

Official Statistics Release

Policy area:	Further education and skills inspections and outcomes
Theme:	Education, children's services and skills
Published on:	6 September 2013
Coverage:	England
Period covered:	1 April 2013 to 30 June 2013
Status:	Provisional
Issued by:	Office for Standards in Education, Children's Services and Skills (Ofsted) 125 Kingsway London WC2B 6SE
Responsible director:	Matthew Coffey
Statistician:	Jo Parkman
Public enquiries:	enquiries@ofsted.gov.uk
Press enquiries:	pressenquiries@ofsted.gov.uk
Link to official statistics release web page:	http://www.ofsted.gov.uk/resources/official-statistics-further-education-and-skills-inspections-and-outcomes
Publication medium:	Ofsted website
Publication frequency:	Quarterly

Contents

Introduction	4
Key findings	4
Chart 1: Overall effectiveness of further education and skills providers inspected between 1 April 2013 and 30 June 2013, percentage (provisional)	6
Chart 2: Proportion of previously grade 3 further education and skills providers that improved, declined or stayed the same at their next inspection at 30 June 2013 percentage (provisional)	7
Chart 3: Key inspection judgements of further education and skills providers inspected between 1 April 2013 and 30 June 2013, percentage (provisional)	8
Chart 4: Overall effectiveness of all further education and skills providers inspected at 30 June 2013, percentage (provisional)	9
Chart 5: Overall effectiveness of colleges inspected between 1 September 2005 and 30 June 2013, by academic year, percentage (provisional)	10
Chart 5a: Overall effectiveness of independent learning providers inspected between 1 September 2007 and 30 June 2013, by academic year, percentage (provisional)	11
Chart 5b: Overall effectiveness of community learning and skills providers inspected between 1 September 2007 and 30 June 2013, by academic year, percentage (provisional)	12
Chart 6: Most recent overall effectiveness of further education and skills providers inspected at 30 June 2013 compared to the most recent overall effectiveness at 31 August 2012, 31 August 2011 and 31 August 2010, percentage (provisional)	13
Table 1: Number of further education and skills providers inspected between 1 April 2013 and 30 June 2013, by provider and inspection type (provisional)	14
Table 2: Inspection outcomes of further education and skills providers inspected between 1 April 2013 and 30 June 2013 (provisional)	15
Table 2a: Inspection outcomes of colleges inspected between 1 April 2013 and 30 June 2013 (provisional)	16
Table 2b: Inspection outcomes of general further education colleges/tertiary college inspected between 1 April 2013 and 30 June 2013 (provisional)	17
Table 2c: Inspection outcomes of sixth form colleges inspected between 1 April 2013 and 30 June 2013 (provisional)	18

Table 2d: Inspection outcomes of independent specialist colleges inspected between 1 April 2013 and 30 June 2013 (provisional).....	19
Table 2e: Inspection outcomes of National Careers Service providers inspected between 1 April 2013 and 30 June 2013 (provisional)	20
Table 2f: Inspection outcomes of independent learning providers inspected between 1 April 2013 and 30 June 2013 (provisional)	21
Table 2g: Inspection outcomes of community learning and skills providers inspected between 1 April 2013 and 30 June 2013 (provisional).....	22
Table 3: Further education and skills providers judged outstanding between 1 April 2013 and 30 June 2013 (provisional).....	24
Table 4: Further education and skills providers judged inadequate between 1 April 2013 and 30 June 2013 (provisional).....	25
Impact of revisions on key points of previous publication	26
Methodology	26
Glossary	28

Introduction

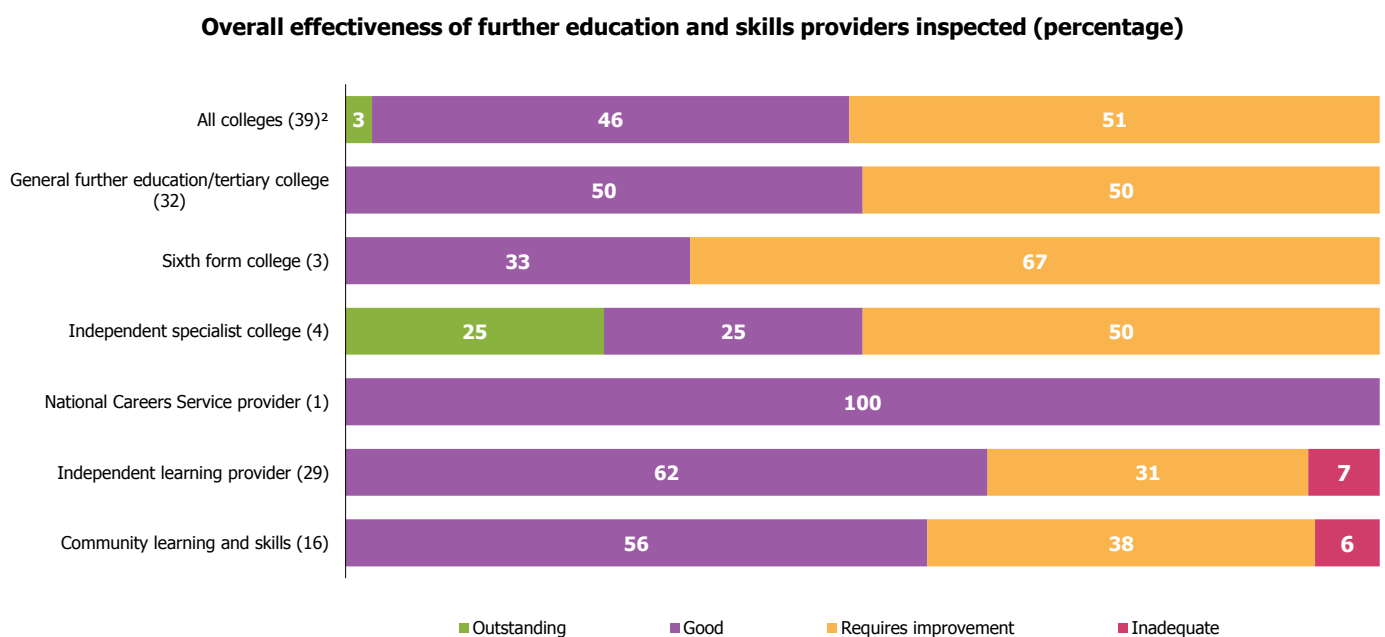
1. From the 1 September 2013 learning and skills has been renamed further education and skills. This official statistics release reports on inspections of further education and skills providers that occurred between 1 April 2013 and 30 June 2013. Providers were inspected against the *Common inspection framework for further education and skills 2012*. This framework sets out the judgements that inspectors will make during inspection and the principles that apply to further education and skills inspections under the Education and Inspections Act 2006. The inspection framework can be found at www.ofsted.gov.uk/resources/120062.
2. There are four main areas against which a provider is assessed:
 - a. Overall effectiveness
 - b. Outcomes for learners
 - c. The quality of teaching, learning and assessment
 - d. The effectiveness of leadership and management
3. There are four main judgements a provider can receive against these areas: outstanding, good, requires improvement and inadequate. Further information can be found on the Ofsted website: www.ofsted.gov.uk/resources/120062.
4. The overall aim of inspection is to evaluate how efficiently and effectively the education and training provision meets learners' needs. Inspection arrangements – together with other government initiatives – are intended to speed up improvement in the quality of the further education and skills sector.
5. This release contains provisional statistics which may be subject to change. Final statistics for the period 1 April 2013 to 30 June 2013 will be published during September 2013.
6. Additional tables providing more detailed breakdowns are available here: <http://www.ofsted.gov.uk/resources/official-statistics-further-education-and-skills-inspections-and-outcomes>

Key findings

- From 1 September 2012 Ofsted has been inspecting against a new common inspection framework. Between 1 April 2013 and 30 June 2013, there have been 85 inspections of further education and skills providers. This included 39 inspections of colleges, 29 inspections of independent learning providers, 16 inspections of community learning and skills providers and one inspection of a National Careers Service provider. Ofsted also contributed to the inspection of 11 prison and young offender institutes where the reports were published between 1 April 2013 and 30 June 2013.

- Ofsted continues to select a proportion of providers for inspection based on concerns about their current performance. Between 1 April 2013 and 30 June 2013, 26% of the providers inspected were selected for this reason. This is much lower than the 46% selected as a result of risk assessment in the same period of the previous year.
- During the period 1 April 2013 to 30 June 2013 only one provider, an independent specialist college has been judged outstanding. However, only three providers - two independent learning providers and one community learning and skills provider, were found to be inadequate. Both general further education colleges and sixth form colleges have performed less well compared to the earlier part of the year.
- General further education colleges are the largest providers of further education and skills in terms of their learner numbers. Between 1 April 2013 and 30 June 2013 Ofsted inspected 32 such colleges. Of these colleges, half were judged 'good' and half 'requires improvement'. There were no outstanding general further education colleges and no inadequate colleges in this period.
- Ofsted's new approach to grading identifies grade 3 providers as requiring improvement. The proportion of previously grade 3 providers improving at their most recent inspection is increasing steadily. So far in the inspection year 2012/13 around half of those providers previously judged as satisfactory have improved at their latest inspection. This improvement has remained steady throughout the first nine months of this inspection year.
- Ofsted has increased the focus on the quality of teaching and learning in its new framework. Of the 85 inspections carried out in this reporting period, only one independent specialist college was judged outstanding for this aspect of their provision.
- The new framework is raising the challenge for some types of provider. Independent learning providers continue to cause concern as seven per cent of those inspected between 1 April 2013 and 30 June 2013 were found to be inadequate. Community learning and skills providers have also performed less well as six per cent of those inspected between 1 April 2013 and 30 June 2013 were judged inadequate.

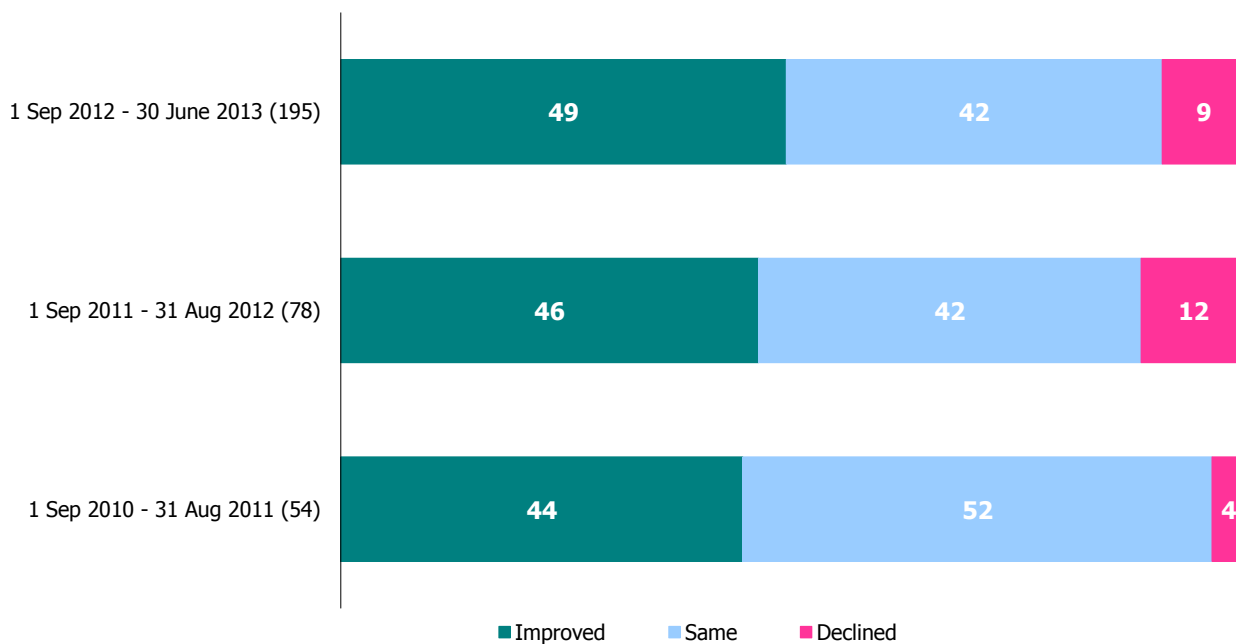
Chart 1: Overall effectiveness of further education and skills providers inspected between 1 April 2013 and 30 June 2013, percentage (provisional)¹



