

Ofsted Nominee Evidence Checklist

Workplace Hero

Registered Address: 20 Wenlock Road,
London, N1 7GU. Company Number:
15228788. UK Provider Reference
Number: 10094120.



Ofsted Nominee Checklist

1. Governance & Leadership

- Self-Assessment Report (SAR) – Latest version with key strengths and areas for improvement.
- Quality Improvement Plan (QIP) – Clear actions, timelines, and impact measures.
- Board/Governance Meeting Minutes – Evidence of oversight, challenge, and accountability.
- Strategic Plan & Vision Statement – Aligning mission, priorities, and outcomes.
- Organisational Structure Chart – Clear leadership, management, and staffing structure.

2. Curriculum & Teaching

- Curriculum Intent Statement – Rationale for course design and delivery.
- Curriculum Plans & Schemes of Work – Mapping learning outcomes, progression, and assessment.
- Lesson Observations & Learning Walk Records – Evidence of teaching quality monitoring.
- Assessment & Feedback Policies – How student progress is measured and feedback is provided.
- Industry Links & Employer Engagement Records – Evidence of employer involvement in curriculum design.
- Independent Learning & Study Support Evidence – Additional support for learners.

3. Quality of Education & Student Outcomes

- Learner Progress & Attainment Data – Retention, achievement, and pass rates.
- Destination & Progression Data – Employment, apprenticeships, and further study statistics.
- Learning Walk & Work Scrutiny Records – Monitoring student work quality.
- Student Voice & Feedback Reports – Satisfaction surveys and focus group outcomes.
- Tutor Performance & Development Plans – CPD records, training logs, and lesson evaluations.
- English & Maths Strategy – Support for students who need to improve their skills.

4. Safeguarding & Wellbeing

- Safeguarding & Prevent Policy – Up-to-date policies in line with statutory guidance.
- Single Central Record (SCR) – Up-to-date staff DBS checks and safer recruitment records.
- Safeguarding Training Records – Evidence of staff training and updates.
- Referrals & Case Management Logs – Handling of safeguarding concerns (anonymised).
- Pastoral Support & Wellbeing Services – Mental health and additional learner support.

5. Equality, Diversity & Inclusion (EDI)

- EDI Policy & Action Plan – Evidence of promotion of inclusivity.
- EDI Data & Analysis – Performance gaps and interventions.
- Reasonable Adjustments & SEND Support Evidence – Records of additional learning support.
- EDI Training Records – Staff and student engagement with inclusion initiatives.

6. Apprenticeships & Work-Based Learning (if applicable)

- Apprenticeship Off-the-Job Training Evidence – 20% off-the-job compliance records.
- Employer & Training Agreements – Signed agreements outlining roles/responsibilities.
- End-Point Assessment (EPA) Preparation Records – Apprentice readiness and success rates.
- Employer Feedback & Satisfaction Reports – Input on apprenticeship quality.
- Workplace Reviews & Learning/OTJ Logs – Employer progress tracking and feedback.

7. Behaviour & Attitudes

- Behaviour & Disciplinary Policies – Including attendance and engagement expectations.
- Learner Attendance & Punctuality Data – Monitoring engagement.
- Exclusions & Disciplinary Records – Trends, interventions, and impact.
- Learner Support & Pastoral Interventions – Evidence of wellbeing initiatives.

8. Personal Development

- Enrichment & Extra-Curricular Activities Records – Supporting learners beyond academics.
- Careers Advice & Guidance Strategy – Gatsby Benchmark evidence.
- Work Experience & Placement Records – Employer partnerships and student experiences.

9. Leadership & Management

- CPD & Staff Development Strategy – Training records and impact on teaching quality.
- Workforce Data & Performance Management Reports – Staff retention and appraisal records.
- Staffing & Recruitment Strategy – Workforce planning and retention initiatives.

10. Regulatory Compliance

- ESFA Funding Compliance & Audit Reports – Financial accountability and funding assurance.
- Health & Safety Policies & Risk Assessments – Including fire safety and first aid.
- Data Protection & GDPR Compliance – Policies and evidence of compliance.
- Complaints & Appeals Policy – Handling learner and employer concerns.



Did you know we offer consultancy and critical friend services?

Contact us at

hello@workplacehero.co.uk or give us

a call on **0330 133 3889** to discuss how

we can support you with your upcoming Ofsted inspection.

© 2025 WorkplaceHero Limited. All rights reserved.

No part of this resource may be copied, reproduced, or transmitted in any form or by any means; electronic, mechanical, photocopying, recording, or otherwise - without the prior written permission of the publisher, except for brief quotations used in reviews or academic references.

This book is provided for informational and educational purposes only. While every effort has been made to ensure the accuracy and completeness of the content, the publisher and author assume no responsibility for errors or omissions. The advice and strategies contained herein may not be suitable for every situation, and the reader should use their discretion when applying the concepts discussed.

All trademarks, product names, and company names mentioned within this book are the property of their respective owners. Any reference to organisations, companies, or individuals is for illustrative purposes only and does not constitute an endorsement.

For permissions, inquiries, or licensing requests, please contact WorkplaceHero at hello@workplacehero.co.uk.