

What the provider needs to prepare for inspection

Further education and skills inspections from September 2013

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, for the subject areas to be inspected. Some or all of the information may apply depending on the provision. This form has been adapted for inspections from September 2013.

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Introduction

Sections A and B below should be completed from information you hold as the provider. This form will be sent to you immediately after the initial notification. Please send the completed document to the inspection service provider portal as requested in the notification letter. You may not need to complete all the information required as some of it may not apply. Where this is the case, 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.

Before the latest qualification success rate reports are published in December 2013, the lead inspector will ask you to provide other data on learners' outcomes, such as overall long success rates by age and by level, overall and timely apprenticeship success rates and functional skills success rates by subject and by level. The lead inspector will discuss this with you and you can agree the best format to use.

Further and more comprehensive information about inspection can be found in the *Handbook for the inspection of further education and skills 2012*.¹ Further detail about how we use data in inspections can be found [here](#).

This form has been adapted for inspections from September 2013.

¹ *Handbook for the inspection of further education and skills 2012*, Ofsted, 2012;
www.ofsted.gov.uk/resources/handbook-for-inspection-of-further-education-and-skills-september-2012.

Section A

Please complete the following information about the provision you offer. Please **delete** those boxes/rows of information that are not applicable. Providers should note that this table will be included in the inspection report.

Total number of learners in 2012	Full-time	
	Part-time	

Provider information at the time of the inspection								
Main course or learning programme level	Level 1 or below		Level 2		Level 3		Level 4 and above	
Total number of learners (excluding apprenticeships)	16-18	19+	16-18	19+	16-18	19+	16-18	19+
Full-time								
Part-time								
Number of apprentices by Apprenticeship level and age	Intermediate		Advanced		Higher			
	16-18	19+	16-18	19+	16-18	19+	16-18	19+
Number of traineeships	16-19		19+		Total			
Number of learners aged 14-16								
Full-time								
Part-time								
Number of community learners								
Number of employability learners								
Funding received from								

Provider Main Sites

If you have more than one site please indicate all of them and identify the site where the (main) inspection base room might be located.

Name of provider site(s)	Address

SUBCONTRACTING ARRANGEMENTS (1):

Complete details of the subcontractors who provide training on your behalf. Please group the subcontractors by geographical area. **Delete** table if not applicable.

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

SUBCONTRACTING ARRANGEMENTS (2):

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

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

Section B

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, including the latest data you hold as a provider that is not yet publicly available, at Tier 2 or framework level. **Use a separate data sheet for each subject area being inspected.** Please include each type of learning you offer in the tables below. Where a type of learning provision is not applicable delete the tables.

Pre-inspection preparation

SSA no: SSA name: Headline success rates (at Tier 2 or framework level) <small>*attach or complete latest data provided by provider</small>	2010/11	2011/12	2012/13 *	2013/14 **	NA (all providers)	NA (provider type)
Long course success rate (SSA)						
Short course success rate (SSA)						
Apprenticeships (overall SR)						
Apprenticeships (timely SR)						
Other workplace learning (timely SR)						

* complete the latest data from your own records until such time as the Qualification Success Rate reports are published.

** add in your current starts and any in-year retention or success as appropriate.

SSA no:
SSA name:
Classroom-based learning

The most substantial course(s) or learning programme(s) (usually up to 10 overall; those with the largest numbers of students/learners). Do not complete retention/pass/high grade boxes if not appropriate. Insert the most recent national average (NA).

Qualification	Level	Duration (long or short)		10/11	11/12	12/13*	13/14* *	NA (provider type)
			No of starts					
			% success					
			% retention					
			% pass					
			% high grades					
			No of starts					
			% success					
			% retention					
			% pass					
			% high grades					
			No of starts					
			% success					
			% retention					
			% pass					
			% high grades					
			No of starts					
			% success					
			% retention					
			% pass					
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			No of starts					
			% success					
			% retention					
			% pass					
			% high grades					
			No of starts					
			% success					
			% retention					
			% pass					
			% high grades					
			No of starts					
			% success					
			% retention					
			% pass					
			% high grades					

* complete the latest data from your own records until such time as the Qualification Success Rate reports are published.

** add in your current starts and any in-year retention or success as appropriate.

SSA no:
SSA name:

Work-based learning

The most substantial course(s) or learning programme(s) (usually up to 10 overall; those with the largest numbers of trainees). Data from the Qualification Success Rate report can be submitted in place of completing the columns for 2010/11 and 2011/12. Insert the most recent national average (NA).

Qualification	Level (Int/Adv/ Higher)		10/11	11/12	12/13*	13/14**	NA
		No of leavers					
		% success					
		No of timely leavers					
		% timely					
		No of leavers					
		% success					
		No of timely leavers					
		% timely					
		No of leavers					
		% success					
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		No of timely leavers					
		% timely					

* complete the latest data from your own records until such time as the Qualification Success Rate reports are published.

** add in your current starts and any in-year retention or success as appropriate.

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 at qualification level 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	Qualification	Traineeships	Foundation (Entry/level 1)	Intermediate (level 2)	Advanced (level 3)	Higher (level 4)	Other

Note:

If you have any queries regarding completing any aspect of the information requested, please discuss these with your lead inspector after notification.