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small

2. Includes general further education college/tertiary college, sixth form college, specialist further education college and independent specialist college.

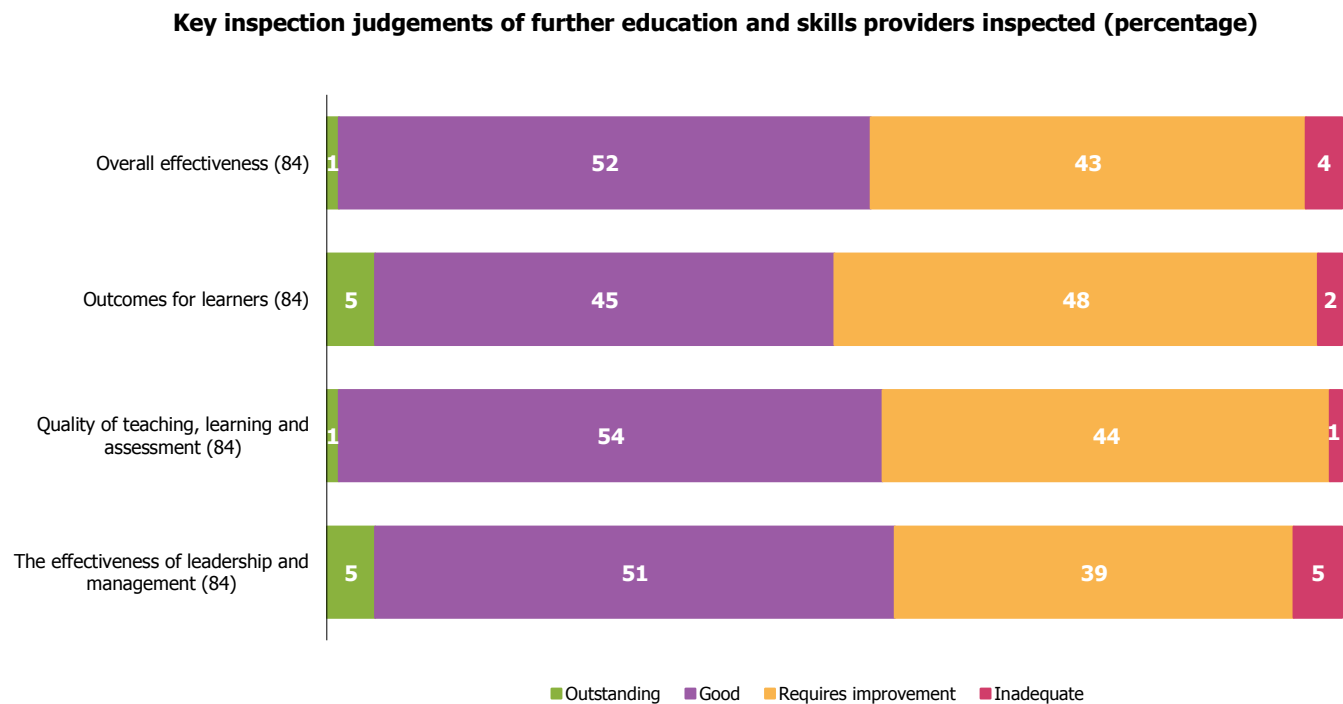
Chart 2: Proportion of previously grade 3 further education and skills providers that improved, declined or stayed the same at their next inspection at 30 June 2013 percentage (provisional) ^{1 2}



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.

2. As of 1 September 2012, further education and skills providers with the inspection outcome of grade 3 have been judged as requires improvement. Prior to September 2012, further education providers with an inspection outcome of grade 3 were judged as satisfactory.

