

The Inspection Process

Information for Support Staff

INSPECTIONS OF EDUCATION OTHER THAN AT SCHOOL (EOTAS)

WHY IS OUR ORGANISATION BEING INSPECTED?

All organisations are inspected and visited regularly by the Education and Training Inspectorate (ETI).

The inspection in your organisation will assess how well:

- the young people are progressing in their learning;
- the organisation is helping them to learn and develop and where possible to re-engage with their former school;
- the organisation is attending to the young person's care, welfare and safety.

Inspections tell **all** those who need to know, such as the parents/carers, the Department of Education (DE) and the Government, how good the organisations in Northern Ireland are and what needs to be changed to improve matters.

WHO INSPECTS?

An inspection team has members of ETI who have qualifications and a range of experience in the field of education. In some inspections an Associate Assessor or a lay person may join the team to give an additional perspective on the life and work of the organisation. The team is led by a Reporting Inspector (RI) who is in charge of the inspection and the report of the findings.

WHAT HAPPENS DURING AN INSPECTION?

During the inspection, the Inspectors:

- observe the young people at work;
- talk to the young people about what they are learning;
- listen to the young people's account of their experiences;
- look carefully at samples of the young people's work;
- observe the teaching, and talk to the staff;
- discuss aspects of the organisation's work with teachers and support staff and the Manager.

They assess:

- the quality of the relationships throughout the organisation;
- the way in which the organisation looks after the young people's needs, including the organisation's arrangements for pastoral care and child protection;
- how well the young people are learning, and are being taught;
- the standards being attained by the organisation as a whole;
- how well the organisation is run and led;
- how well the organisation relates to the parents/carers and the wider community.

When practical, two members of the team will also talk informally to some of the young people outside the classroom and without a member of staff being present. During these discussions the Inspectors will talk to the young people about:

- the things they enjoy while attending the organisation;
- how the organisation promotes positive behaviour;
- how the young people are supervised outside the classroom;
- how the organisation deals with their concerns and worries.

HOW CAN I CONTRIBUTE TO THE INSPECTION PROCESS?

There will be a pre-inspection meeting with the RI at which you will receive information about the particular focus of the inspection and details of what will be happening in the organisation during the inspection. The meeting will be an opportunity for you to ask any questions about the inspection.

As part of the inspection you will receive a questionnaire which you are invited to complete and return to the Department. This questionnaire is confidential and your name will not be shared with anyone.

In addition you may request to meet with the Reporting Inspector, or any member of the inspection team, during the inspection if you wish to do so.

FURTHER INFORMATION

Improving Inspection – Procedure for Handling Enquiries, Comments or Complaints
A Charter for Inspection

WHAT HAPPENS AFTER AN INSPECTION?

When the report on the organisation is published, a copy of the report will be available on the Education and Training Inspectorate website at www.etini.gov.uk or at the organisation.

If the report finds that there are important areas for improvement, the governors/management will be asked to make a response and a follow-up inspection will take place.

If you wish to comment on any aspect of the inspection or the report, you should write to the Chief Inspector, at the address below.

The Chief Inspector, The Reporting Inspector and Inspection Services Branch may be contacted at: Department of Education, Rathgael House, Balloo Road, BANGOR, Co Down, BT19 7PR, Telephone: 028 9127 9726