

EDUCATION AND TRAINING INSPECTORATE

Home Office (Tier 4) Educational Oversight Inspections

Full Educational Oversight Inspection application form

June 2020



Providing Inspection services for:
Department of Education
Department for the Economy
and other commissioning Departments



The Education and Training Inspectorate (ETI) has agreed with the Home Office to undertake **Tier 4 Educational Oversight inspections** (for provision up to and including level 3 only). For provision which is predominantly at level 4 and above application should be made directly to the Quality Assurance Agency (QAA) (www.qaa.ac.uk). The inspections will be carried out in adherence to the Tier 4 guidelines, published by the Home Office¹.

The following application form should be completed to request that the ETI carry out an inspection of your organisation to satisfy the (Tier 4) Educational Oversight requirements of the Home Office. Organisations are also asked to complete and submit a self-evaluation report, a financial sustainability management and governance check proforma, and a safeguarding proforma using the templates available on the ETI website² as part of their application and in the organisation InsPIRE portal³.

The ETI will scrutinise the application form and other documentation and then make arrangements with the organisation to carry out a pre-inspection visit to discuss the documents and make arrangements for the Educational Oversight inspection to be carried out.

The application form consists of four sections:

Section 1: Information about your organisation and background information

Section 2: Details of programmes at level 3 or below on the qualifications and credit framework (QCF) and national qualifications framework (NQF)

Section 3: Learner numbers

Section 4: Quality assurance

Please complete the form as clearly and accurately as possible. The ETI will request any further information which is deemed relevant to support or clarify your application. For organisations that have not previously applied for a full Educational Oversight Inspection, or whose inspection was unsuccessful and are making a new application, the application fee must be submitted with this application form. When your application and inspection are confirmed, your organisation will be invoiced within 10 days of receipt and acceptance of your application for the Inspection Stage fee. The Inspection Stage fee must be paid in full at least two weeks prior to the inspection taking place. Details of the fees are available on the ETI website (see footnote 2).

The application form and other documents should be returned by post to the address below:

Ref: Home Office Inspections
Inspection Services Team
Department of Education
Rathgael House
Balloo Road
Rathgill
BANGOR
Co Down
BT19 7PR

¹ <https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

² <https://www.etini.gov.uk/publications/type/supportmaterial/organisational/home-office-13>

³ When inspections restart post Covid-19, all will be largely paperless through the InsPIRE system. Each organisation will have access to an InsPIRE portal, which is always available. Upon notification of an inspection the organisation's portal will link to a live inspection area specific to the inspection activity, which will provide access to all relevant guidance and materials, a repository for uploaded materials, along with communication access to the Reporting Inspector. The inspection team can access the live inspection area through a Virtual Inspection Room in InsPIRE.

or submitted electronically to: eti@education-ni.gov.uk indicating clearly that it is with regard to an Educational Oversight inspection.

The ETI will formally report back the main inspection findings to management within your organisation at the end of the visit. A short inspection report will be issued to management after the visit to check for factual accuracy, and the report will then be published on the ETI website (www.eti.gov.uk). The ETI will also notify the Home Office of the outcomes of all inspection activity carried out; it is also the responsibility of each individual organisation to inform the Home Office of the outcomes of inspection.

The arrangements for safeguarding young people and adults at risk will form part of the inspection process. If the arrangements are not sufficiently robust and do not comply fully with the Children (Northern Ireland) Order 1995 and the Safeguarding Vulnerable Groups (NI) Order 2007, the Home Office will be informed and relevant information may be shared with other relevant agencies⁴. A follow-up safeguarding visit by ETI, to monitor progress made on areas for improvement highlighted during the inspection, will be required and should take place within six working weeks from the date of the report-back of the inspection outcomes. The inspection report will not be published until the follow-up safeguarding visit has taken place.

The ETI shall not be liable to you if it is prevented by circumstances beyond its reasonable control from carrying out educational oversight inspections.

Applicant organisations shall co-operate with, and participate in, the ETI's procedures for inspection and complaints investigations.

Where an organisation does not meet these requirements, the ETI reserves the right to advise the Home Office and any other public body, as appropriate.

⁴ The Safeguarding Board for Northern Ireland and AccessNI.

Section1: Information about your organisation

Name and position of applicant	
Name and designation of head of organisation (eg. Director, CEO, principal)	
Main contact name and position within the organisation (if different from above)	
Contact e-mail address	
Contact telephone number	
Organisation name/legal title	
Organisation's legal identity (company, partnership, sole trader, etc)	
Registered company address and company registration number, if applicable	
Registered charity number, if applicable	
Organisation's operating addresses (Please include the address of all relevant campuses, sites or offices that form part of the organisation)	
Ownership or significant beneficial interest (please provide details of any company that owns or has a significant beneficial interest of the company applying for inspection, including company number(s))	
First year of operation	
Organisation website address	
Do you currently have a Tier 4 sponsor licence	Yes/No
Sponsorship number, if applicable	

Background information:

Organisational structure, staffing, accommodation, arrangements for learner support, partnerships or links to other organisations, term times, reason for applying for an Educational Oversight inspection

Section 2: Details of programmes at level 3 or below

Please provide information about the programmes and types of qualification currently offered which you consider relevant to this application to satisfy the Home Office's (Tier 4) Educational Oversight requirements.