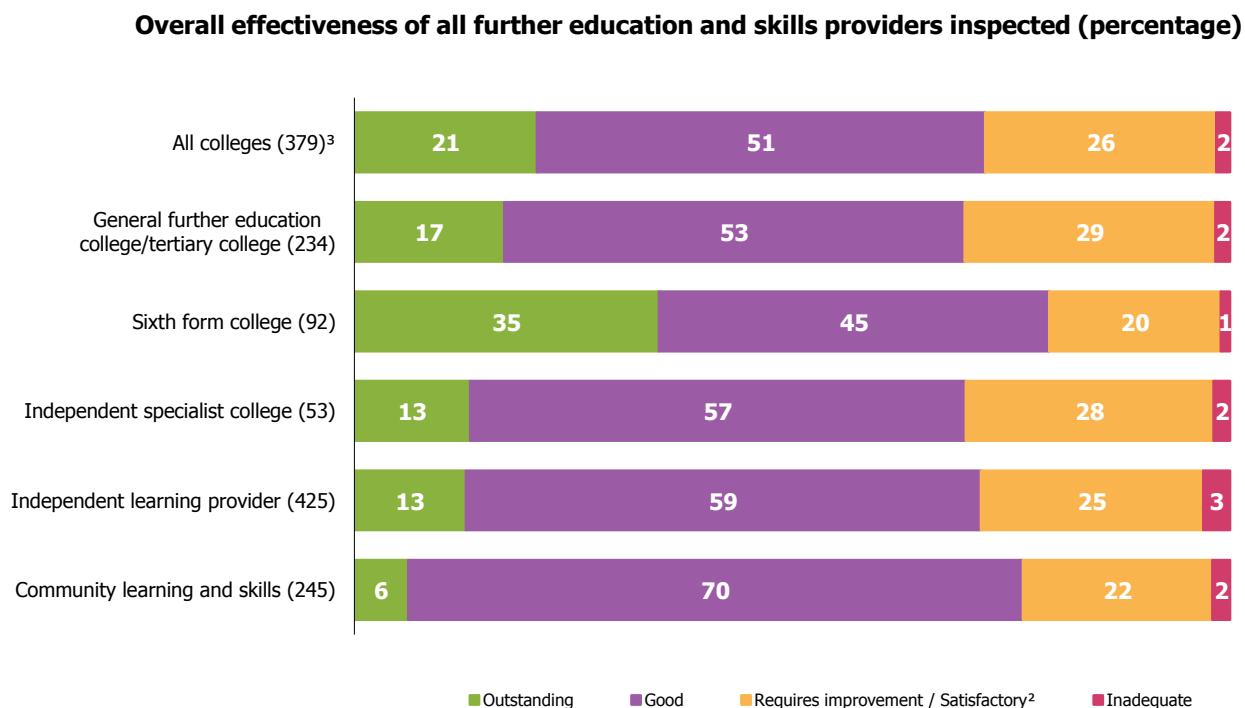
Chart 3: Key inspection judgements of further education and skills providers inspected between 1 April 2013 and 30 June 2013, percentage (provisional) ^{1 2}



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.
2. Does not include inspections of the Dance and Drama Awards scheme, further education in higher education institution inspections, National Careers Service provider inspections or prison inspections.

Summary of the inspection year 2012/13

Chart 4: Overall effectiveness of all further education and skills providers inspected at 30 June 2013, percentage (provisional) ¹



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.
 2. As of 1 September 2012, further education and skills providers with the inspection outcome of grade 3 have been judged as requires improvement. Prior to September 2012, further education and skills providers with an inspection outcome of grade 3 were judged as satisfactory
 3. Includes general further education college/tertiary college, sixth form college, specialist further education college and independent specialist college.

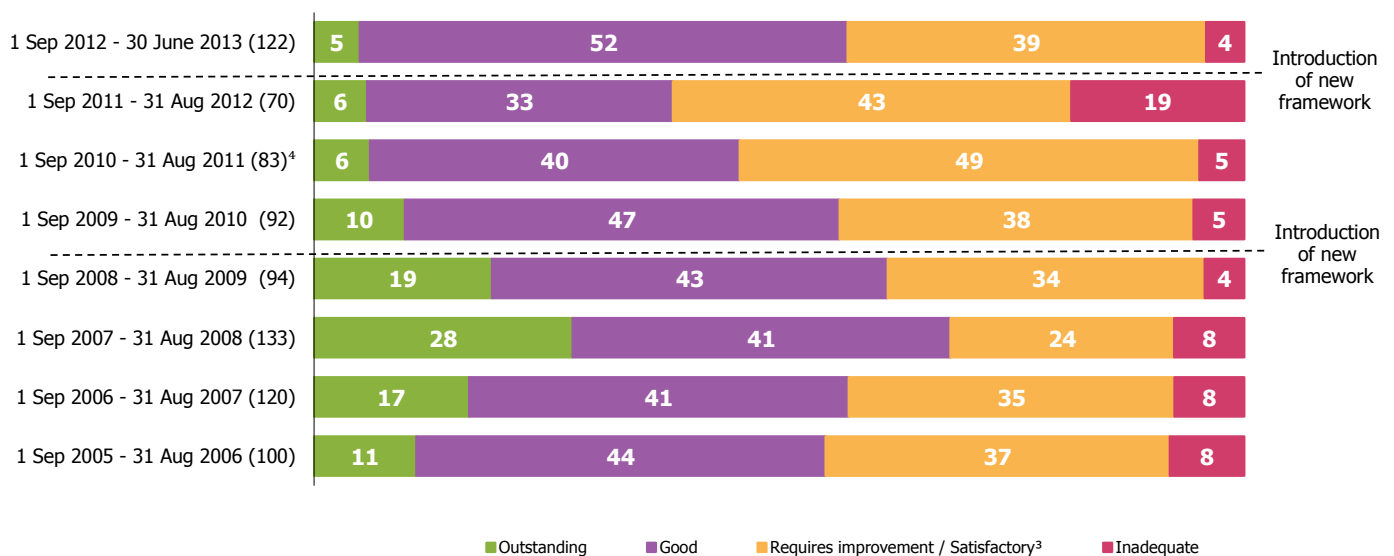
- At 30 June 2013, there were 379 colleges which had received an Ofsted inspection and were in receipt of funding¹. Variations exist amongst the overall effectiveness for different types of college. Sixth form colleges continue to have the highest proportion of providers currently judged to be outstanding and now also have the lowest proportion of inadequate providers.
- At 30 June 2013, 425 independent learning providers had received an Ofsted inspection and were in receipt of funding. Whilst the proportion found to require improvement or to be inadequate was similar to that for colleges, independent learning providers continue to have a much smaller proportion of outstanding providers compared to colleges.

