



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

Rathgael House
43 Balloo Road
Rathgill
BANGOR
BT19 7PR
Tel: 028 9127 9726
Email: eti@education-ni.gov.uk

Chairperson of the Management Committee (**Voluntary**)
, Director of Children & Young People's Service, EA (**Statutory**)

INSPECTION PROGRAMME 2017-18

Dear _____

_____ **YOUTH CENTRE**, _____

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 the above youth organisation 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 youth worker-in-charge 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 full-time youth worker and be able to manage the inspection process. The reporting inspector 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 management, or advisory committees and parents on the work of the organisation. The RI will make arrangements for these meetings at a designated time that will be organised 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. **Please complete the safeguarding proforma and give it 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 youth worker and chair of the management group/Education Authority manager. 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. 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 publications:

"What happens after inspection" <http://tinyurl.com/WHAI-Youth>

and our generic information "Complaints Procedure" <http://tinyurl.com/Comp-Procedure>

and "A Charter for Inspection" <http://tinyurl.com/Charter-Insp>

If you require any further information please do not hesitate to contact _____ at the Inspection Services Team on 028 9127 9_____.

A copy of this letter has been sent to _____, youth worker-in-charge and to _____, area youth officer. **(name of appropriate EA youth officer).**

Yours _____

Inspection Services Team

cc Director of Children & Young People's Service, EA,
Youth-worker-in-charge,
Area Youth Officer,
Head of Youth Service