Programme title	Subject area (e.g. English, ESOL)	Qualification level	Awarding body or in- house certification	Type (General English, Exam preparation, Examination)	Main mode of delivery (Full-time, part-time, on-line, evening, block, semester, summer only, etc)	Duration (e.g. One year, six weeks)

Section 3: Learner numbers

Table 1 - Current registrations by programme

Note: The format and content of the tables may vary depending on the range and type of provision offered

Programme (e.g. in-house cert and external exam or exam prep)	Type of attendance	Enrolments	
		Private Learners	Other Learners (e.g. EU funded projects)
	Language only		
	Language and work placement (in class)		
	Language and on work placement		
	Work placement only		
Total		No (%)	No (%)
Overall			

Table 2 – Total number of learners enrolled over the past three years⁵

Learners	2017	2018	2019
Learners registered under the Home Office Tier 4 points system			
EU Learners			
Non-EU Learners (Excl. Tier 4 learners)			
Other (Excl. Tier 4 learners)			
Total			

Table 3 - Overall summary table of performance (over the past 3 years)

Programme	Number enrolled	Retention %	Achievement % (inc partial achievements)
<in-house courses>			
Total	No.	No. + (%)	No. + (%)
<exam courses and exam preparation courses>			
Total	No.	No. + (%)	No. + (%)

⁵ Calendar year from January to December

Section 4: Quality assurance arrangements

In order to be eligible for Educational Oversight by the ETI, organisations must demonstrate a commitment to academic quality and standards of education. The ETI self-evaluation framework will be the recognised guide on quality and standards and will be used during inspections. Please provide a summary of how self-evaluation and existing quality frameworks are used in ensuring the high quality of the programmes you offer.

Requirements of organisations seeking educational oversight

Each organisation seeking educational oversight by the ETI must meet the following requirements. It must:

- exercise its responsibilities through its own organisation and not devolve to another body any part of those responsibilities, subsequent to a successful inspection outcome by ETI;
- follow the procedures that it has set out in formal submissions to the ETI to demonstrate how it meets the expectations of relevant education standards and quality management; and
- make resources available to implement fully the approved procedures that are set out in its formal documentation or submissions to the ETI and recommendations made by the ETI arising from inspection.

Applicant organisations shall supply information to the ETI about their programmes and activities, including information that may not be in the public domain, as and when requested by the ETI.

An organisation shall adhere to the Home Office guidelines for Tier 4 sponsors and should inform the ETI of any proposed changes to:

- its aims
- its legal identity or status
- the bodies validating the qualifications it delivers
- the locus of authority for the award of qualifications within the organisation's governance structure
- the terms of reference, including the membership specification, of its governing body and any other body which may hold specific awarding responsibilities
- ownership of the organisation
- formally binding relationships with any external organisations
- the name(s) under which it operates
- the geographical areas(s) or region(s) in which it operates
- the chief officer (or other senior manager who holds responsibility for ensuring that the organisation continues to meet its obligations)
- any other material circumstances as listed in the Home Office Guidelines.

What you can expect from the ETI

The ETI provides an inspection service which will lead to a published report about the academic standards and quality in that organisation.

The report we publish represents the view of a professional team of inspectors and can be used in support of an application to the Home Office by organisations seeking to maintain their Tier 4 sponsorship licence.

In submitting applications for Educational Oversight, organisations are declaring that they are providing education programmes at QCF/NQF level 3 or below in accordance with the relevant frameworks for education qualifications and that they manage the quality of the learning experience with due reference to appropriate quality indicators.

Organisations seeking inspection and Educational Oversight from the ETI will be required to pay fees to cover the cost of the inspection activities carried out by the ETI (see fees document – footnote 2 above).

In considering your application, you can expect the ETI to show independence, impartiality, accountability and a professional approach demonstrating transparency and mutual respect in line with our published charter for inspection. Consideration of your application will be conducted on the basis of a detailed scrutiny to ensure eligibility criteria for Educational Oversight are met and to establish whether there is sufficient information to proceed to the inspection stage.

The ETI does not make decisions on Tier 4 sponsorship status, which is the responsibility of the Home Office.

Documentation checklist (please tick to confirm submission)

Application form	
Most recent self-evaluation report and quality improvement plan	
Financial sustainability management and governance check	
Safeguarding proforma	
Application Fee	

Declaration

I certify that I am duly authorised to submit this application for an Educational Oversight inspection by the ETI on behalf of the above named organisation and agree to abide by the requirements of the ETI as set out above. I confirm that all statements and documentation included in support of this application are true and accurate and owned by this organisation.

Signature:

Job title:

Date: