

sample

## **Penta International Inspection Skills training course**

### **Summary, from Mark Evans**

The course will cover the key skills required to be a successful inspector. These include preparation for inspection, the processes involved seeking evidence (including lesson observation) and writing reports that help schools develop further.

### **Rationale**

The course is an introduction to those skills needed for inspecting schools in any context – BSME, DfE/OfSTED, ISI, CIS, COBIS and so on. It does not lead to a generic professional qualification – there isn't one. But it does provide a foundation that would be invaluable for those potentially seeking such accreditation.

It is also (since August 2010) the first part of the training required to be a Penta International inspector of British Schools overseas, as authorised by the Department for Education in the UK.

As such, there will be an examination process at the end of the course. Those passing the course will receive a certificate of completion from Penta International and the Institute of Leadership & Management. Holders of that certificate will be able to proceed to the second stage of training, which will focus on a more detailed exploration of inspection skills.

Part of this training course models the way that school accreditors and inspectors have to work: speed can be of the essence, working as a team is very necessary, and positive criticism of one another's writing is essential. It is hard work during the day: then there is 'homework', usually tasks which will be discussed with other members of group on the following day.

I hope you both enjoy and benefit from it.



Mark Evans  
Director



## Programme

<b>Thursday 24<sup>th</sup> November 2011</b>	
08:30 09:30	<b>Introduction</b> - sign up, checking of course materials, introductions.
09:30 10:30 session 1	<b>Setting the scene</b> – what does inspection involve, current practice in the UK, common practice elsewhere, experiences of inspection and monitoring in the Far East, writing pre-inspection briefings, what is the <b>purpose of inspection</b> .
10:30 11:00 coffee	
11:00 12:00 session 2	<b>Seeking evidence</b> – what counts as evidence, who can it be obtained, how should it be analysed, what does examination data tell one, how to look at school documents, code of conduct for inspectors..
12:00 13:00 session 3	<b>Inspecting academic standards and progress</b> - discussion of task completed yesterday afternoon, interpretation of data, drawing up hypotheses
13:00 14:00 lunch	
14:00 15:30 session 4	<b>Observing lessons</b> – process and practice
15:30 15:45 lunch	
15:45 18:00 session 5	Homework – <b>writing a pre-inspection briefing</b> - to be started in this session and completed by 09:00 tomorrow.
<b>Friday 25<sup>th</sup> November 2011</b>	
08:30 10:00 session 1	Feedback on yesterday's 'homework', then...
10:00 11:00 session 2	<b>Inspecting children's personal development - non-academic attainment</b> – using <i>Every Child Matters</i> or equivalent
11:00 11:30 coffee	
11:30 13:00 session 3	<b>Scrutinising students' work, curriculum analysis and interview techniques</b>
13:00 14:00 lunch	
13:00 15:30 session 4	<b>Inspecting leadership, management and administration</b>
15:30 15:45 tea	
15:45 17:00 session 5	Logistics - what an inspection might feel and look like; feeding back to schools
17:00 18:00 session 6	Homework - <b>recording of evidence, and feeding back to schools/teachers</b> - to be started in this session and completed by 09:00 tomorrow, for sharing with colleagues.
<b>Saturday 26<sup>th</sup> November 2011</b>	
08:30 10:00 session 1	Writing reports – do-es, don'ts and stylistic consideration.
10:00 11:15 session 2	<b>Plenary</b>
11:15 11:30 coffee	
11:30 13:00 session 3	Assessment task [This may happen a little earlier, if conditions allow. <b>It is not possible however, for some people to sit it at a different time to the main group.</b> ]