

What the provider needs to prepare in advance for short notice inspection

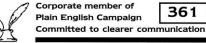
Learning and skills inspections from September 2012

This document shows learning and skills providers the different types of information they are required to provide for an inspection. It will be sent to the provider immediately after the initial inspection notification but is best completed and routinely updated in readiness for inspection. Some or all of the information may apply depending on the provision that is delivered.

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Introduction

Sections A and B below should be completed from information you hold as the provider. This will be sent to you immediately after the initial notification but is best completed and routinely updated in readiness for inspection. Following notification of inspection, please send the completed document to the inspection service provider portal as requested in the notification letter. Note that 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. In addition, if you deliver classroom based provision you will need to supply timetables of classes.

Further and more comprehensive information about inspection can be found in the *Handbook for the inspection of further education and skills 2012.*¹

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.

Total number of learners in insert year (Previous full year)			Full-tin	ne					
(Previous full year)	(Trevious full year)			Part-time					
Provider information at the time	e of th	e insp	ecti	on					
Main course or learning programme level *	Level 1 or Le		Level 2		Level 3			Level 4 and above	
Total number learners (excluding apprenticeships)			16 18	1 1		1+	9	16- 18	19 +
Full-time									
Part-time									
	Inte	media	ate	Advanced Hi			Hig	gher	
Number of apprentices by Apprenticeship level and age	16-1	8 19	+	16-18	19+	•	16	-18	19+
Number of learners aged 14- 16	[Enter number or use N/A as appropriate]								
Number of community learners	[Enter number or use N/A as appropriate]								
Number of employability learners	[Enter number or use N/A as appropriate]								
Funding received from									

^{*} When completing this part of the table include Foundation Learning and non-apprenticeship work place learning learner numbers



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.

Provider	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

Please complete the latest achievement data you hold as a provider that is not publicly available (additional years for Foundation Learning only) for each of the subject areas you offer provision in. Each subject area needs to have a separate data sheet completed. Please include each type of learning you offer in each subject area. For example, if you offer A-levels and apprenticeships, both workplace learning and classroom-based learning boxes will be yes and you will need to complete success rate information for both types of learning. Where a type of learning provision is not applicable delete the tables.

SSA provider outcomes data sheet:					
Sector subject area					
Type of provision	Workplace learning	Y/N			
	Classroom-based learning	Y/N			
	Community learning	Y/N			
	Employability training	Y/N			

Insert SSA title XXXXXXX	Provider's most recent data	NA (all providers)	NA (for provider type)
Overall success rate (SSA)			
Long course success rate (SSA)			
Apprenticeships (overall SR)			
Apprenticeships (timely SR)			
RARPA overall			



The most substantial course(s), learning programme(s), Apprenticeship(s)

Usually those with the largest numbers of learners, usually not short courses. Note: the list can be longer or shorter than the six rows provided, but it should not exceed 20 learning programmes. Do not complete retention/pass/high grade boxes if not appropriate, for example for apprenticeships. For apprenticeships, complete overall success rates only.

Qualification	Level	Duration		11/1 2**	NA (all)	NA (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			



Qualification	Level	Duration		11/1 2**	NA (all)	NA (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			

^{**} Complete the latest data.



Latest progression and destinations data from and within the provider in the SSA (where data are available) — substantive provision only

Progression routes	Entry Level	Level 1	Level 2	Level 3
Higher level of study % within this provider				
Higher level of study % to another provider				
Apprenticeship %				
Employment %				
Higher education %				
Unknown %				
Totals (number)				

Foundation Learning Programme outcomes

	2009/10		2010/11		2011/12		
	Number	%	Number	%	Number	%	
Total number of leavers in year							
Number of these who progressed into further training, education or employment							
Number who achieved key objectives							