

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

Learning and skills inspections from September 2012

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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.

**Age group:** Post-16

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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*.<sup>1</sup>

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<sup>1</sup> *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](http://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.

<b>Total number of learners in insert year (Previous full year)</b>	<b>Full-time</b>							
	<b>Part-time</b>							
<b>Provider information at the time of the inspection</b>								
<b>Main course or learning programme level *</b>	<b>Level 1 or below</b>		<b>Level 2</b>		<b>Level 3</b>		<b>Level 4 and above</b>	
<b>Total number learners (excluding apprenticeships)</b>	<b>16-18</b>	<b>19+</b>	<b>16-18</b>	<b>19+</b>	<b>16-18</b>	<b>19+</b>	<b>16-18</b>	<b>19+</b>
<b>Full-time</b>								
<b>Part-time</b>								
<b>Number of apprentices by Apprenticeship level and age</b>	<b>Intermediate</b>		<b>Advanced</b>		<b>Higher</b>			
	<b>16-18</b>	<b>19+</b>	<b>16-18</b>	<b>19+</b>	<b>16-18</b>	<b>19+</b>		
<b>Number of learners aged 14-16</b>	[Enter number or use N/A as appropriate]							
<b>Number of community learners</b>	[Enter number or use N/A as appropriate]							
<b>Number of employability learners</b>	[Enter number or use N/A as appropriate]							
<b>Funding received from</b>								

\* 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.

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

<b>Insert SSA title XXXXXXX</b>	<b>Provider's most recent data</b>	<b>NA (all providers)</b>	<b>NA (for provider type)</b>
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**

<b>Progression routes</b>	<b>Entry Level</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
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**

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