compliance Record – it is for the RI to ask the college at the time of first contacting them whether any changes to the CR have occurred (see below).

The RI then:

- Scrutinises previous reports (i.e. full inspection report of 2016 and subsequent interim report(s)) for any issues or concerns;

- Scrutinises college information sheet, Standards Compliance record and financial assessment in advance of inspection to identify key issues, including any changes since the last inspection;
- Checks with SIS (PJ and administrator) whether any further information or correspondence about the college has been received since the time of the full inspection;
- Ensures that accommodation arrangements, if needed, are in place in advance (usually arranged by administrator if requested);
- Ensures that he/she has contact name(s), telephone number, email address and postal address of college;
- Contacts college four working days before the day of the interim inspection, and confirms that this is a one-day, one inspector visit;
- Confirms the date and times of inspection with college (N.B. it will not be feasible to change the date of inspection at this stage, given the need for the inspector to book travel and accommodation dates well in advance of the four-day notification period for colleges);
- Requests any update to college Information Form and Compliance Record (as noted above);
- RI asks college about its corporate structure as per Home Office requirements, recording, at this stage or during the inspection, main points about provider's organization, trading names, key individuals (directors, trustees, shareholders), limited company number (where there is one) and relationships with other corporate entities. RI records corporate governance arrangements. If the provider has a complex structure, then arrangements relating to ownership and control at both local and high level will need to be evidenced in a clear format. RI to email that information to PJ with the Interim inspection report, copied to Sue Baker (who will retain the information on file) and Penny Jones. The details do not need to be put into the published report, but may inform the RI's judgement about governance.
- RI tells college that he/she will be looking at the college's website in order to prepare for the inspection and asks if documents on the site are the latest versions;
- Asks for further information, i.e. staff list indicating responsibilities, college timetable and any college development/improvement plan, to be sent by email;
- RI asks Sue Baker to send completed letter of confirmation of interim inspection to college, copied to PJ (letter can be found in inspectors' documentation area of SIS website);
- Asks college to distribute student questionnaire (available on SIS website but Sue Baker also emails a copy of the document to the college with the letter – see

above);

- Prepares an inspection schedule very closely focused on coverage of Standards;
- Liaises with college and shares schedule as appropriate.

### **Step Two: The Inspection Day**

- RI arrives at college during the morning, time of arrival dependent on travel arrangements, to meet senior staff and administrators and make practical arrangements about use of rooms, meetings, location of documentation, taught sessions, refreshments etc.;
- RI receives completed questionnaires from college;
- RI undertakes varying activities tailored towards any issues arising from the last inspection, details of any changes to the college and the questionnaire responses. The key question is whether the college continues to meet the Standards;
- Activities will include speaking to students and staff, scrutiny of college data and samples of students' work and its assessment, observation of taught session(s) if possible;
- At the end of the day, RI gives oral feedback to the head of the college;
- In feedback the RI states whether the college has passed the interim inspection or whether, exceptionally, the next full inspection should be brought forward. This will only happen in unusual circumstances, for example, if major changes have taken place such as a merger with another institution, or if the interim inspection check uncovers serious concerns about whether the SIS College Standards continue to be met;
- Feedback confines itself to whether or not the college meets the Standards, and inspectors will not provide qualitative judgements beyond that remit;
- RI reminds college that feedback is confidential at that stage, and that a brief draft interim inspection check report will be written and sent to the college a few days before it is added to the SIS website and copied to UKVI.

### **Step Three: The Report**

- RI prepares short draft Interim report, using Interim inspection report template and referring to inspection documents: Framework and Guidance and report writing guidance ( available on inspectors' documentation area of SIS website);

- RI completes new, updated Compliance record, adding text only where Standards are not met, and giving details of any failures and what needs to be remedied;
- *Note to RIs: there is no need to type inspection evidence into the Compliance Record, except where there is a Standards failure (see bullet-point spaces at the end of each group of Standards). All inspection evidence should be on written SIS EFs, named and numbered for ease of reference, and retained by the RI for three months.*
- RI submits draft report and Compliance record to PJ to meet deadlines;
- PJ carries out QA check and arranges for Sue Baker to return draft report to provider for factual accuracy check (FAC);
- Report receives final QA from PJ in light of FAC;
- Copy of published report sent to college and UKVI within four weeks of the end of the inspection;
- Report published on SIS website within a few days of being sent to college and remains there until the next full inspection.

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