¹The Common Inspection Framework applies to the inspection of provision either wholly or partly funded by the Skills Funding Agency (SFA) or Education Funding Agency (EFA). For colleges this includes general further education/tertiary colleges, specialist further education colleges, sixth form colleges and independent specialist colleges.

- At 30 June 2013, 245 community learning and skills providers had received an Ofsted inspection and were in receipt of funding. These providers continue to have the lowest proportion of outstanding provision at only six per cent although a high proportion, 70%, are good. Also, after sixth form colleges, community learning and skills providers have the next smallest proportion of providers judged to require improvement.

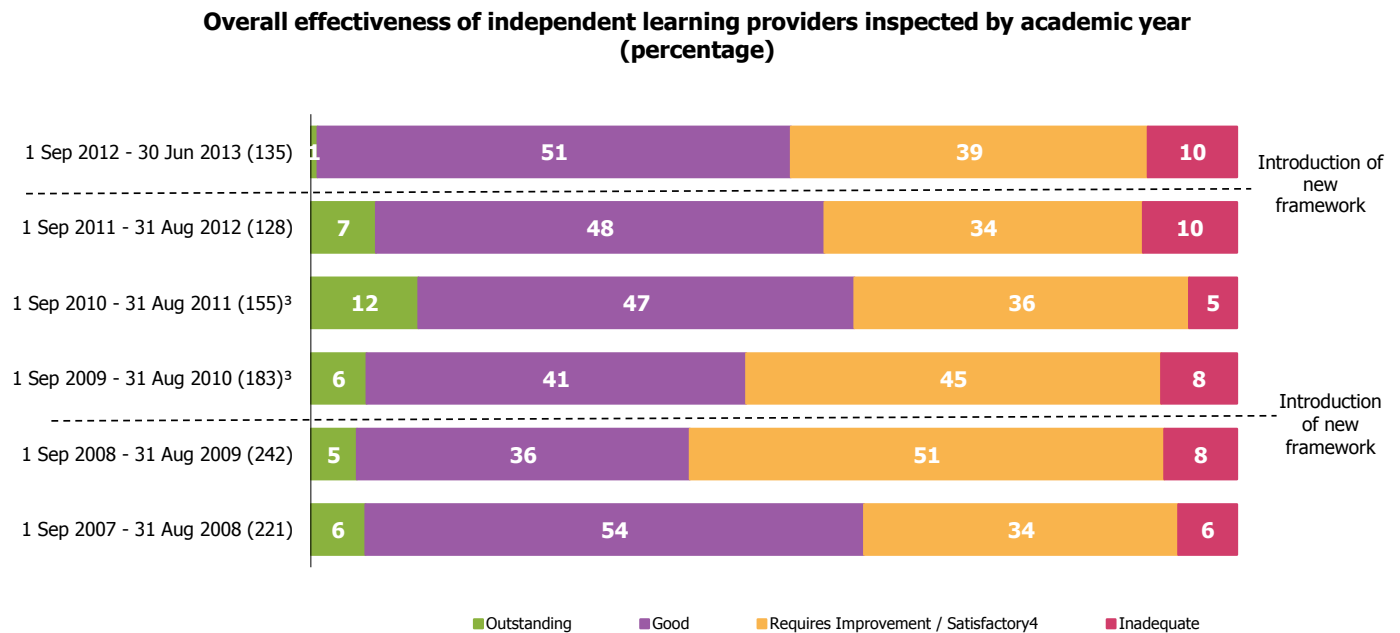
Chart 5: Overall effectiveness of colleges inspected between 1 September 2005 and 30 June 2013, by academic year, percentage (provisional) ^{1 2}

Overall effectiveness of colleges inspected by academic year (percentage)



- Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.
- Includes general further education/tertiary college (including specialist further education), sixth form college and independent specialist college.
- As of 1 September 2012, further education and skills providers with the inspection outcome of grade 3 have been judged as requires improvement. Prior to September 2012, further education and skills providers with an inspection outcome of grade 3 were judged as satisfactory.
- Data vary slightly to that reported in previous years due to Ofsted's change in provider types.

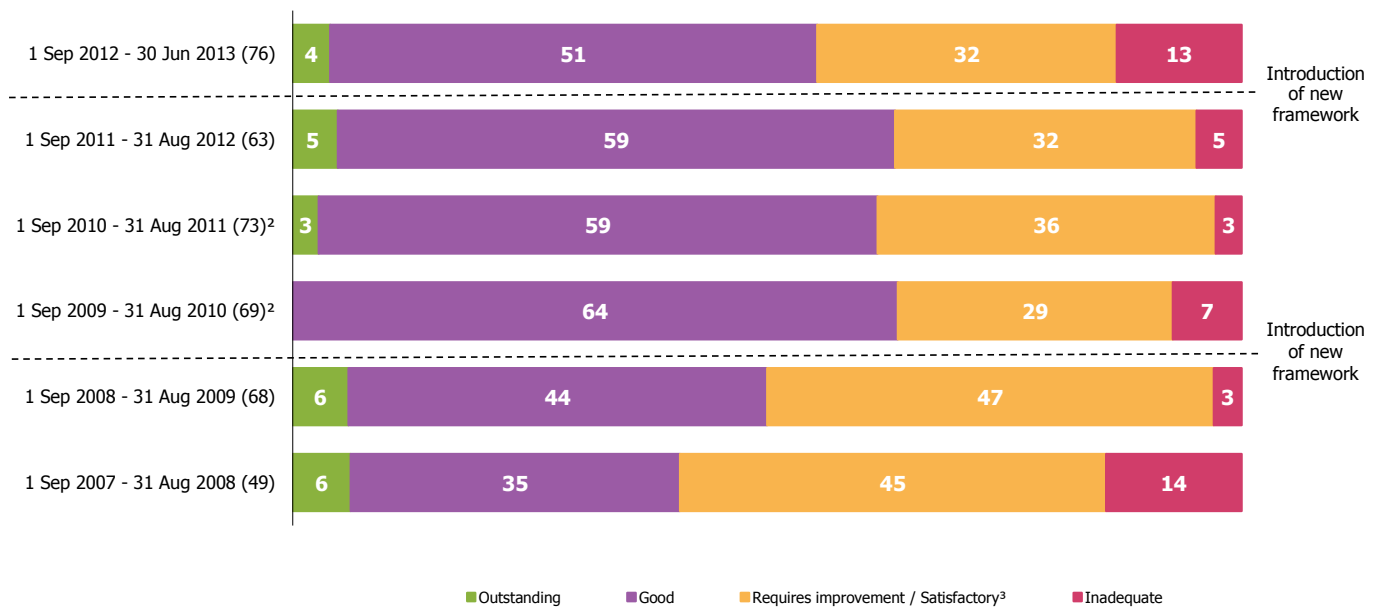
Chart 5a: Overall effectiveness of independent learning providers inspected between 1 September 2007 and 30 June 2013, by academic year, percentage (provisional)^{1 2 3}



