



The Education and Training Inspectorate
Promoting Improvement

Providing inspection services for:
Department of Education
Department for the Economy



Department of
Education
www.education-ni.gov.uk

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Head of the Organisation/Chairperson of the Management Committee

INSPECTION PROGRAMME 2017-18

Dear _____

_____ **[insert organisation]** _____

I wish to inform you that, as part of the programme of inspection for 2017/18, the Education and Training Inspectorate (ETI) will carry out an inspection in your organisation in the week beginning _____.

The inspection will focus on: the outcomes for young people; the quality of the provision; and the leadership and management, including the processes for self-evaluation leading towards improvement.

Before the date of the inspection, the Reporting Inspector (RI), _____, will contact the organisation's **manager/director** to discuss details of the inspection. The team of inspectors may be supplemented by associate assessors.

The inspection team will evaluate the quality of the education provided for the pupils using the ETI Inspection and Self-Evaluation Framework: <http://tinyurl.com/ISEF-Youth>.

I would appreciate it if the attached document **information to be completed for inspections in youth organisations** could be completed and returned to Inspection Services Team at least one week before the inspection.

The organisation is invited to nominate a representative to liaise with the inspection team. This representative should be a senior manager/leader in the organisation and be able to manage the inspection process within the organisation. The RI will provide further information during their initial contact with the organisation.

As part of the inspection process, the inspection team will take into account the views of the management committee, staff, young people and parents on the work of the organisation. The RI will make arrangements for these meetings at the pre-inspection meeting.

As part of this inspection, the members of the team will evaluate the organisation's arrangements for care and welfare, including safeguarding. **The safeguarding proforma should be completed and given to the RI at the pre-inspection visit:**

<http://tinyurl.com/Safeguarding-Youth>

At the end of the inspection, there will be an oral report back to the head of the organisation and chair of the management committee. The RI will agree the time and date of this final oral report back in due course. The purpose of the oral report back is to clarify, as necessary, the strengths and area(s) for improvement in the provision. It should be noted that: performance levels shared during the moderation meeting with the representative and at the oral report back are provisional, and subject to change as part of ETI's moderation and quality assurance process, until the report is published; and the final inspection report will contain a **summary of the key evaluations and findings** rather than the finer detail shared and discussed during the moderation meetings and final oral report back.

You may wish to refer to ETI's generic information "Complaints Procedure" <http://tinyurl.com/Comp-Procedure> and "A Charter for Inspection" <http://tinyurl.com/Charter-Insp>, which are available on ETI's website www.etini.gov.uk.

If you require any further information, please do not hesitate to contact Janet Bowden, Inspection Services Team on 028 9127 9949.

A copy of this letter has been sent to _____, the **manager/director** of the organisation.

Yours _____

Inspection Services Team

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