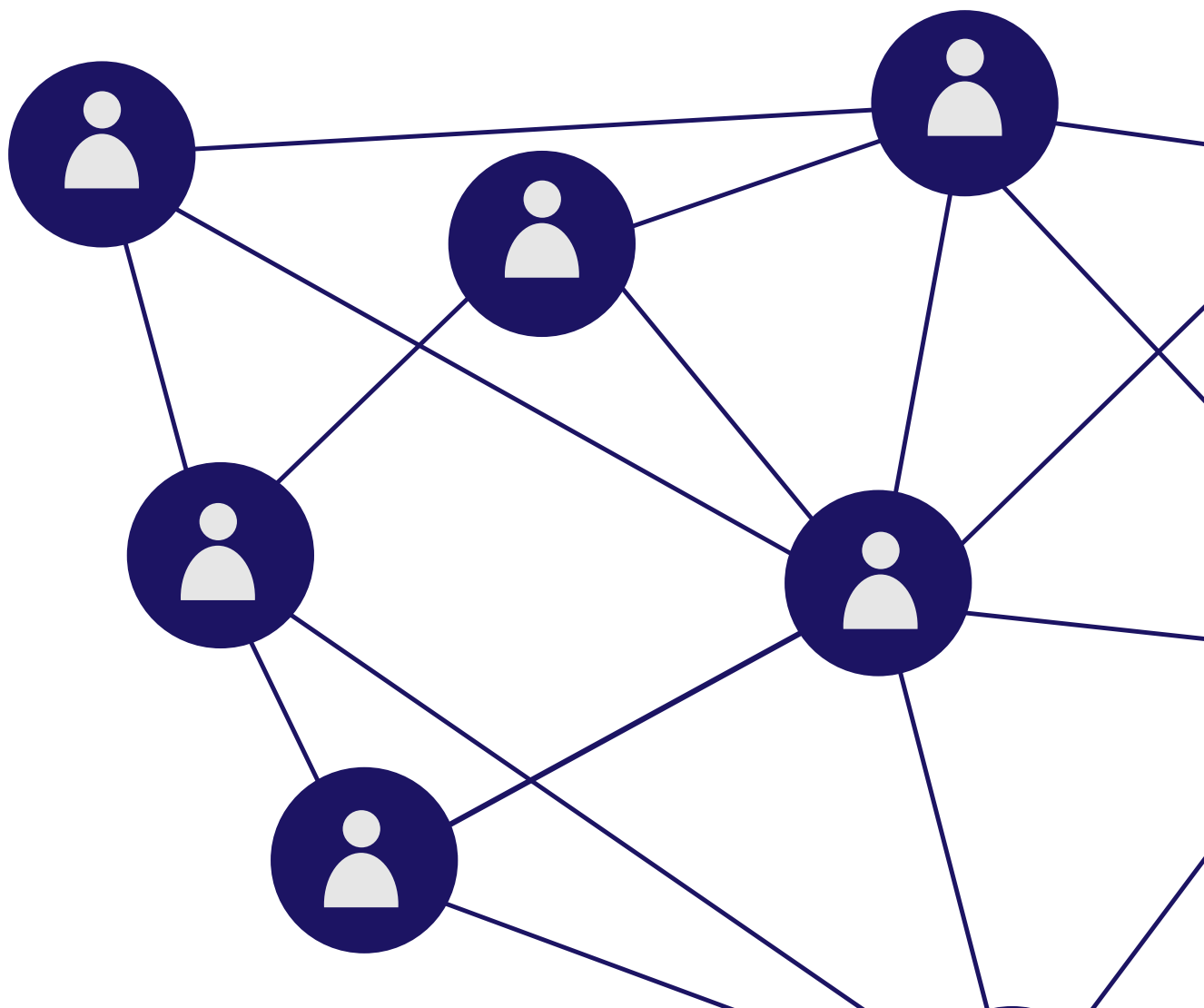




Introducing Inspector Profiles



The Inspector Profiles system has the potential to **improve future deployment** of Estyn's contracted additional inspectors through accurate recording of **up-to-date** information on skills, experience and availability.

