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Mr P Taylor  
Principal  
City College Coventry  
50 Swanswell Street  
Coventry  
CV1 5DG

Dear Mr Taylor

**Ofsted 2011–12 survey inspection programme: employability - the impact of skills programmes for adults on achieving sustained employment**

This survey evaluates providers' response to initiatives launched on 1 August 2011 to use Skills Funding Agency funds flexibly to support people on benefits.

Thank you for your hospitality and cooperation, and that of your staff and participants, during my visits on 25 and 26 October 2011 and on 31 January 2012 to look at your work in employability provision.

The visit provided valuable information which will contribute to our national evaluation and reporting. Published reports are likely to list the names of the contributing institutions but individual institutions will not be identified in the main text without their consent.

The evidence used to inform the judgements included: interviews with managers, staff, participants, employers and other partners; scrutiny of relevant documents; analysis of participants' work; and observation of two learning sessions.

**Key findings**

- The college has a clear strategy for developing employability provision and has started to work with other providers and agencies to increase the number of participants on benefits referred to the college and to extend the range of courses offered. The number of participants on employability programmes continues to rise and the range of courses offered meets local needs more effectively. However, roles and responsibilities for managing and quality assuring work developed with partners are not sufficiently clear.
- The college works well with employers to develop bespoke courses that prepare clients for specific employment opportunities. Courses are designed to provide participants with useful skills relative to a specific

vacancy as well as developing generic employability skills such as team working and communication skills.

- Employability programmes are very well managed and the resources used for teaching and learning are of a high quality. Courses are well planned and use a wide range of teaching techniques that is effective in developing identified employability skills. The participants interviewed spoke highly of the support provided by course teaching staff who are well qualified and experienced.

**Areas for improvement, which we discussed, include:**

- defining and agreeing clear roles and responsibilities of all parties involved in the partnership for the delivery of employability provision, especially with regard to quality assurance arrangements
- continuing to work with partners, including staff at the local jobcentres, to increase the number of participants referred to employability provision
- working with partners to promote employability provision to local employers and implementing planned actions to ensure that participants destinations are monitored and recorded to enable accurate reporting and evaluation of provision.

I hope that these observations are useful as you continue to develop employability provision at City College Coventry.

As explained previously, a copy of this letter will be published on the Ofsted website. It may be used to inform decisions about any future inspection. A copy of this letter is also being sent to the Skills Funding Agency.

Yours sincerely

**Paul Joyce**  
**Her Majesty's Inspector**