

An introduction to the role of the nominee

This booklet gives an overview of the role the nominee will play throughout the inspection process.

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The nominee has two principal responsibilities:

- represent the organisation
- manage the inspection process within the organisation

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Introduction

If you have been selected as nominee, this booklet will give you a brief overview of the role you will play throughout the inspection process. You can find more detailed information about the nominee's role in the guidance material covering each stage of the inspection process.

If you have not already done so, you should also read the booklet **Choosing a nominee** which gives further information on the knowledge, skills and personal qualities needed to make the role a success.

We would strongly recommend that you attend one of our nominee conferences. These events are provided free of charge to help nominees prepare for inspection. It is an opportunity to talk to inspectors and to hear the 'dos' and 'don'ts' from a nominee who has already experienced an inspection. The conference is a chance to network with other nominees from organisations which are due to be inspected.

What is a nominee?

We believe that inspection is something that we do **with** providers rather than to them. It is a collaborative, transparent process in which there should be no surprises.

For this reason we invite one of the provider's senior managers (known as the nominee) to join the inspection team, to hear our evidence, to challenge our emerging judgements and to have every opportunity to provide additional information.

As the nominee, you will play an important role in ensuring that the inspection team has access to all relevant evidence and that the inspection runs efficiently and effectively.

As the inspection progresses, the lead inspector will keep you informed of emerging issues and the evidence used to support inspection judgements. The lead inspector needs to be sure that, through you, the organisation recognises the picture inspectors are painting and is able to correct any misinterpretations. You are invited to attend meetings of the inspection team but will not contribute to decisions on grading.

What does the nominee have to do?

No two providers are the same so it is difficult to give a job description for a nominee. Most nominees are, however, likely to experience the following key stages of the inspection process:

Before inspection

Nominee's task	What will this involve?
<ul style="list-style-type: none"> → Liaise with the lead inspector before the inspection about planning 	<ul style="list-style-type: none"> → Once your organisation has been notified of inspection, the lead inspector will make contact to set a date for the inspection and agree the scope of the inspection. → The date for a planning meeting will be set.
<ul style="list-style-type: none"> → Meet the lead inspector for a planning meeting 	<ul style="list-style-type: none"> → The lead inspector will meet you to discuss the inspection. → You will need lists of learners and where they are located, names of sites, employers or work experience providers. → You will be asked to provide information on recruitment and achievement. → You will both plan the schedules for each inspector and select the samples of learners and sites to be inspected. → You will receive information about the inspection team. → You need to allocate a base room for the inspection team. → The lead inspector will answer any questions you may have about the inspection and your role.
<ul style="list-style-type: none"> → Have a thorough understanding of your self-assessment 	<ul style="list-style-type: none"> → You need a thorough knowledge of your organisation. → You will have been closely involved with self-assessment and will have a good feel for the strengths and weaknesses and the sources of evidence that support them. → You will need to consider who the inspectors should talk to about each aspect of your organisation's work.
<ul style="list-style-type: none"> → Arrange for all of the evidence to be collected in advance of the inspection 	<ul style="list-style-type: none"> → Following the planning meeting, the inspector will request a sample of learners to be interviewed and observed. You need to consider the logistics of this. → You will also need to think about the other sources of evidence that inspectors will use and make sure that they can be made available. Inspectors like to meet with people at all levels. They need to observe lessons, assessments and reviews. Files and other documents will be examined. → Provide as much evidence as you can and place it in the base room. The lead inspector will provide guidance on the range of information required. → Consider nominating a helper during the inspection.

During inspection

Nominee's task	What will this involve?
<ul style="list-style-type: none"> → Meet with the inspection team on the first day of inspection 	<ul style="list-style-type: none"> → The lead inspector should help to break the ice and make sure everyone knows what they are doing. → It is common for inspectors to start requesting information immediately. → It is a good idea to show the inspection team around your premises and make sure they meet all the key people. → You must give some thought to the health and safety of the inspection team. Make sure they are informed about your emergency procedures. → Ask the chief executive to provide a short introduction to the organisation.
<ul style="list-style-type: none"> → Be available throughout the inspection to clarify matters and provide evidence 	<ul style="list-style-type: none"> → After the introductions are made, inspectors are likely to disperse. This can seem rather strange. You still need to be available. → Expect things to go wrong! Appointments get cancelled, people ring in sick. This is quite normal. → Make sure that everyone is kept informed and that you are available to deal with problems and make alternative arrangements. People will want to know how things are going. → You may not have the answers. Discuss things with your colleagues. They will often be able to help you with finding evidence.
<ul style="list-style-type: none"> → Participate in daily meetings with the inspection team 	<ul style="list-style-type: none"> → The lead inspector will convene a meeting, normally at the end of each day. → Listen carefully to what inspectors are saying. → Take notes. If additional evidence is requested, make sure that you have noted what it is. → Ask if you are not sure. → Be prepared to challenge things if you believe the inspector has misinterpreted the evidence. → Make sure that inspectors meet all the people they need to meet. → Make sure that inspectors have looked at any relevant evidence.
<ul style="list-style-type: none"> → Contribute to the discussion of strengths and weaknesses 	<ul style="list-style-type: none"> → Inspectors often identify strengths and weaknesses that you have not highlighted in your self-assessment. Listen carefully. While you may not disagree with identified strengths, you should still make sure the judgement is accurate. → If an inspector highlights a weakness and you agree, try not to waste time discussing the details. Move on and discuss other things. → If you believe that a weakness is wrong, say so - but make sure you have the evidence.