Over time, it will become a key tool in Estyn's tendering process for contracted additional inspectors which should help **reduce** the amount of time you spend bidding for contracts.

You now have to **set up** your individual inspector profile, which has a number of benefits and useful tools to help you maintain your personal information.

The inspector profile will include:

- personal and contact details;
- inspection history details and associated
- quality grades;
- roles and specialisms;
- availability and call off rates;
- training history; and
- preclusions / conflict of interests.

You will be able to amend and query most of the above information/details at any time.

Your profile will also confirm your inspector roles and the sectors that you work in; your registered inspector status and specialisms.


Another useful addition to the profiles is a calendar which will allow you to inform us of your availability for call off inspections. This will aid Estyn in optimising your time when deploying you on short notice inspections.


Where this was previously presented on Bravo Solutions, you will now be able to submit call off rates via your new profile. We will continue to use Bravo Solutions as the secure portal for termly tenders until the next phase of the inspector profiles is developed.


Your Disclosure and Barring certificate (DBS) number will be displayed on your profile and now is probably a good time to remind everyone that inspectors will not be deployed on inspection without a current/valid enhanced DBS check. The date of birth field is required as we may need to access your DBS online, if you have joined the new update service.


Registered inspectors will be able to access selected information from their team's profiles prior to and during an inspection and will allow our admin teams to use the information to deploy inspectors more effectively.


What do we need **you** to do?

 **Check** all your personal details and update these if they are incorrect. You need to keep us informed about any changes to your personal details. For example, we need a valid email address to inform you about upcoming contracts, training and news about inspections or other important updates. Your email address will allow you to gain access to the VIR and your inspector profile.

 **Upload** a recent photo of yourself. This will assist the Rgl in identifying you when attending inspections.

 **Provide** your QTS/DES number, i.e. your teacher reference number (this is required as part of our assurance processes).

 **Include** all relevant names that you are known by. Sometimes inspectors don't use the full names that were initially listed on our systems which can cause confusion - so we have added a box for you to list any additional names that you are known by.

 **Ensure** that all conflicts of interest are declared, including your provider details if you are currently employed in an education setting.



It is **extremely important** that your profile is kept **up to date**, especially if you move to another job role or any of your details have changed.

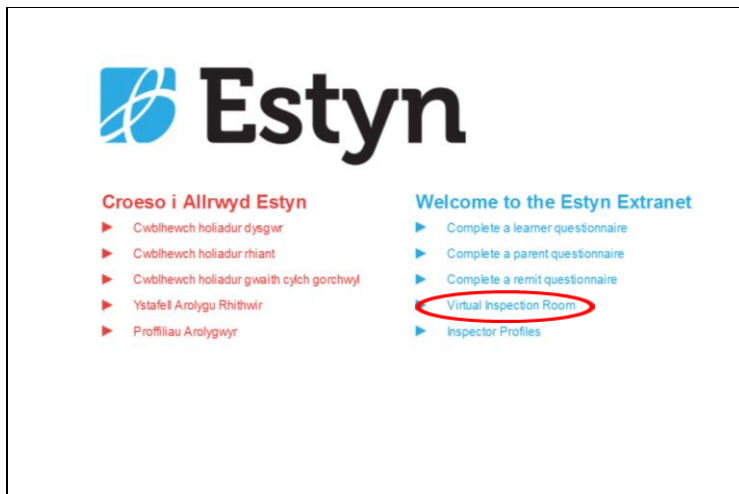
Please note:

The profiles will **replace** the current Peer Inspector profiles. The instructions on how to log in and the user guides are outlined **within this document**.

How to set up your inspector profile

1. Click this link: <https://vir.estyn.gov.uk/default.aspx>

When presented with this screen click on 'Virtual Inspection Room'.



A Windows Security window will ask for your user name and password. Your user name should be Extranet***** (***** being your unique Estyn number).

If using **Chrome** enter only the 5 digit number of the user name.



