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Paul Joyce
Deputy Director, Further
Education & Skills

Dear Colleague

I am writing to draw your attention to an inspection development that you will wish to be aware of.

Introduction of a staff questionnaire on further education and skills inspections

We have developed an online staff questionnaire that will be available for provider staff to access and complete for a short time following notification of and during inspection. The questionnaire will be going live on all **full** and **short** inspections from 12 November 2018.

The questionnaire will not be available to complete at any other time and will not apply on monitoring visits.

When you are next notified of inspection, we will give you information about the staff questionnaire in the inspection notification letter along with the deadline for its completion. Providers will be asked to cascade this information to their staff.

Inspectors will continue to meet with and interview staff during inspection. The added information from staff responses to the questionnaire will be an additional source of inspection evidence.

A full list of the questions in the questionnaire can be seen here:
<https://www.gov.uk/government/publications/further-education-and-skills-inspections-staff-questionnaire>

Revisions to the inspection handbook

We have made very minor amendments to the inspection handbook in order to reflect the introduction of the staff questionnaire on inspection. The re-published

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

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Joyce", is written over a faint, light-colored rectangular background.

Paul Joyce HMI
Deputy Director, Further Education and Skills