

Community learning and development (CLD) continuing engagement model

From November 2018

Contents

Introduction	1
Notification period	1
Shape of the week.....	1
Preparation by the authority	2
Preparation of evidence	2
Base for the team	2
What happens after the continuing engagement	2
Documents to be provided prior to the continuing engagement.....	3
Timetable continuing engagement.....	4
Activity Briefing note	5
Appendix 1: The PRAISE Framework.....	6

Introduction

The continuing engagement model will apply when HM Inspectors are returning to a local authority for a full inspection (both Strategic and Place-Based). The briefing and accompanying templates are designed to assist you to prepare for the continuing engagement. This will take place over the period of a week, Monday to Friday.

Notification period

The notification for the continuing engagement will be sent to the authority six weeks in advance.

Shape of the week

Days one and two (Monday and Tuesday)

Two HM Inspectors (if possible from the original inspection), will revisit the authority for the strategic phase of the inspection.

Monday morning will be set aside for travel with the programme for the continuing engagement beginning early afternoon. Activity will focus on the main areas for improvement from the original inspection. The following meetings/focus groups should be included on the **Monday afternoon and Tuesday morning**:

- initial meeting with CLD strategic leads to set the scene for the inspection and discuss the self-evaluation;
- meeting/s with key CLD partners to discuss progress against the main areas for improvement identified in the original inspection. Suggest that there should be a meeting for each inspector;
- focus group of staff and volunteers to discuss workforce development;
- focus group of staff/partners to discuss the use of data to drive improvement; and
- any other meetings which are relevant to the original inspection.

Time should also be set aside for inspectors to read documentation.

The rest of the team will arrive on **Tuesday afternoon**. There will be either one or two Associate Assessors including at least one from the original inspection if possible.

Tuesday afternoon will consist of a meeting of the inspection team. This will be followed by a meeting between the CLD leads in the authority and the MI/DMI to discuss progress so far and plan for the rest of the week.

Tuesday evening and all day Wednesday (including the evening) will be set aside for the continuing engagement focussing on the local area from the original inspection. This again will focus mostly on the areas for improvement from the original inspection. However, inspectors will also want to see that the quality of provision has not diminished.

Thursday morning should focus on any final meetings/focus groups for the inspection team. There should also be time for some of the team to write up their evidence. A safeguarding meeting will also take place if any issues were raised in the original inspection. **Thursday afternoon** will be set aside for a team meeting, this is normally from around 1:30 pm onwards.

The sharing of findings will take place on **Friday morning**. This is usually at about 11:00 am although the time may vary depending on travel arrangements. This will take the form of a discussion around the main areas for improvement. It will not be a presentation as in the original inspection. As in the original inspection, the team will adhere to the principles in the PRAISE Framework ([see Appendix 1](#)).

Preparation by the authority

You are required to produce a report outlining progress against the areas for improvement in the original inspection. This should be similar in style to the self-evaluation document that you produced for the original inspection.

The following documentation is required in advance of the inspection week:

- progress report (as above);
- CLD plan;
- inspection timetable; and
- any other relevant documentation that supports your progress report.

Preparation of evidence

As in the original inspection you should use the Activity Briefing Note.

Base for the team

Depending on geography, **there may be a need to provide a base for HM Inspectors on the Monday and Tuesday and another base for the remainder of the week**. You can agree this with the Managing Inspector in advance.

What happens after the continuing engagement

We aim to provide you with the draft report within 15 working days. You will be asked to provide any comments or raise any questions regarding accuracy within one week of receiving it. The report will not record grades. However, it will indicate if sufficient progress has been made to allow HM Inspectors to disengage. If a decision is made not to disengage a discussion will take place with the authority and its partners as to the next stage. This may mean a further continuing engagement or a package of support provided by Education Scotland.

We aim to publish the final report within ten working weeks. The local authority will receive the record of visit (ROV) within five working days after the report is published.

Documents to be provided prior to the continuing engagement

Please email only the following items to the inspection administrator **six working days** prior to the continuing engagement.

1. Your CLD plan
2. Brief update highlighting progress since the original inspection took place
3. Draft timetable for the continuing engagement (see below)
4. Any other documentation that supports your progress report (please keep this to a minimum)

Continuing engagement timetable template

Day	Morning		Afternoon	Evening
Monday (HMIs only)		LUNCH		
Tuesday			Rest of team arrive Tuesday pm	
Wednesday				
Thursday				
Friday	Sharing of findings		Travel	

Activity Briefing note

Please complete and leave these short briefing notes in the base for the inspection team to look at on arrival.

Activity name	
Main contact for the group	
Type of activity	
Time	
Venue (including room)	
Address	
Postcode	
Parking	
Mobile number for main contact	
Other telephone number for the group	

Map (if appropriate)

Summary information

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List of likely participants (*when activity is a meeting or focus group)

Name	Learning opportunity they participate in or organisation they represent
Add more boxes as required	

Index of other evidence (where relevant)

Appendix 1: The PRAISE Framework

Best practice framework for HMI inspections and reviews

The Framework is based on data gathered from: representative samples of experienced inspectors from HMI and heads of organisations that have been inspected; and feedback from post inspection questionnaires.

The following principles were identified as underpinning best practice:

Purpose – being clear about the overall purpose of the inspection and retaining this throughout. Creating a shared agenda with staff in the organisation and amongst members of the inspection/review team.

Relationships – building and maintaining constructive relationships throughout the process as the basis of a high quality inspection/review.

Awareness – maintaining a high level of awareness of the context in which staff are operating, of their feelings and reactions to the process and of the inspector's own approach and its impact.

Information gathering – careful inquiry to gather and analyse evidence. Retaining an objective stance, testing assumptions and assimilating data before evaluating.

Sharing information – communicating thoroughly throughout the process to prepare and inform staff. Encouraging staff to be open in providing their perspective and providing appropriate feedback as the inspection/review progresses.

Enabling – treating people with respect, engaging them in professional dialogue, recognising their efforts and providing feedback in a constructive way to encourage ownership and learning to take place.

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