



National  
Guidance  
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## Checklist - Assessing a Provider

For guidance on assessing a provider, see document [4.4g "Selecting External Providers and Facilities"](#). For further guidance about the quality of provision see document [5.1b "High Quality Outdoor Learning"](#).

You can fill in this form by using the Adobe Acrobat Reader Fill & Sign function, the Adobe Fill & Sign mobile app, or by printing it and using a pen!

### Details of Provider

To be completed by the Visit Leader.

### Details of Visit

To be completed by the Visit Leader.

### Provider Statement

- Have you received satisfactory replies to the questions in document [8p "Provider Statement"](#) (or [8q "Provider Statement – Word version"](#))? The provider can complete the form, or you can complete it using information given by the provider.

### Further Questions

You may need to ask these or other questions in order to decide if this is the right provider for your group and the aims of the visit:

- Does the provider's approach and ethos match those of your establishment and visit leadership team?
- Do the provider's staff have the experience and competence to meet your requirements?
- Do the provider's setting, accommodation, facilities and activities meet the needs of the group and the intended learning outcomes?

- Are you confident that the provider understands the needs of your group?
- Can the provider cater for the full range of group needs, including any special needs?
- Will the provider follow guidelines for avoiding infection during an epidemic?
- Can the provider supply a point of contact for communication about learning outcomes and group needs, before, during and after the course?
- Will you be able to involve the provider in evaluating outcomes?
- Can the provider supply materials and support for the evaluation process for both before and after the visit?
- Can the programme or other aspects of provision be tailored to your needs?
- Are alternatives available if the conditions or circumstances on the day don't allow for the planned activities or programme?
- Do domestic arrangements support the intended learning outcomes?
- Is there clarity about the respective roles of the provider's leaders and your leaders, including during activity sessions, at mealtimes, between sessions and overnight?
- Will there be clear arrangements for the handover of responsibilities between the provider's leaders and your leaders, for example at the beginning and end of activity sessions?
- Are there any particular hazards or other aspects of the venue or provision that need to be considered in your risk assessment?
- Does the provider have any rules or conditions with which they expect participants to comply?
- Will participants need any particular clothing or equipment?
- Will the Visit Leader need any particular equipment for the group?
- Are there any staff training needs?
- Will participants need to be prepared or trained?
- Can the provider supply contact details of other users who will attest to quality?
- Is any travel to the venue worth its time and environmental impact?
- Is the total cost value for money and within your budget?
- If necessary to assess the provider, or to safely lead a quality visit, has a preliminary visit to the provider's site been made or arranged?
- Before contracting with the provider, are you confident that you have all the information you need to decide that the provider is appropriate?

- Are the terms and conditions of the provider's contract, including those about cancellation, acceptable?

Notes

