



PART OF THE INTO GROUP

## How to pass inspections with flying colours



**Alan Mackenzie,**  
Academic Director

**Hanna Furre,**  
Business Development Co-ordinator

[www.nile-elt.com](http://www.nile-elt.com)



- Who are you?
- Why have you come to this presentation?
- (2 mins)







**NILE** NORWICH



**NILE** MANCHESTER



**NILE** ONLINE



**NILE**

PART OF THE INTO GROUP



University of Chichester

**MAPDLE**



**NILE** TEFL



**NILE** CONSULTANCY



- Viewed as a test
- One person is in charge
- Preparation starts when the first documentation deadline is looming
- Focus is on documentation
- Practise does not necessarily match
- Fear of the inspectors and what they'll find



- Welcome the inspections
- Development opportunity
- Two coordinators: academic, administrative
- Clear instructions
- Distribute responsibility
- Ensure everyone knows what they have to do and when
- Regular updates on progress





- points of excellence in 11 out of 12 categories.



- strengths in 14 out of 15 categories
- only one school in the UK rated higher
- the top ranked teacher training institute



- **Management and Administration**
- **Teaching and Learning**
- **Course Design and Supporting Systems**
- **Academic Resources**
- **Learning Environment**
- **Client Services**
- **Quality Assurance**
- **Staff profile and Development**
- **Staff Employment Terms**
- **Internal Communications**
- **External Communications**

- **Staff management**
- **Student administration**
- **Quality assurance**
- **Publicity**
- **Premises and facilities**
- **Learning resources**
- **Academic staff profile**
- **Academic management**
- **Course design**
- **Teaching**
- **Care of students**
- **Accommodation**
- **Leisure opportunities**
- **Care of under 18s**







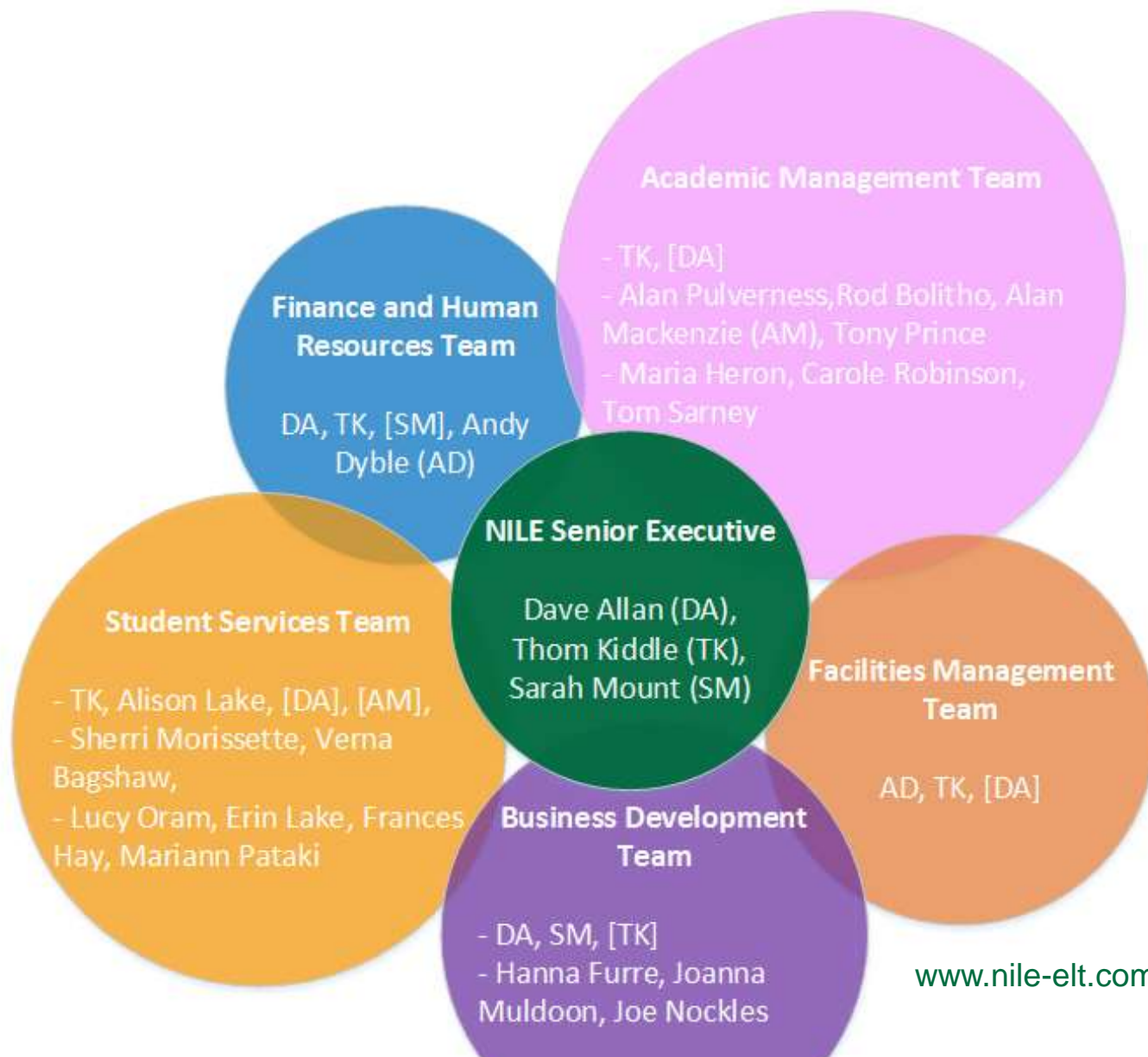
- Assessment & certification

- Learner management



- 8 months: Review previous inspection reports.
  - What has changed?
  - What still needs to be actioned?
  - assign responsible teams
- 6 months: outline process to all staff F2F
  - detailed plan by email
  - address questions and concerns F2F.
  - Process agreed in staff meeting.
  - Progress report added as standing item to staff meeting agenda.





- 5 months: Sub-group coordinators meet
  - Progress reports
  - Issues raised
- 4 months individual f2f meetings with sub-group coordinators
- 1 month: Final check on missing documentation
- 2 weeks: reminders of inspections to all staff
- On the day: Get report-backs from everyone interviewed.
  - Compensate as necessary!



- Identified action points very early in the process
- Enabled managers to assign tasks and distribute workloads
- All staff tasked with cataloguing evidence
- Helped consolidate working processes
- Focussed on how we do what we do and how to make it better



- Firedrills
- Organogram titles
- Equals logos incorrect at front desk
- Mad taxi driver
- Inspectors not clear what to inspect
- Some staff felt left out



- Highlighted depth and breadth of CPD
- Cataloguing evidence:
  - Suggested new ways of doing things
  - Tidied up 'messy' records
- Policy review made employees feel more comfortable
- Generated interest in evidence-based working



- 6-month reviews of new procedures and policies
- Build more opportunities for cross-team working
- Build in peer review to the preparation process
- Ensure all staff members involved
- Ensure coordination team is in same place at same time pre-inspection
- Inspection coordinators must be present on day
- Conduct mock inspection





# How to pass your inspections with flying colours

- Start earlier than you think
- Review previous inspection notes
- Use as a development opportunity
- Involve ALL staff
- Follow instructions to the letter
- Give them what they want
- If in doubt, over-evidence



# What could you do in your institution?

- Any final questions?
- Contact and further questions:
  - [alanmac@nile-elt.com](mailto:alanmac@nile-elt.com)
  - [hanna@nile-elt.com](mailto:hanna@nile-elt.com)