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.
2. Includes employer providers.
3. Data vary slightly to that reported in previous years due to Ofsted's change in provider types.
4. As of 1 September 2012, further education and skills providers with the inspection outcome of grade 3 have been judged as requires improvement. Prior to September 2012, further education and skills providers with an inspection outcome of grade 3 were judged as satisfactory.

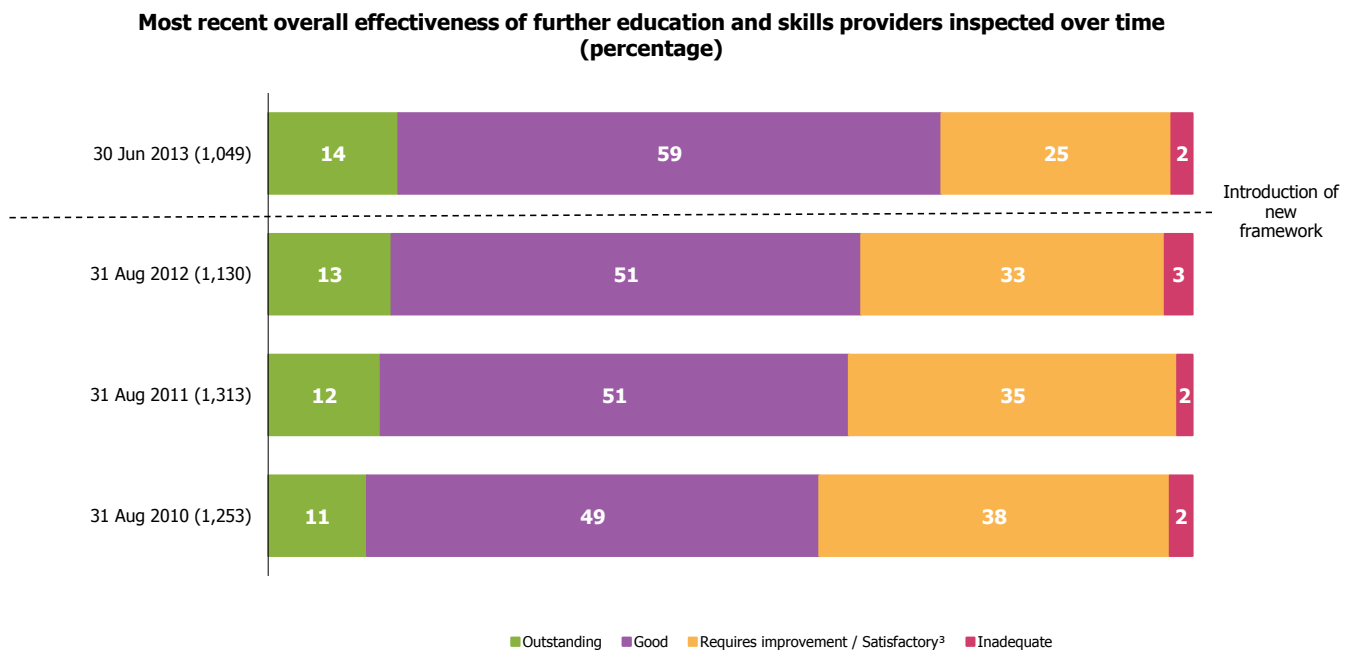
Chart 5b: Overall effectiveness of community learning and skills providers inspected between 1 September 2007 and 30 June 2013, by academic year, percentage (provisional) ^{1 2 3}

Overall effectiveness of community learning and skills learning providers inspected (percentage)



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.
2. Data vary slightly to that reported in previous years due to Ofsted's change in provider types.
3. As of 1 September 2012, further education and skills providers with the inspection outcome of grade 3 have been judged as requires improvement. Prior to September 2012, further education providers with an inspection outcome of grade 3 were judged as satisfactory.

Chart 6: Most recent overall effectiveness of further education and skills providers inspected at 30 June 2013 compared to the most recent overall effectiveness at 31 August 2012, 31 August 2011 and 31 August 2010, percentage (provisional) ^{1 2 3}



1. Percentages are rounded and may not add to exactly 100. Percentages should be viewed with caution where the number of providers is small.
2. Includes general further education/tertiary college (including specialist further education college), sixth form college, independent specialist college, independent learning provider (including employer providers), and community learning and skills providers.
3. As of 1 September 2012, further education and skills providers with the inspection outcome of grade 3 have been judged as requires improvement. Prior to September 2012, further education and skills providers with an inspection outcome of grade 3 were judged as satisfactory.