2. In the Virtual Inspection Room click onto the Inspector Profiles button



The system may ask you for your user name and password again, if this is the case, please re-enter your details.

3. You will then be directed to the following page:

Estyn Inspector Profiles

In order to log in to your profile, a one-time access code has been sent to your email address. Please enter the code below and tick the box* to ensure that you are not asked to do this again.

Two Step Authentication Passcode

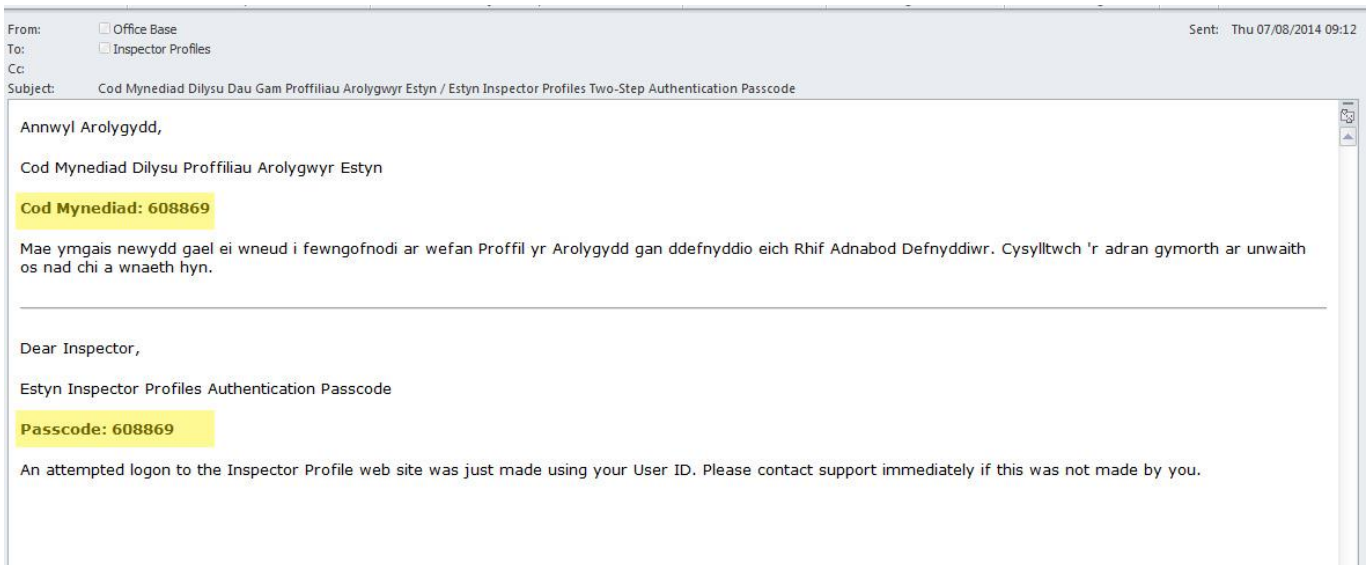
Do not ask for passcode again on this computer *See notes below

*Please do not check this box if you are using a shared computer. This code can only be used on one computer ie. checking the box will de-authorise other computers which will mean that you will require another code if you log onto another device.



© Copyright CACI Ltd 2014. All rights reserved.

This will generate an email (with a one-time authentication passcode) that will be sent to your email address. Check your email for the passcode.



Type the passcode into the Two Step Authentication Passcode and click Login. You should now be in the Inspector Profile area.

Inspector Profiles Jerry Cann

Full Name: Jerry Cann [Edit](#)
Known as: Jed [Edit](#)
Date of birth: 15 Jan 1984 [Edit](#)
Status: ACTIVE [Notify](#)
COBAS number: 06413



[Edit Photo](#)

Contact Details

Home Address: 15 Apple tree farm [Edit](#)
 Abbey Lane
 Rhose
 Vale of Glamorgan
 CF54 OAT
Home Tel: 02920446523 [Edit](#)
Mobile Tel: 07965231455 [Edit](#)
Emergency Tel: 07932568741 [Edit](#)
Email: inspectorprofiles@estyn.gov.uk [Edit](#)
Other Email: Jhome1984@gmail.com [Edit](#)

It is your responsibility as an inspector to keep this information up to date and to ensure that the information is a true record.

