
Overview

This unit is about preparing a programme of inspections or reviews. This involves co-ordinating a number of inspections, perhaps as part of cyclical inspection activity, risk based inspection activity or thematic inspection of a number of organisations. It includes reviewing available information about organisations in order to prioritise the required activities and arranging for the required staffing and other resources to be available.

There is one element:

Prepare a programme of inspections or reviews

Target Group

The unit is recommended for those who co-ordinate or lead programmes of inspections or reviews.

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Performance criteria

You must be able to:

- P1 confirm the scope of inspections including the organisations and individuals to be involved
- P2 confirm the priority of inspections according to factors such as:
 - P2.1 identification and significance of risk
 - P2.2 reports of other organisations (including regulatory agencies)
 - P2.3 history of previous inspections
 - P2.4 legislative requirements
 - P2.5 significant changes affecting the sector and/or organisations
- P3 co-ordinate inspections with other relevant inspections, reviews or collections of data, seeking to make use of existing data
- P4 develop or refine inspection methods which are appropriate to the organisations being inspected (taking account of their nature, size, performance and category of risk)
- P5 confirm the criteria against which organisations will be assessed, and/or develop hypotheses to be tested
- P6 identify and secure the staffing and other resources required for the inspection methods
- P7 assess any health and safety risks associated with the inspection programme
- P8 schedule a timetable for implementation of inspection activities
- P9 develop and agree objectives with others involved in carrying out the inspection
- P10 review progress at regular intervals, making adjustments to the programme if required

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Knowledge and understanding

You need to know and understand:

- K1 how to confirm the scope of inspections
- K2 how and why to identify and assess the significance of potential risks
- K3 how and why to share plans for inspections and inspection methods with other inspection bodies
- K4 legal, regulatory or organisational requirements regarding the sharing of data
- K5 the range of inspection methods available and how they can be used in your sector
- K6 how to confirm the criteria against which organisations will be assessed, and/or develop hypotheses to be tested
- K7 how to identify and secure staffing and other resources
- K8 how to schedule a timetable of inspection activities
- K9 how to assess health and safety risks associated with an inspection programme
- K10 how to review inspection plans and make any required amendments
- K11 equal opportunities legislation and how to promote and monitor equal opportunities and diversity in the workplace
- K12 the legal, regulatory and ethical requirements in your sector

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Additional Information

Behaviours

1. present information (verbally or in writing) clearly, concisely, accurately and in ways that promote understanding
2. show an awareness of how the programme of inspections supports your organisations strategic goals
3. aim to minimise the duplication of evidence collection as far as practicable
4. encourage others to share information, within the constraints of confidentiality
5. show understanding of, and adherence to, agreed methods and protocols
6. clearly agree what is expected of others and hold them to account
7. take constructive steps to promote and monitor equal opportunities and diversity

Skills

Listed below are the main generic 'skills' which need to be applied in preparing a programme of inspections or reviews. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Analysing
2. Communicating
3. Consulting
4. Delegating
5. Influencing and persuading
6. Involving others
7. Leading
8. Negotiating
9. Planning
10. Prioritising
11. Risk management
12. Setting objectives

Glossary

Frequently used terms and how they should be interpreted in the context of the Inspection of Public Services NOS

Criteria

The principles or standards by which judgements are made.

Hypothesis

Proposition to be tested by further examination or investigation.

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Organisation

Any public, private or voluntary sector body (including part of a larger body which is acting autonomously).

Risk

Types of risk will depend on the sector and/or organisation subject to inspection, and may include the risk of harm to individuals and/or organisations.

Links to other NOS

This unit is linked to Skills For Justice units:

SfJ AD1. Develop and sustain effective working relationships with staff from other agencies

SfJ HB6. Provide leadership in your area of responsibility (ML B6)

SfJ HD6. Allocate and monitor the progress and quality of work in your area of responsibility (ML D6)

SfJ HF23. Ensure an effective approach to project and process evaluation

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