During inspection

Nominee's task	What will this involve?
<ul style="list-style-type: none"> → Liaise with people in your organisation and keep them informed 	<ul style="list-style-type: none"> → Everyone will be keen to know how things are going. During meetings with the inspectors you will have taken notes. → Make sure you share these findings, but do this in a positive way, especially during the early parts of the inspection when judgements are still being formed. → Try not to cause unnecessary alarm for your colleagues. → Give them an opportunity to talk about their day and let you know about anything that arose that may have led to a misconception. → Ask your colleagues to help collect evidence.
<ul style="list-style-type: none"> → Attend the grading meeting 	<ul style="list-style-type: none"> → The grading meeting takes place on the last morning of the inspection. All the inspectors will be present. → You can contribute to the debate but once the grading starts you will not be involved in any decisions about grades. → Each area of learning is discussed and graded in turn. Then a grade is decided for leadership and management. → Grades at this point are subject to moderation and remain so until the report is published.
<ul style="list-style-type: none"> → Attend the final feedback meeting 	<ul style="list-style-type: none"> → The final feedback meeting is held on the last day of the inspection. This is when the inspection team presents its findings to your organisation. → The lead inspector will invite representatives of your funding body. → You will need to decide which members of your organisation should be there. → You and your colleagues are able to ask questions, but you will need to make it clear that this is not an opportunity to re-open discussion about grades or judgements.

After inspection

Nominee's task	What will this involve?
<ul style="list-style-type: none"> → Provide feedback to the ALI on the inspection process 	<ul style="list-style-type: none"> → We aim to continuously improve what we do. → Following the inspection there is a chance for you to comment. Please do. We value and act on what you have to say.
<ul style="list-style-type: none"> → Prepare an action plan that tackles the weaknesses that were highlighted during the inspection and consolidates the strengths 	<ul style="list-style-type: none"> → Even the best providers have weaknesses that need to be addressed. → You will need to prepare an action plan that states how you will tackle the weaknesses and consolidate the strengths. The action plan needs to include timescales and identify who will be responsible. → You need to consider how you will measure the success of the action plan.

During report production

Nominee's task	What will this involve?
<ul style="list-style-type: none">→ Be available for any queries and final accuracy check of the report	<ul style="list-style-type: none">→ The reports of all inspections are on the ALI website (www.ali.gov.uk). They appear six to eight weeks from the end-date of an inspection.→ A moderation procedure is carried out by an inspection manager. For quality assurance purposes, the grades awarded are checked to ensure national consistency in standards. You will be informed of any changes.→ The report is then edited by the ALI reports production department so that the text matches the ALI house style.→ Approximately 10 days before publication, you will be sent a final draft of the inspection report to check for factual accuracy along with a covering letter.→ The letter will include the publication date, the response date (four working days) and a contact name in the ALI reports production department.→ This is not an opportunity for you to negotiate inspection judgements.→ You will receive a bound copy of the published inspection report on or just after the publication date.
<ul style="list-style-type: none">→ Utilise the report to your own advantage in media, marketing and advertising campaigns	<ul style="list-style-type: none">→ Some providers use positive results from inspection reports in media and advertising campaigns.→ The pre-publication copy enables you to prepare any publicity material, but this should be embargoed until the date of publication on the web site. Contact the ALI's press and publicity officer if you need more information.

AND finally

Am I the right person for the job?

- I am in a senior position in the organisation.
- Senior and junior colleagues trust me.
- I have ready access to the chief executive.
- I have a good knowledge as to how my organisation works.
- I understand my organisation's quality assurance procedures.
- I understand the content of our self-assessment report.
- I have the confidence to work with a team of inspectors
- I can help inspectors to understand our strengths.
- I can accept that some things may be judged weak.
- I want to be the nominee!



Through Excalibur, the Adult Learning Inspectorate aims to build a national quality community for everyone in the Learning & Skills sector.

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ADULT LEARNING
INSPECTORATE

Adult Learning Inspectorate, Spring Place, Coventry Business Park,
Herald Avenue, Coventry CV5 6UB.

Tel: +44 (0) 870 240 7744 Fax: +44 (0) 870 242 1444

Email: enquiries@ali.gov.uk Website: www.ali.gov.uk