

ETI (Tier 4) Educational Oversight Quality Improvement Inspection application form

July 2022



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 a quality improvement planning inspection of your organisation to satisfy the (Tier 4) Educational Oversight requirements of the Home Office. Organisations are also asked to complete a safeguarding proforma using the proforma available in the organisation InsPIRE portal² or the ETI website³ as part of their application.

The ETI will scrutinise the documentation and will inform the organisation by letter about the outcome of the process. In some instances, before the outcome is communicated to the organisation, the Reporting Inspector may wish to carry out a one-day themed inspection visit to discuss the documents and will contact the organisation to make arrangements for the visit to take place.

The application form consists of four sections:

- Section 1: Updates on any key developments or changes since the organisation's previous inspection activity.
- Section 2: Details of current programmes at level 3 or below and number of learners enrolled.
- Section 3: A review of the organisation's previous quality improvement plan.
- Section 4: A self-evaluation of the current provision and a quality improvement plan (action plan) to address the areas for improvement going forward.
- Section 5: Details of learner outcomes.

Please complete the form as clearly and accurately as possible. The ETI may request any further information which is deemed relevant to support or clarify your application. The inspection fee must be submitted with this application form. The fee must be paid in full before the inspection can take place. Details of the fees are available on the ETI website (see footnote 3).

¹ [Sponsor a Tier 4 Student – Guidance for Educators](#)

² 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.

³ [Home Office – Support Material](#)

Home Office (Tier 4) Educational Oversight Inspections
Quality Improvement Inspection application form

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

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

The ETI will 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 the 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 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.

Section 1: 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 (i.e. organisational structure; company, partnership, sole trader):

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: _____

Key changes and updates:

Please provide an overview of any key changes in the organisation or provision since the previous inspection activity. This section can also be used to highlight examples of good practice or any issues that have arisen that are impacting on the quality of provision.

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, online, evening, block, semester, summer only, etc): _____

Duration (e.g. One year, six weeks): _____

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, online, evening, block, semester, summer only, etc): _____

Duration (e.g. One year, six weeks): _____

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, online, evening, block, semester, summer only, etc): _____

Duration (e.g. One year, six weeks): _____

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, online, evening, block, semester, summer only, etc): _____

Duration (e.g. One year, six weeks): _____

Learner numbers

Please provide overall details of the total number of learners enrolled over the last three years⁵. Also provide overall current/planned learner numbers for 2021.

| Learners | 2019 | 2020 | 2021 | 2022 | Comment |
|--|-------|-------|-------|-------|---------|
| 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 | _____ | _____ | _____ | _____ | |

⁵ Calendar Year (1st Jan – 31st Dec)

Section 3: Review of previous quality improvement plan

Please provide and update on the actions taken to address the key areas for improvement identified in your previous quality improvement plan, and/or as an outcome of external inspection, highlighting the impact they have had on the organisation and provision.

Note: the format and presentation of this review is at the discretion of the organisation.

Section 4: Self-evaluation and quality improvement plan (the following templates may be used but are not compulsory)

| Overall Effectiveness Outcome (OEO) | HLCI / CI / IAI / SAI | |
|--|---|-----------------------|
| Outcomes for Learners – PL | Strengths | Areas for Improvement |
| Standards attained | _____ | _____ |
| Progression | _____ | _____ |
| Wider skills and dispositions/capabilities | _____ | _____ |
| Quality of Provision – PL | Strengths | Areas for Improvement |
| Quality of curriculum | _____ | _____ |
| Effectiveness of guidance and support in bringing about high quality individual learning experiences | _____ | _____ |
| Effectiveness and impact of planning, engagement/ teaching/training and assessment in promoting successful learning | _____ | _____ |
| Leadership and Management – PL | Strengths | Areas for Improvement |
| Effectiveness and impact of the strategic leadership | _____ | _____ |
| Effectiveness and impact of the middle leadership | _____ | _____ |
| Effectiveness of action to promote and sustain improvement, including self-evaluation and the development planning process | _____ | _____ |
| Care and Welfare Safeguarding, keeping safe and well-being | Impacts positively/does not impact positively L1: reflects current legislation and practice/L2: reflects broadly current legislation and practice/L3: unsatisfactory | |

Quality improvement planning template

Outcomes for Learners

Area for improvement

What will we do?

What will be the impact on provision (for the organisation and/or learners)?

Comments

Quality of Provision

Area for improvement

What will we do?

What will be the impact on provision (for the organisation and/or learners)?

Comments

Leadership and Management

Area for improvement

What will we do?

What will be the impact on provision (for the organisation and/or learners)?

Comments

Care and Welfare

Safeguarding

Area for improvement

What will we do?

What will be the impact on provision (for the organisation and/or learners)?

Comments

Section 5: Learner Outcomes

Please provide overall details in the table below of the total number of learners enrolled on programmes or qualifications offered at level 3 or below which you consider relevant to this application, over the last three years⁶.

| 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. + (%) |

Notes:

* A full achievement on non-examination courses is the number of learners enrolled who completed their course and/or achieved a full in-house or other certificate at their targeted level. For external examinations, the learner should have completed and at least passed a recognised qualification at their targeted level.

** A partial achievement on non-examination courses is the number of learners who enrolled and completed at least 50% of their targeted course, achieving recognition for any work completed, but not achieving a full in-house or other certificate. For external examinations, the learner should have completed and passed a recognised qualification at a level of proficiency which, although does not allow full achievement at their targeted level, will allow them to achieve a fully recognised qualification at a lower level.

Retention Rate = Number Completed/Number Enrolled.

Achievement Rate = (Full Achievement + Partial Achievement)/Number Completed.

⁶ Calendar Year (1st Jan – 31st Dec).

Requirements of organisations seeking educational oversight

Each organisation seeking educational oversight by the ETI **is required to** meet the following requirements:

- 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 the 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 accounting officer (or other senior manager who holds responsibility for ensuring that the organisation continues to meet its obligations); and
- 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, or letter of outcome, about the academic standards and quality of provision in the organisation.

The report that will be published represents the view of a professional team of ETI 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 footnote 3).

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. Any such decisions continue to be the responsibility of the Home Office.

Documentation checklist (please tick to confirm submission)

- Application form
- 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: _____