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*The Education and Training Inspectorate -
Promoting Improvement*



CUSTOMER SERVICE EXCELLENCE

Providing Inspection Services for
**Department of Education
Department for Employment and Learning
Department of Culture, Arts and Leisure**



INVESTOR IN PEOPLE

Education and Training Inspectorate

Report of a Follow-up Inspection

**Jobskills Provision
Rutledge Joblink Limavady**

October 2007

A number of quantitative terms are used in the report. In percentages, the terms correspond as follows:

More than 90%	-	almost/nearly all
75%-90%	-	most
50%-74%	-	a majority
30%-49%	-	a significant minority
10%-29%	-	a minority
Less than 10%	-	very few/a small minority

Grading System

The Education and Training Inspectorate (Inspectorate) is piloting a new 6-point grading scale to replace the original 4-point scale as set out below. Where grades are recorded in this report, the grade is given on both the old and the revised scales.

ORIGINAL GRADE	REVISED GRADE	DESCRIPTOR
1	1	Outstanding characterised by excellence.
1	2	Consistently good; major strengths.
2	3	Important strengths in most of provision. Areas for improvement which organisation has the capacity to address.
2	4	Overall sound/satisfactory but with areas for improvement in important areas which need to be addressed.
3	5	A few strengths; significant areas for improvement which require prompt action.
4	6	Poor; major shortcomings which require urgent action.

Mrs Pat Frederick
Rutledge Joblink
Enterprise House
42 Catherine Street
LIMAVADY
BT49 9DB

October 2007

Dear Mrs Frederick

**FOLLOW-UP TO THE JOBSKILLS INSPECTION OF RUTLEDGE JOBLINK
LIMAVADY**

The original inspection from November 2005 highlighted a number of strengths in the provision. These included the:

- good standards of work being produced by the trainees and the good progress being made by most of the trainees in their vocational programmes;
- good to excellent success rates on the access, traineeship and Modern Apprenticeship (MA) programmes;
- hardworking and committed tutors;
- good workplace training in most vocational programmes and the good quality of most of the directed training;
- good leadership and management at branch level;
- good links to a range of employers, schools and external agencies; and
- pastoral care arrangements.

The inspection also identified the need for improvement in the following key areas:

- modest to poor retention rates on the access, traineeship and MA programmes;
- modest progression rate on the traineeship programmes;
- the poor assessment planning for trainees in the childcare and education programme resulting in the slow progress of the trainees;
- poor quality of the directed training on the hairdressing programme;
- generic nature of individual training plans;

- development of formalised careers education, information, advice and guidance (CEIAG) procedures;
- development of central strategies to support specialist tutors;
- self-evaluation and development planning process; and
- provision of facilities for trainees with physical disabilities.

In the interval since the inspection, the following changes which affect the work of the organisation, have taken place:

- the tutor for administration has left and has been replaced by another full-time tutor;
- the tutor for retail and stores has left and has been replaced by a part-time tutor;
- toilet facilities and ramp access to mobile classrooms have been provided for trainees with physical disabilities; and
- the Rutledge Joblink organisation, including the Limavady office, has been awarded a contract by the Department for Employment and Learning (DEL) to deliver the new Training for Success programme from September 2007.

In October 2007, the Education and Training Inspectorate (Inspectorate) carried out a follow-up inspection, and the following are the most significant improvements since the original inspection:

- the revision and development of improved assessment procedures for trainees on the childcare and education programme;
- the review of the provision in hairdressing and beauty therapy resulting in an improvement in the quality of directed training and practical sessions, and more positive learning experiences for the trainees;
- the development of more formalised CEIAG procedures by the tutors across all vocational areas;
- the provision of workshops at branch level to allow tutors, delivering similar vocational programmes across the organisation, to meet; and
- the development of improved procedures to support the self-evaluation and development planning process.

The areas which remain in need of further improvement are the:

- retention rates on the access, traineeship and MA programmes which remain modest to poor;

- success and progression rates on the traineeship programmes which were modest and poor respectively for the year 2005/06; and
- individual training plans which remain generic in nature.

In the areas inspected, Rutledge Joblink Limavady has strengths in key aspects of its educational and training provision. The inspection has identified areas for improvement in important aspects of provision which need to be addressed to meet effectively the needs of all the learners, and the needs of the community and the economy.

The Inspectorate will monitor and report on the organisation's progress in addressing these areas for improvement.

The organisation's progress on the areas for improvement will be followed-up by the District Inspector.

	Original Inspection Grade	Follow-up Inspection Grade
Overall	2	4
Standards and Outcomes	2	4
Quality of Training and Learning	2	3
Leadership and Management	2	3
Hairdressing and Beauty Therapy	3	4

Yours sincerely

ELIZABETH WELLS (MRS)
Inspection Services Branch

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