EDUCATION AND TRAINING INSPECTORATE

Work-based Learning Supplier Organisations

Inspection Overview Document

From September 2022

[Insert organisation/college name]

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# Inspection Overview Document

This document summarises the key findings from the organisation’s most recent self‑evaluation report and associated quality improvement plan, identifying the current key priorities for improvement and the progress and impact to date.

# Details of the Organisation

**Official Title of College/Organisation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location/s for Training for Success (TFS) & ApprenticeshipsNI (ANI) delivery**

**Main site Address (include postcode) Telephone**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus office Address (include postcode) Telephone**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Key Staff Details

**Contact details of key staff in TFS/ANI**

**Name Role Base Campus/ Contact email/Tel**

**Office**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Curriculum

**Details of the vocational curriculum for TFS**

**Professional and Technical area Qualifications:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Details of the vocational curriculum for ANI**

**Professional and Technical area Qualifications:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TFS Work-experience

**Breakdown of TFS trainees in work-experience placements**

**Professional and % Placed with % Place with Total % placed**

**Technical area employers at employers at**

**the time of the some stage in**

**inspection their training**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

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# Detail of overview required

**Please provide brief details on the following:**

**Organisation Structure:** a brief overview of the management, governance and reporting structure of the work-based learning (WBL) provision; number of staff broken down by role, that is, number of lecturers/tutors, coordinators, administrative staff, full-time/part-time.

(Attach/upload your College/Training Organisation Structure/Chart, as Appendix B)

**Insert response:**

**Context of the WBL provision -** Include the prior educational attainment levels of the trainees and apprentices on entry to the programmes.

**Insert response:**

**Highlight the key strengths and areas for development in the provision for learning -** should signpost to Summary of Key Findings in most recent self-evaluation report(s) and quality improvement plan(s).

**Insert response:**

**Demonstrate the impact of the curriculum and the learning experiences -** use key statistical data, including retention, achievement and progression rates and levels of achievement in qualifications, including the essential skills.

**Insert response:**

**The effectiveness of key leadership and management functions -** that ensures high quality learning experiences and good or better outcomes.

**Insert response:**

**Links and partnerships -** Provide brief overview of the extent of the organisation’s engagement with employers, post-primary schools, other WBL supplier organisations, external agencies and any other important stakeholders.

**Insert response:**

## APPENDIX A: Programme registrations

### Table 1 - Current registrations by programme

**Programme Numbers of % of total**

**registrations registrations**

ApprenticeshipsNI \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Training for Success Skills for Your Life \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Training for Success Skills for Work (strand 1) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Training for Success Skills for Work (strand 2) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

### Table 2 - Current registrations by professional and technical area

**Professional and technical area Number of % of total**

**trainees registrations**

XXXX \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

XXXX \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

XXXX \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

XXXX \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Professional and technical area Number of % of total**

**apprentices registrations**

XXXX \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

XXXX \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

XXXX \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

XXXX \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

### Table 3 - Qualifications of current trainees/apprentices on entry to their programme

**Programme Training for ApprenticeshipsNI**

**Success (%) (%)**

(%) of learners with 4 or more GCSEs or

equivalent at grade A\*-C including

English and mathematics \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(%) of learners with 4 or more GCSEs or

equivalent at grade A\*-C \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(%) of learners with GCSE English or

equivalent at grade A\*‑C \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(%) of learners with GCSE mathematics or

equivalent at grade A\*-C \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(%) of learners with 4 or more GCSEs or

equivalent at grade A\*-G \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

(%) of learners with no prior level 1 or level 2

qualifications \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

## APPENDIX B: Organisation Structure

Insert here

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