

MEETINGS SCHEDULE

Information for inspection coordinator

1 Opening meeting:

All members of the inspection team will be present at the opening meeting with senior staff of the organisation on **day one at approximately 1030 hrs**. The inspection coordinator is also invited to attend. This meeting will provide an opportunity for brief introductions and any last minute updating from the organisation. Logistics for the remainder of the week will be confirmed by the Managing Inspector.

2 Proposed discussions and classroom observations:

Discussions with learners, staff and managers may be scheduled to take place between **day one at approximately 1100 hrs and day three at approximately 1200 hrs**. All should be allocated one hour although, in reality, some may be shorter. Whilst these meetings are handled by individual inspectors, other inspector(s) will be carrying out classroom observations.

The inspection team will have a **daily meeting at 1645 hrs**, which the inspection coordinator is expected to attend. This will allow the inspection team to inform the inspection coordinator of how the evaluations are developing.

Classroom observations will be carried out by inspectors over the three days and evenings if appropriate. The observations will be unannounced with no advanced notification. Classes should operate as usual and should not be rescheduled or cancelled because of the inspection. The inspector who has observed a class may want to speak to some or all of the learners in the class. The inspector will also agree to return to have a discussion with the member of teaching staff as soon as is possible.

3 Nature of discussions:

In each of the discussions, **all 14 reference quality indicators may be considered**, but the main theme(s) for each meeting will be identified by the Managing Inspector during the planning stage.

4 Agreeing evaluations:

The inspection team will not be inspecting in the college or school on the afternoon of day three of the inspection week. Team members will be writing, discussing and agreeing grades and evaluations.

The grading meeting will normally be scheduled for approximately 1430/1500 hrs on day three. The inspection coordinator will observe the grading meeting.

Inspection

5 Feedback meeting:

The Managing Inspector and a colleague will present feedback to the organisation on **day three at approximately 1600 hrs.**

Provisional grades will be shared, together with an indication of areas for further development and main points for action. A **provisional** evaluation of the overall effectiveness of the organisation will also be shared.

Example

Discussion number		Day and time	College location	Inspection team member <i>To be completed by MI</i>
1.	Group of approx six learners			
2.	Group of approx six learners			
3.	Meeting with programme/course leaders or equivalent			
4.	Strategic manager with responsibility for progress and outcomes (or equivalent) and/or learning and teaching (incl. safeguarding)			
5.	Principal/CEO			
6.	Teaching staff			
7.	Support staff			
8.	Other relevant meeting			
	Approx eight learning and teaching observations			
	Professional discussions with staff after eight learning and teaching observations			