

OFSTED VISITS FOR APPRENTICESHIPS – some guidance

Visit details

Apprenticeships are subject to Ofsted inspections to provide independent, external evaluation.

Ofsted's '*Further education and skills inspection handbook*' (2019) gives details of visits and provides this Privacy notice (page 4):

- During an inspection, inspectors will collect information about staff and learners by talking to them, by looking at documents, records and survey responses and other recorded information and by observing everyday life at the provider. Inspectors may also meet with employers where appropriate. Ofsted uses this information to prepare its report and for the purposes set out in its privacy policy.¹ We will not record names, but some of the information may make it possible to identify an individual.
- Individuals and organisations have legal requirements to provide information to Ofsted as part of inspections. Ofsted has legal powers under section 132 of the Education and Inspections Act 2006 that relate to inspecting providers of further education and skills for learners aged 16 and over. Inspectors can 'inspect, take copies of, or take away any documents relating to the education or training' of students from the provider's premises. These powers also enable our inspectors to inspect computers and other devices that may hold this information.

We will receive 48 hours' notice of a visit and as soon as a visit is confirmed, we will email all students and contact your employers. Visits can last 2-5 days.

Pre-visit online questionnaire

Depending on the type of Ofsted visit (monitoring or inspection) you and your employer may be asked to complete an online questionnaire specifically for the visit. Students are asked to rate their view on the following eleven questions, from strongly agree through to strongly disagree, or by comment:

1. My course/programme meets my needs
2. I receive the support I need to help me to progress

¹ Further education and skills: Ofsted privacy notice, www.gov.uk/government/publications/ofsted-privacy-notices/further-education-and-skills-ofsted-privacy-notice. Ofsted will not publish any information that identifies an individual in the report.

3. I am treated fairly
4. My lessons/training sessions are well taught
5. My work is assessed regularly
6. I am given feedback that helps me to improve
7. My course/programme is preparing me for my chosen next steps (this may be in to employment, another course, university and so on.)
8. Would you recommend this university to a friend?
9. I am enabled and empowered to use technology and online resources to support my learning
10. What do you like best about your university?
11. What could your university do to improve?

Employers are asked to rate their view on the following five questions, from strongly agree through to don't know:

1. This provider communicates well with employers to ensure there are good links between the training employees receive at work and with the provider
2. This provider works well with my organisation to review individual employees' progress and to plan their future training needs taking into account the objectives and outcomes the employer expects
3. This provider has ensured that the training is up-to-date and relevant so that employees develop a broad understanding and knowledge of their chosen career
4. This provider ensures that all employees receive the support, feedback and additional training in employability skills they need to help them to progress successfully
5. Would you recommend this provider to other employers?

Meeting the inspectors

During the visit, the inspectors gather evidence by observing lecture/scheduled sessions on campus, by scrutinising students' work/training and assessment, and also in discussions with students and the course team. They may visit students in their workplace or on placement and will hold discussions with students and their employers. **You will be advised as soon as possible about any arrangements for you.** Meetings can be held face-to-face, by telephone or by Skype/MS Teams.

The inspectors will also be analysing University and student records showing planning for, and monitoring of, students' individual progress and destinations from their starting points when they began their apprenticeship; assessing students' progress; and examining what students know, understand and can do as a result of their learning.

Key areas of interest to inspectors for apprenticeships

Ofsted have some key areas to evaluate and you are asked to reflect on these below and their impact for you at University, in the workplace or on placement, and where relevant, outside of study and work, for meetings with the inspectors.

Quality of education for students

Inspectors will look at the curriculum and its impact. They will discuss with students about the knowledge and skills they have acquired. They will ask if you regularly discuss your progress on the apprenticeship and if you receive regular feedback so you know how to improve your projected outcome for your end-point assessment.

Behaviour and attitudes of students

Inspectors evaluate various factors including expectations of behaviour (e.g., punctuality, attendance, class disruptions, using mobile phones in class). Please reflect on our course requirements for professional conduct.

Personal development of students

Ofsted advises that the visit for apprenticeship courses focuses on the most significant dimensions of the personal development of students that our education system has agreed, either by consensus or statute, and here are some of their examples:

- developing and deepening learners' understanding of the **fundamental British values** of democracy, individual liberty, the rule of law and mutual respect and tolerance
- promoting equality of opportunity so that all learners can thrive together, understanding that difference is a positive, not a negative, and that individual characteristics make people unique
- promoting an inclusive environment that meets the needs of all learners, irrespective of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, relationship status or pregnancy

- developing learners’ confidence, resilience and knowledge so that they can keep themselves mentally healthy
- developing learners’ understanding of how to keep physically healthy and maintain an active lifestyle
- supporting readiness for the next phase of education, training or employment so that learners can make the transition to the next stage successfully
- evidence includes how well **British values** are promoted and students’ understanding of the protected characteristics and how to promote equality and diversity

Safeguarding, Prevent duty and Health and Safety aspects for students

Ofsted will evaluate many different aspects of safeguarding (not limited to children and at risk adults) and Prevent duty during their visits and you are requested to reflect on these for your University life, at work or on placement, and, if relevant, also outside of study and work. Some examples of different aspects are provided below that affect you, University staff, clients/service users, your employer and others, for safeguarding, health and safety and also equality and diversity. Please do contact your academic advisor/practice support tutor or your employer if you have any queries on these areas.

<p>Students – which of these are relevant to you may depend on your apprenticeship</p>	<ul style="list-style-type: none"> • DBS checks • University’s Dignity at Work and Study Policy • Student Charter • Social Media Policy for Students • University lectures and guidance for placements • Regular declarations of health and good character by students • Raising a concern process (escalating concerns) • University’s Fitness to Practise Policy and Procedures
<p>At University</p>	<ul style="list-style-type: none"> • University’s Safeguarding policy: Safeguarding Vulnerable Groups (including Prevent duty) • University’s Code of Practice on the Approval and Management of Events with External Speakers and Code of Practice on Freedom of Speech and Expression • University’s Dignity at Work and Study Policy

	<ul style="list-style-type: none"> • University's Equality and Diversity Policy • University's Safety, Health and Wellbeing Policy • Pregnancy and Maternity Policy • When to Refer Guide: help students access support • Whistleblowing Policy/Procedure • Violence at Leeds Beckett University Policy Statement • Policy on Safeguarding Vulnerable Groups
Work/ placement	<ul style="list-style-type: none"> • Employer's Safeguarding policy/ Prevent duties policy • Employer's Equality and Diversity Policy • Employer's Health and Safety Policy
Professional body requirements/ guidance depending on your apprenticeships	<ul style="list-style-type: none"> • Nursing & Midwifery Council Code: Professional standards of practice and behaviour • Nursing & Midwifery Council requirements for health and good character • Social Work England's Professional Standards • Chartered Institute of Environmental Health

Any Questions?

If you have any questions about Ofsted visits or need clarification on any of the points included here, please speak to your academic advisor/practice support tutor or your Course Leader.

References

Ofsted (2019) Further Education and Skills Inspection Handbook

<https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif>