

## What Happens After an Inspection?

### Youth Sector

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ETI: Promoting Improvement in the Interest of all Learners



Providing inspection services for:

Department of Education  
Department for the Economy  
and other commissioning Departments



## INTRODUCTION

The purpose of inspection is to promote the highest possible standards of learning, teaching, training and achievement throughout the education, training and youth sectors. This aim is reflected in the ETI's mission statement, which is:

*'promoting improvement in the interests of all learners'*

The Department of Education's (Department) Priorities for Youth<sup>1</sup>, was launched in October 2013 and provides a clear policy remit for youth work within education.

This document outlines briefly:

- the processes employed after a full inspection; and
- the responsibilities of the organisation's leadership, including management committees.

Discussions with the reporting inspector (RI) at the pre-inspection meeting will add to the information provided in this document.

## IMMEDIATELY AFTER THE INSPECTION

### Report-back

The RI will report back orally the provisional findings of the inspection team to representatives of the organisations. The RI will agree arrangements with the person in charge about the attendees and the timing of the meeting. It should be noted that the findings reported back are provisional at this stage as all inspection outcomes are subject to a quality assurance process.

### What is reported?

During this oral report-back, the RI will present the main findings of the inspection. The strengths of the organisation will be highlighted and, where appropriate, the areas for improvement will be identified. It is essential that the report-back meeting should enable the staff of the organisation to have a good grasp of the issues identified and of the action that will be necessary to effect improvement. To this end, the participants should feel free to ask questions and engage in discussion with the RI and his/her colleague(s) in attendance.

It should be noted, however, that where the organisation has selected to nominate a representative they will have attended all of the meetings including the moderation meeting where the inspection evidence was discussed and provisional performance levels and the provisional overall effectiveness evaluation was decided. This representative should therefore have a sound grasp of all of the evidence on which evaluations have been made and had the opportunity to seek additional clarification on the key areas for improvement.

At the report back, the provisional statement on overall effectiveness to be used in the full written report will be given to the organisation.

<sup>1</sup> [http://www.deni.gov.uk/priorities\\_for\\_youth\\_-\\_english-2.pdf](http://www.deni.gov.uk/priorities_for_youth_-_english-2.pdf)

The wording of the overall effectiveness statement will indicate clearly to the organisation:

- the capacity of the organisation for sustained improvement;
- the level of follow-up activity; and
- the urgency of action for improvement.

Following the report back, the organisation should begin work on any area(s) for improvement identified.

Following the quality assurance process, which is part of the inspection process from the outset until the publication of the report, it may be deemed necessary to amend a performance level within the report which may impact on the overall effectiveness evaluation. The RI will communicate any such change brought about by the quality assurance process to the person in charge as soon as possible.

## **IN THE SHORT TERM**

### **Pre-publication**

The organisation will receive a pre-publication draft of the report to check for factual accuracy. The ETI has the statutory responsibility for the published reports on education provision, and for the evaluations and findings within those reports. The purpose of the factual accuracy check is to ensure that any factual information within the published report is reported accurately. It is not a process by which ETI seeks comment on the evaluations or findings within the report. At this stage of the process the organisation has already been provided with comprehensive feedback by the inspection team on the evaluations and findings and had the opportunity to discuss and challenge them either at the end of the inspection or through the participation of the representative who attended meetings with ETI throughout the inspection process.

The RI will consider any factual errors identified, if necessary discuss these with the organisation, make any required adjustments to the report and arrange for the report to be published. This should normally take no more than 30 working days from the date of the oral report-back.

### **Publication of the report**

The report will be published and made available on the ETI website, ([www.etini.gov.uk](http://www.etini.gov.uk)).

### **Safeguarding**

If safeguarding/child protection arrangements are evaluated as 'unsatisfactory', the ETI will return to the organisation within six working weeks to monitor progress in addressing the safeguarding/child protection issues and, if necessary, the pastoral care issues which have been identified.

## Response to the Report

<p align="center"><b>OUTCOMES FOR OVERALL EFFECTIVENESS USED IN THE REPORT<sup>2</sup></b></p>	<p align="center"><b>RESPONSE AND FOLLOW-UP ACTIVITY</b></p>
<p>The organisation has a high level of capacity for sustained improvement in the interest of all the learners. The ETI will continue to monitor how the organisation sustains improvement.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p>
<p>The organisation demonstrates the capacity to identify and bring about improvement in the interest of all the learners. The ETI will continue to monitor how the organisation sustains improvement.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a></p> <p>The organisation should develop an action plan that will be used to address the areas for improvement identified in the inspection. The action plan is for the organisation's own internal use and does not need to be submitted to ETI. The action plan should be made available to the district inspector at any future visit(s).</p>
<p>The organisation needs to address (an) important area(s) for improvement in the interest of all the learners. The ETI will monitor and report on the organisation's progress in addressing the area(s) for improvement which include the need to.....</p> <p>There will be a follow-up inspection in 12-18 months.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a>.</p> <p>The Department of Education will issue a letter requesting an action plan to address the important area(s) identified for improvement. The action plan should be submitted within 30 working days of the date of issue of the letter. The action plan will be quality assured by the district inspector.</p> <p>The action plan will form the basis for the follow-up process which will include an interim follow-up visit conducted by the ETI and a follow-up inspection. The follow-up inspection will be conducted within 12-18 months of the initial inspection.</p>
<p>The organisation needs to address urgently the significant areas for improvement identified in the interest of all the learners. The ETI will monitor and report on the organisation's progress in addressing the need to.....</p> <p>There will be a follow-up inspection in 18-24 months.</p>	<p>The person in charge provides written confirmation of receipt of the report, stating that staff have had an opportunity to view a paper copy, and that both they and parents have been informed that a copy can be accessed at <a href="http://www.etini.gov.uk">www.etini.gov.uk</a>.</p> <p>The Department of Education will issue a letter requesting an action plan to address the significant areas identified for improvement. The action plan should be submitted within 30 working days of the date of issue of the letter. The action plan will be quality assured by the district inspector.</p> <p>The action plan will form the basis for the follow-up process which will include an interim follow-up visit conducted by the ETI and a follow-up inspection. The ETI will normally aim to conduct the follow-up inspection within 18-24 months of the initial inspection.</p>

<sup>2</sup> The ETI performance levels and outcomes for overall effectiveness were revised with effect from the 1 September 2015; published inspection reports will include a table mapping the current performance levels and outcomes to the previous performance levels.

After all inspections, the district inspector will maintain contact with the organisation to monitor progress. Where appropriate, they will discuss the arrangements for the support available to take forward the areas for improvement. If an external agency is involved in a support role the district inspector may wish to discuss the support with the personnel involved and the organisation. The timing and nature of these district inspector visits will depend on the degree of improvement required identified during the inspection, as indicated in the previous table.

### **The follow-up process**

The interim follow-up visit assesses the extent to which the organisation is addressing the areas for improvement and will inform the follow-up inspection. During the follow-up inspection the organisation will be asked to support its view of the progress made towards improvement by providing evidence of the self-evaluation undertaken since the initial inspection.

The follow-up inspection will concentrate on the issues identified in the inspection report. After the follow-up inspection, a report will publish outlining any changes which have taken place in the interim and the progress made on the area(s) for improvement. A copy of the report will be placed on the ETI website; parents, young people, and staff should be informed of its availability by the organisation.

Where a second follow-up inspection is required, the process outlined above will be repeated. This will take place within a 12-18 month period from the initial follow-up inspection.