Table 1: Number of further education and skills providers inspected between 1 April 2013 and 30 June 2013, by provider and inspection type (provisional)

Inspection activity	All further education and skills	All colleges ¹	Independent learning provider ²	Community learning and skills	National Careers Service	Prisons ³
Full inspections	90	34	28	16	1	11
Re-inspections	6	5	1	0	0	0
Monitoring visits	0	0	0	0	0	0
Re-inspection monitoring visits	6	1	3	2	0	0
Total	102	40	32	18	1	11

Source: Ofsted

1. Includes general further education college/tertiary college, sixth form college, specialist further education college and independent specialist college.

2. Includes employer providers.

3. Prison inspections where the report has been published within the reporting period.

Table 2: Inspection outcomes of further education and skills providers inspected between 1 April 2013 and 30 June 2013 (provisional) ^{1 2}

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	84	1	1	44	52	36	43	3	4
Outcomes for learners	84	4	5	38	45	40	48	2	2
The quality of teaching, learning and assessment	84	1	1	45	54	37	44	1	1
The effectiveness of leadership and management	84	4	5	43	51	33	39	4	5

Source: Ofsted

1. Does not include National Careers Service inspections and prison inspections.

2. Percentages are rounded and may not add to 100. Where the number of inspections is small, percentages should be treated with caution.

Table 2a: Inspection outcomes of colleges inspected between 1 April 2013 and 30 June 2013 (provisional) ^{1 2}

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	39	1	3	18	46	20	51	0	0
Outcomes for learners	39	1	3	14	36	24	62	0	0
The quality of teaching, learning and assessment	39	1	3	18	46	20	51	0	0
The effectiveness of leadership and management	39	3	8	19	49	17	44	0	0

Source: Ofsted

1. Includes general further education college/tertiary college (including specialist further education colleges), sixth form college and independent specialist college.

2. Percentages are rounded and may not add to 100. Where the number of inspections is small, percentages should be treated with caution.

Table 2b: Inspection outcomes of general further education colleges/tertiary college inspected between 1 April 2013 and 30 June 2013 (provisional) ^{1 2}

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	32	0	0	16	50	16	50	0	0
Outcomes for learners	32	0	0	11	34	21	66	0	0
The quality of teaching, learning and assessment	32	0	0	16	50	16	50	0	0
The effectiveness of leadership and management	32	2	6	17	53	13	41	0	0

Source: Ofsted

1. Includes specialist further education college.

2. Percentages are rounded and may not add to 100. Where the number of inspections is small, percentages should be treated with caution.

Table 2c: Inspection outcomes of sixth form colleges inspected between 1 April 2013 and 30 June 2013 (provisional) ¹

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	3	0	0	1	33	2	67	0	0
Outcomes for learners	3	0	0	1	33	2	67	0	0
The quality of teaching, learning and assessment	3	0	0	1	33	2	67	0	0
The effectiveness of leadership and management	3	0	0	1	33	2	67	0	0

Source: Ofsted

1. Where the number of inspections is small, percentages should be treated with caution.

Table 2d: Inspection outcomes of independent specialist colleges inspected between 1 April 2013 and 30 June 2013 (provisional) ¹

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	4	1	25	1	25	2	50	0	0
Outcomes for learners	4	1	25	2	50	1	25	0	0
The quality of teaching, learning and assessment	4	1	25	1	25	2	50	0	0
The effectiveness of leadership and management	4	1	25	1	25	2	50	0	0

Source: Ofsted

1. Where the number of inspections is small, percentages should be treated with caution.

Table 2e: Inspection outcomes of National Careers Service providers inspected between 1 April 2013 and 30 June 2013 (provisional) ¹

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	1	0	0	1	100	0	0	0	0
Outcomes for learners	1	0	0	0	0	1	100	0	0
The quality of teaching, learning and assessment	1	0	0	1	100	0	0	0	0
The effectiveness of leadership and management	1	0	0	1	100	0	0	0	0

Source: Ofsted

1. Where the number of inspections is small, percentages should be treated with caution.

Table 2f: Inspection outcomes of independent learning providers inspected between 1 April 2013 and 30 June 2013 (provisional) ^{1 2}

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	29	0	0	18	62	9	31	2	7
Outcomes for learners	29	2	7	16	55	9	31	2	7
The quality of teaching, learning and assessment	29	0	0	18	62	10	34	1	3
The effectiveness of leadership and management	29	0	0	18	62	8	28	3	10

Source: Ofsted

1. Percentages are rounded and may not add to 100. Where the number of inspections is small, percentages should be treated with caution.

2. Includes employer providers.

Table 2g: Inspection outcomes of community learning and skills providers inspected between 1 April 2013 and 30 June 2013 (provisional) ¹

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Overall effectiveness	16	0	0	9	56	6	38	1	6
Outcomes for learners	16	1	6	8	50	7	44	0	0
The quality of teaching, learning and assessment	16	0	0	10	63	6	38	0	0
The effectiveness of leadership and management	16	1	6	7	44	7	44	1	6

Source: Ofsted

1. Percentages are rounded and may not add to 100. Where the number of inspections is small, percentages should be treated with caution.

Table 2h: Inspection outcomes of prison and young offender institutions from reports published between 1 April 2013 and 30 June 2013 (provisional) ^{1 2}

	Total number inspected	Outstanding		Good		Requires Improvement		Inadequate	
		Number	%	Number	%	Number	%	Number	%
Achievements of prisoners engaged in learning and skills and work (outcomes for learners)	11	1	9	6	55	3	27	1	9
Quality of learning and skills and work provision (quality of provision)	11	0	0	7	64	4	36	0	0
Leadership and management of learning and skills and work (leadership and management)	11	0	0	7	64	3	27	1	9

Source: Ofsted

1. Percentages are rounded and may not add to 100. Where the number of inspections is small, percentages should be treated with caution.

