

The Inspection Process

Information for Employers

INSPECTIONS OF SUPPLIER ORGANISATIONS

WHY IS THE SUPPLIER ORGANISATION BEING INSPECTED?

All supplier organisations are inspected regularly by the Education and Training Inspectorate. The purpose of inspection visits is to ensure the highest possible standards of training and learning throughout the supplier organisations in Northern Ireland.

Inspections inform all those who need to know, such as Management Committees, the trainees, parents, employers, the general public, the Department for Employment and Learning (the Department), and the Northern Ireland Assembly, how good the supplier organisations in Northern Ireland are and what needs to be changed so that they can improve.

WHO INSPECTS?

Supplier organisations are inspected by Inspectors working on behalf of the Department. They have experience and qualifications in education and training and many have worked in business and industry. The inspection team may also have Associate Assessors drawn from the wider education and training sectors. The team is led by the Reporting Inspector (RI) who is in charge of the inspection and responsible for the report of the findings.

WHAT HAPPENS DURING AN INSPECTION?

During the inspection, the Inspectors

- > observe how the training is carried out and talk to the training staff and management;
- > talk to the trainees;
- > visit and observe trainees in the workplace and talk to employers;
- > scrutinise trainees' personal training plans;
- > examine portfolios of trainees' work; and
- > scrutinise a range of documentation provided by the supplier organisation.

They assess:

- > how well learners develop and achieve;
- > the effectiveness of the teaching, training and learning and assessment;
- > how well the learning experiences, programmes and activities meet the needs of the learners and the wider community;
- > how well learners are cared for, guided and supported; and
- > the effectiveness of the leadership and management in raising achievement and supporting learners.

THE EMPLOYER'S ROLE IN INSPECTION

It is the supplier organisation which is inspected and reported on, but employers make an important contribution to the inspection activity. When Inspectors visit trainees in the workplace they will wish to discuss the following areas with employers or workplace supervisors:

- > how trainees were introduced and inducted to the workplace;
- > the guidance and information given to the employer or supervisor by the supplier organisation on the training requirements for the trainee;
- > the nature and effectiveness of the supplier organisation's monitoring in the workplace, and the involvement of the employer in this;

- > the quality of work-based training; and
- > the trainee's progress in the workplace.

Discussion with employers and observation of trainees in the workplace assist Inspectors to assess the quality of training and to evaluate the standards of the trainees' work. There will be no reference to individual employers within the inspection report.

Further details about the inspection activities and the processes involved are outlined in the inspection framework for further education and work-based learning 'Improving Quality: Raising Standards', which can be accessed on our website www.etini.gov.uk.

HOW CAN I BE INVOLVED IN THE INSPECTION PROCESS?

Use the inspection process to give your views on how well the supplier organisation is doing by:

- > discuss any views you have about the supplier organisation with an Inspector if they visit a trainee in your workplace;
- > e-mailing the RI prior to or during the inspection at inspectionsservices@deni.gov.uk;
- > contacting Inspection Services Branch prior to, or during the inspection (by e-mail to: inspectionsservices@deni.gov.uk or telephone to: 02891279726) to arrange a discussion with the RI or a member of the Inspection team.

SUPPLIER ORGANISATION OVERALL EFFECTIVENESS

The Education and Training Inspectorate will publish a written report on the supplier organisation, which can be accessed, around two months after the inspection, at www.etini.gov.uk. We use the following overall effectiveness outcomes in reports:

Overall effectiveness outcome
High level of capacity for sustained improvement
Capacity to identify and bring about improvement
Needs to address (an) important area(s) for improvement
Needs to address urgently the significant areas for improvement

If the overall effectiveness of the supplier organisation is evaluated as needs to address (an) important area(s) for improvement or below; or an area of learning has important area(s) for improvement or below, then the Education and Training Inspectorate will undertake follow-up inspection activities within a 12or18-month period.

FURTHER INFORMATION

The Managing Inspector for Work-based Learning, The Reporting Inspector or Inspection Services Branch may be contacted:

By e-mail: inspectionsservices@deni.gov.uk

By telephone: 028 9127 9726

In writing: The Department of Education,
Rathgael House, 43 Balloo Road, BANGOR, Co Down BT19 7PR.