

# What Happens After an Inspection?

## Education Other Than At School

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Providing Inspection Services for

Department of Education  
Department for Employment and Learning  
Department of Culture, Arts and Leisure



## INTRODUCTION

The purpose of inspection is to promote the highest possible standards of learning, teaching, training and achievement throughout the education, training and youth sectors. This aim is reflected in the ETI's mission statement, which is:

*'promoting improvement in the interests of all learners'*

This document outlines briefly for the organisations inspected:

- the processes employed after an inspection; and
- the responsibilities of the leadership, including the governance group, of the organisation inspected.

Discussions with the Reporting Inspector (RI) at the pre-inspection meeting will add to the information provided in this leaflet.

## IMMEDIATELY AFTER THE INSPECTION

### Report Back

The RI will report back orally the provisional findings of the inspection team to representatives of the organisation. He/she will agree arrangements with the manager about the attendees and the timing of the meeting(s). It should be noted that the findings reported back are provisional at this stage as all inspection outcomes are subject to a quality assurance process.

### What is reported?

During the oral provisional report back, the RI will present the main findings of the inspection. The strengths of the organisation will be highlighted and, where appropriate, the areas for improvement will be identified. It is essential that the report back meeting(s) should enable the staff of the organisation to have a good grasp of the issues identified and of the action that will be necessary to effect improvement. To this end, the participants should feel free to ask questions and engage in discussion with the RI and his/her colleagues in attendance. It should be noted, however, that where the organisation has selected to nominate a representative they will have attended all of the meetings including the moderation meeting where the inspection evidence was discussed and provisional performance levels and the overall evaluation was decided. This representative should therefore have a sound grasp of all of the evidence on which evaluations have been made and had the opportunity to seek additional clarification on the key areas for improvement.

At the report back, the provisional statement on overall effectiveness to be used in the full written report will be given to the organisation. The standard statements for overall effectiveness are available from the Inspectorate website [www.etini.gov.uk](http://www.etini.gov.uk).

The wording of the overall effectiveness statement will indicate clearly to the organisation:

- the capacity of the organisation for sustained improvement;
- the level of follow-up activity; and
- the urgency of action for improvement.

Following the report back, the organisation should begin work on any area(s) for improvement identified.

Following the quality assurance process, which is part of the inspection process from the outset until the publication of the report, it may be deemed necessary to amend a performance level within the report which may impact on the overall evaluation. The RI will communicate any such change brought about by the quality assurance process to the manager as soon as possible.

## **IN THE SHORT TERM**

### **Pre-Publication**

The organisation will receive a pre-publication draft of the report to check for factual accuracy. The ETI has a statutory responsibility for the published reports on education provision, and for the evaluations and findings within these reports. The purpose of the factual accuracy check is to ensure that any factual information within the published report is reported accurately. It is not a process by which ETI seeks comment on the evaluations or findings within the report. At this stage of the process the school has already been provided with comprehensive feedback by the inspection team on the evaluations and findings and has had the opportunity to discuss and challenge them either at the end of the inspection or through the participation of the representative who attended meetings with ETI throughout the inspection process.

The RI will consider any factual errors identified, if necessary discuss these with the organisation, make any required adjustments to the report and arrange for the report to be published. This should normally take no more 30 working days from the date of the spoken report back.

### **Publication of the Report**

The report will be published and made available on the ETI website ([www.etini.gov.uk](http://www.etini.gov.uk)).

### **Safeguarding**

If an organisation is afforded the descriptor 'unsatisfactory' for safeguarding/ child protection, the ETI will return to the organisation within six working weeks to monitor progress in addressing the safeguarding/ child protection issues and, if necessary, the pastoral care issues which have been identified

## Response to the Report

STATEMENTS OF OVERALL EFFECTIVENESS USED IN THE REPORT	RESPONSE AND FOLLOW-UP ACTIVITY
<p>The organisation has a high level of capacity for sustained improvement in the interest of all the learners. The ETI will continue to monitor how the organisation sustains improvement.</p>	<p>The manager provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and staff and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p>
<p>The organisation demonstrates the capacity to identify and bring about improvement in the interest of all the learners. The ETI will continue to monitor how the organisation sustains improvement.</p>	<p>The manager provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and staff and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p> <p>The DI may follow up on the next visit to the organisation the action(s) that has been taken to address any area(s) for improvement identified in the original inspection.</p>
<p>The organisation needs to address (an) important area(s) for improvement in the interest of all the learners. The ETI will monitor and report on the organisation's progress in addressing the area(s) for improvement which include the need to.....</p> <p>There will be a formal follow-up inspection in 12-18 months.</p>	<p>The manager provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and staff and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p> <p>The Inspection Services Branch (ISB) will issue a letter requesting an action plan to address the important areas identified for improvement. The action plan should be submitted to the ISB within 30 working days of the date of issue of the letter. The action plan will be quality assured by the district inspector.</p> <p>This action plan will form the basis for the follow-up process which will include an interim follow-up visit (IFUV) conducted by ETI and a follow up inspection (FUI). The FUI will be conducted within 12-18 months of the initial inspection.</p>
<p>The organisation needs to address urgently the significant areas for improvement identified in the interest of all learners. It requires external support to do so. The ETI will monitor and report on the organisation's progress in addressing the need to.....</p> <p>There will be a formal follow-up inspection in 18-24 months.</p>	<p>The manager provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and staff and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p> <p>The Inspection Services Branch (ISB) will issue a letter to the governance group of the EOTAS centre requesting an action plan to address the important areas identified for improvement. The action plan should be submitted to the (ISB) within 30 working days of the date of issue of the letter. The action plan will be quality assured by the district inspector.</p> <p>The ETI will conduct an interim follow-up visit (IFUV) followed by a follow-up inspection (FUI) within 18-24 months of the initial inspection.</p>

After all inspections, the DI will maintain contact with the organisation to monitor progress. Where appropriate, he/she will discuss the arrangements for the support available to take forward the areas for improvement. If an external agency is involved in a support role the DI may wish to discuss the support with the personnel involved and the organisation. The timing and nature of these DI visits will depend on the degree of improvement required identified during the inspection, as indicated in the previous table. In a few cases, where a specialist area has been identified in the inspection as requiring improvement, the DI may be accompanied by a specialist colleague.

### **The Follow-Up Process**

The interim follow-up visit will provide information for the follow-up inspection. During the follow-up inspection the organisation will be asked to support its view of the progress made towards improvement by providing evidence of the self-evaluation undertaken since the initial inspection.

The follow-up inspection will concentrate on the issues identified in the inspection report. After the follow-up inspection, a report will issue outlining any changes which may have taken place in the interim and the progress made on the area/s for improvement. A copy of this report will be placed on the website, and parents and staff should be informed of its availability.

Where a second follow-up inspection is required, the process outlined above will be repeated. This will take place within a 12-18 month period from the initial follow-up inspection.