2. Approximate equivalent judgement in the *Common inspection framework for further education and skills* is shown in brackets.

Table 3: Further education and skills providers judged outstanding between 1 April 2013 and 30 June 2013 (provisional)

URN	Provider name	Type of provider	Date of inspection
131892	Foxes Academy	Independent specialist college	16/05/2013

Source: Ofsted

Table 4: Further education and skills providers judged inadequate between 1 April 2013 and 30 June 2013 (provisional)

URN	Provider name	Type of provider	Date of inspection
59038	Elmfield Training Ltd	Independent learning provider	07/06/2013
51627	EAGIT Ltd	Community learning and skills provider	07/06/2013
58513	Prevista Ltd	Independent learning provider	21/06/2013

Source: Ofsted

Impact of revisions on key points of previous publication

The data for the period January to March include inspection outcomes for an additional two providers where the inspection report was not published by the cut off point of 30 April 2013.

Methodology

1. The data in this release are from inspections undertaken between 1 April 2013 and 30 June 2013. These inspections were carried out under the *Common Inspection Framework for further education and skills*. Statistics relating to inspections carried out in this period are provisional.
2. The quarterly selection of further education and skills providers for inspection comprises three elements: compulsory inspections, inspections resulting from risk assessment, and a random selection:
 - The compulsory inspections are carried out for providers that have reached the end point of their inspection window (For example a good provider must be inspected every six years). New providers will also be subject to a compulsory inspection after their first year of operation but within three years.
 - The second element of the year's selection comprises providers selected through risk assessment. This risk assessment looks at a number of current performance measures, and also trends in these performance measures.
 - Finally, random selection is used to try to maintain a balance in the year's inspection programme, and resulting inspection judgements.

Only providers who consistently perform at a high level tend to reach the end point of their inspection window. Risk assessment enables Ofsted to optimise the use of resources, concentrating inspection activity in areas where it is likely to add most value. The result of using a risk based approach to selection is that inspection judgements for providers, in any given year, can look slightly more pessimistic than we know the national picture to be.

3. In September 2012 Ofsted introduced a new common inspection framework for further education and skills. For more information about the framework and how Ofsted inspects further education and skills providers, please go to the Ofsted website:

<http://www.ofsted.gov.uk/resources/common-inspection-framework-for-further-education-and-skills-2012>

4. Since 1 January 2012, Ofsted has not produced its own summary report for prison inspections. Ofsted continues to report within the HMI Prisons report and in line with the *Common Inspection Framework for further education and skills*. Ofsted statistics will now report on prison inspections which have been published within the reporting period of the official statistics. Further information on how Ofsted inspects prisoner education and training in the further education and skills sector can be found on the Ofsted website:

<http://www.ofsted.gov.uk/resources/handbook-for-inspection-of-learning-and-skills-training-for-young-adults-and-adults-custody>

5. Revisions are published in line with Ofsted's revisions policy for official statistics which can be found on the Ofsted website:

<http://www.ofsted.gov.uk/resources/statistical-notice-ofsted-revisions-policy-for-official-statistics>

Glossary

From September 2011 Ofsted categorises providers in the following ways:

Community learning and skills provider

Community learning and skills providers include local authorities, charities, voluntary and community organisations, specially designated institutions, and community interest companies. Their provision is diverse in character and aims to meet the needs and interests of a wide range of communities. Courses include those leading to qualifications; programmes leading to qualifications whilst in employment; provision for informal adult learning; provision for social and personal development.

From 1 September 2012 Ofsted categorised adult and community learning providers as community learning and skills providers.

General further education college

General further education colleges offer a range of education and training opportunities for learners aged from 14 years upwards, including adults.

Higher education institute

Where higher education institutes offer further education courses these are subject to inspection by Ofsted.

Independent learning provider

A company which provides government funded education. The category independent learning provider includes employer providers who only offer government funded training to their own employees.

Independent specialist college

Independent specialist colleges provide education and training for students with complex learning difficulties and/or disabilities, whose learning needs cannot be met by their local college or provider.

National Careers Service

The National Careers Service was launched on 5 April 2012. It is available in England and provides information to those over the age of 13. The service is delivered by 11 prime contractors in 12 designated areas and the adult and young person's telephone services. National Careers Service

prime contractors are subject to an Ofsted inspection, including the adult and young people's telephone service.

Offender learning

Ofsted undertakes judicial service inspections in partnership with HMI Prisons. Ofsted HMI evaluate the quality of learning and skills in prisons, including young offender institutions and secure units for young people and also provision in community settings. Since 1 January 2012, Ofsted no longer publishes reports for prison and young offender institutions. These reports can now be found on the HMIP website:

<http://www.justice.gov.uk/about/hmi-prisons>

Ofsted contributes to a reduced number of judgements in these reports. From 30 June 2012 Ofsted ceased to inspect probation trusts.

Sector subject areas

Sector subjects are grouped into 15 areas of learning. Each area of learning has a number of tier 2 subject areas. For example area of learning 7 retail and commercial enterprise, includes 7.4 hospitality and catering, 7.2 warehousing and 7.3a hairdressing and beauty therapy. Ofsted inspects teaching and learning in a sample of tier 2 subjects during full inspections and re-inspections.

A full list of sector subject areas can be found on the Ofqual website:

<http://www2.ofqual.gov.uk/standards/142-statistics-articles/429-sector-subject-area-classification-system-ssac>

Sixth form college

A sixth form college is an educational institution where students aged 16 to 18 typically study for advanced school-level qualifications, such as A-levels, or school-level qualifications such as GCSEs.

© Crown copyright

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or write to the Information Policy Team, The National Archives, Kew, London, TW9 4DU or e-mail: psi@nationalarchives.gsi.gov.uk