



To speed up communication, customise this template and save it in your Mesma library so that it's in a handy place in readiness for inspection notification.

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## How to use this template

This template is an example of an email or letter you might want to send to your employers to inform them of a forthcoming inspection.

It includes customisable sections [in brackets] for:

- Names, addresses and key dates.

You should add/edit/delete any copy or sections as you see fit.

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Dear [insert name].

### Notice of Inspection

We have been informed by Ofsted that we will be inspected on the [insert dates] to [insert dates].

### Why is [provider name] being inspected?

Under part 8 of the Education and Inspections Act 2006, Ofsted inspects providers of further education and skills education programmes.

### How will you be involved?

During inspection, inspectors may want to meet with you to collect information about the service we provide. They do this by talking to you, looking at our records, survey responses and observing everyday activity.



## **How will you know if an inspector wants to speak to you?**

We may contact you directly at any time before or during the inspection period if we intend to add you to an inspector's schedule.

You can also ask to speak to an inspector during the inspection. If you contact [insert contact number] we will be happy to make the necessary arrangements.

## **In addition, your views are important to us**

Your opinion is crucial in helping inspectors come to a view about how effective we are as a provider. Therefore, it would be helpful to us if you complete the Ofsted online survey by [date and time].

If you have any queries, please do not hesitate to contact us. Your link contact is:

[insert link contact name]

[insert link contact email address]

[insert link contact telephone number]

Thank you in advance.

Yours faithfully,

[insert name]

[insert job title]

[insert date]