[Log Out](#)

Current Employer

Organisation: Name of Provider
Address: 45 Cardiff Road
 Vine Road
 Cardiff
 Vale of Glamorgan
 CF35 5JW
 United Kingdom
Phone: 02920 44 6987
Local Authority:
Provider in a category? Not in a category
Faith School: No
Role: Teacher
Start Date: 28 Apr 2014

[Employment History](#)

Home
Employment
Roles
Rates
Specialisms
Training
Inspections
Preclusions
Availability
Contact History

For further information or help with completing your profile, please [click here](#) to access the Inspector Profiles training manual or email inspectorprofiles@estyn.gov.uk.

Questions and answers

What is the inspector profile?

The profiles allow inspectors to access their personal and historical information held on our systems and will give inspectors the opportunity to check and update details as and when required. It's very important that this information is kept up to date as we rely on this information to deploy inspectors effectively.

Who has a profile?

All inspectors who work for Estyn will have a personal profile.

What is the benefit of having a profile?

The profile will assist in the accurate deployment on inspections and is a good tool for information sharing. Inspectors are now able to update their information quickly and easily.

How do I get started with my profile?

Please use the instructions outlined in this document to access your profiles.

To gain access to the profiles click on the link provided and a one-time password will be sent to the email that you have registered with Estyn. If you have changed your email address and not informed Estyn then you may not be able to access your profile.

I can only amend a few areas on my profile, why is this?

There are areas of the profiles that only Estyn will be able to amend such as your training history, grades etc.

You will be able to amend such details as your address, contact details, availability, employer and conflicts of interest.

The information on my profile is not quite right, how can I get it amended?

If your information is not correct and you are unable to amend that specific part of the form, please use the contact form to contact Estyn.

Will other inspectors be able to access my information?

Estyn administration staff will be able to access all inspector profiles. Reporting inspectors will be able to access their team's profiles before and during an inspection (except for any financial or personal information relating to rates – for example, call off information, inspection grades, date of birth, home address and home telephone numbers).

Is my information secure?

Yes, all personal information is secure. However, if you think that your security has been compromised at any stage, please inform Estyn immediately.

Estyn's inspection call off contract

There may be occasions where contracted additional inspectors (CAIs) or lay inspectors (LIs) are required at short-notice to fill gaps in Estyn's work programme. This may be to replace a HMI or a CAI/LI that can no longer attend a planned inspection.

Aim of the call off contract

To provide Estyn with an option to call upon reporting inspectors, team inspectors, and lay inspectors to carry out reliable and high quality inspection activity at short notice to fulfil unforeseen additional inspection requirements*.

Estyn's requirements

Estyn will ask CAIs and LIs to provide Estyn with a daily rate for their respective inspection services according to a range of phases [within the geographical regions of Wales](#), i.e.

- non-maintained nursery settings
- primary schools;
- secondary schools;
- special schools;
- pupil referral units
- independent schools; and
- post-16 sectors.

Estyn will request that inspectors submit their daily rates, via their inspector profile on a termly basis. These rates will then be locked down until they are due to be updated again.

How to join the call off contract via your inspector profile

- new and existing users of the call off contract

Estyn requires that existing users of the call off contract also submit their daily rates for the autumn term via their inspector profile. The existing call off contract expires in December 2014, although CAIs and LIs wishing to refresh their daily rates may do so now.

Choose the **RATES** option on the menu on your inspector profile page to enter your daily rates.

Home
Employment
Roles
Rates
Specialisms
Training
Inspections
Preclusions
Availability
Contact History

The following standard terms and conditions of contract will apply to inspection contracts procured through the call off route:

- [Registered inspector](#)
- [Additional/lay inspector](#)
- [Non-maintained nursery inspector](#)

*Estyn cannot guarantee any inspection work. The daily rate system will only be used for those unforeseen additional inspection requirements.