

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Candidacy / Stage 2 Inspection

PROVIDER: The Summer Academy

ADDRESS: 5 Ravenscourt Rd
Hammersmith
London
W6 0UH

HEAD OF PROVIDER: Mr James Hewer

DATE OF INSPECTION: 20 January 2015

ACCREDITATION STATUS AT INSPECTION: Unaccredited

DECISION ON ACCREDITATION:

- Accreditation awarded for 6 months.
- Award of accreditation deferred.
- Award of accreditation refused.

Date: 29 Jan 2015

1. Background to the provider

The Summer Academy is the trading name of Academic Summer Academies Ltd; a limited company with three shareholders. The Summer Academy is a two-week residential summer school for international students aged nine to 14. The programme's first year in 2015 is planned to include academic English lessons, focusing on the study of literature, combined with excursions to Oxford and Windsor, and a range of extra-curricular activities to develop skills such as leadership and teamwork.

The Summer Academy is to take place at Sunningdale School, a well-known private preparatory school in Berkshire (which has 105 boys aged seven to 13) on a 26-acre site which is being hired for two weeks on an exclusive basis. The programme will be run by the three course directors and a team of academic and pastoral staff, of which the Housemistress has been appointed from the existing staff of Sunningdale School. All lessons will take place on site.

The Academy's three founders and directors come from a background in education; one director has spent 13 years as a (fully qualified) teacher in independent boarding prep schools, the final five years in which he was Senior Master in charge of pastoral care. He is founder of an educational consultancy which helps prepare international families for schools in the UK. The other two co-directors are co-founders and directors of a leading Hong Kong education and tuition company with a focus on teaching high-level academic English. They specialise in designing programmes for students in transition to UK boarding schools, and are experienced private tutors and TEFL-qualified teachers. They are also experienced at recruiting and training teachers to implement their programmes and projects.

Students will board in single-sex dormitories. The Academy expects approximately 50 international students, recruited from a wide range of countries and through various methods, including the directors' personal networks, such as existing links with school registrars, agencies and listings on internet sites. The directors have already established a database of potential clients. Although the Academy's directors are targeting a maximum of 60 students they intend to operate even if the total recruited is considerably less.

2. Brief description of the current provision

The programme has been designed by two of the course directors who have a background in designing academic English courses for international students. They undertook extensive market research with existing clients in Asia to help the Academy shape the intended programme. Although the programme intended has not yet been run quite in this form, the directors' existing Hong Kong company has operated programmes of a similar nature in Hong Kong for the past seven years and they are familiar with required planning and resourcing.

3. Inspection process

The inspection took place over one day with one inspector who discussed the provision with the three directors at the home of one of the directors. A full range of documentation was seen and discussed.

PART B - JUDGEMENT AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the provider.

INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

1. The provider is effectively managed

- | | | |
|-----|---|---|
| 1.1 | The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 1.2 | The head of the provider and other senior managers are suitably qualified and experienced, understand their specific responsibilities and are effective in carrying them out. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 1.3 | There are clear channels of communication between the management and staff and those working at the delivery venue/s. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

This standard is judged to be: Met Partially Met Not Met

Comments

The programme has already been in the planning stage for over two years and good supporting documentation was supplied. The directors work very closely together, and two specialise in administration.

2. The administration of the provider is effective

- | | | |
|-----|---|---|
| 2.1 | Administrators are suitably qualified or experienced and understand their specific responsibilities and duties. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.2 | The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.5 | Data collection and collation systems are effective. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.6 | Administrative offices are adequate in size and resources for the effective administration of the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

This standard is judged to be: Met Partially Met Not Met

Comments

The directors work from the home of one director who takes lead responsibility for administration; clearly they have an exceptionally good grasp of requirements relating to policy, procedures and data. Required documentation seen, including application forms, was of a high order based on extensive and accurate market research.

3. **The provider employs appropriate managerial and administrative staff**

- 3.1 There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff. Yes No
- 3.2 Experience and qualifications claimed are verified before employment. Yes No
- 3.3 There is an effective system for regularly reviewing the performance of staff. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

The directors state in the self-evaluation that recruitment procedure and staff review is in the process of development. A well-written staff handbook was seen; directors are currently adding a section on performance appraisal to ensure that teachers are fully aware of the intended system for monitoring performance on the programme.

4. **Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the provider and its programmes**

- 4.1 Text and images provide an accurate depiction of the provider's location, premises, facilities and the range and nature of resources and services offered. Yes No
- 4.2 Information on the courses available is comprehensive, accurate and up to date. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

The brochure is well-produced. The website has been designed by a specialist designer with content provided by the directors. Parents and students can read about the programme's content and access photographs of the school. A timetable is provided. Accommodation is well-depicted with photographs of dormitories. An overview section includes the directors' profiles, and staff profiles will be added as they are appointed. The contract includes full terms and conditions drawn up by a lawyer, with full safeguarding of personal information and procedures for data collection, medical situations and use of photographs included. A skype interview in connection with briefing agents took place during the inspection.

5. **The provider takes reasonable care to recruit and enrol suitable participants for its courses**

- | | | |
|-----|---|--|
| 5.1 | Entry requirements for each course, including those relating to language ability, are set at an appropriate level and clearly stated in the course descriptions seen by prospective participants. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 5.2 | A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 5.3 | The provider replies to all application enquiries promptly and appropriately and briefs all stakeholders properly on the nature and requirements of its programmes. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 5.4 | Any overseas recruitment agents are properly selected, briefed, monitored and evaluated. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

This standard is judged to be: Met Partially Met Not Met

Comments

There are clear requirements for English levels. Many of the children attending will be expatriate children whose first language is English. Parents are required to verify that their children meet the English language requirements (level B1 in terms and conditions). The programme is being run in two streams, upper intermediate and advanced. Children will be assessed through their applications and then their progress will be closely monitored so that their stream can be changed if required. The curriculum is differentiated according to the two streams. Good examples of application documentation, including communication emails to parents and students, were seen.

6. **There is an appropriate policy on participant attendance and effective procedures and systems to enforce it**

- | | | |
|-----|--|---|
| 6.1 | There is a clear and published policy on participant attendance and punctuality. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
|-----|--|---|

This standard is judged to be: Met Partially Met Not Met

Comments

Very clear policy has been drawn up: children will be required to attend all classes, and a register will be taken in each class. If any child fails to attend, the directors will operate a rigorous discipline policy, which is referenced in the handbooks. However, attendance requirements are not yet published in the terms and conditions featured on the website so that parents can view these before signing the contract.

INSPECTION AREA - PARTICIPANT WELFARE

20. Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised

- 20.1 Any residential accommodation is clean, safe and of a standard which is adequate to the needs of participants. Yes No
- 20.2 Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated. Yes No NA
- 20.3 Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of participants and their property. Yes No
- 20.4 A level of supervision is provided appropriate to the needs of participants. Yes No
- 20.5 Separate accommodation blocks are provided for participants under 18. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

The school being used for the programme is clearly fit for purpose, and subject to English inspection requirements. A recent ISI report was seen. Accommodation is strictly segregated for boys and girls within the school and there are strict rules governing behaviour.

21. Where home-stay accommodation is organised, the welfare of participants is ensured and the provider's relationship with hosts is properly managed

- 21.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back. Yes No
- 21.2 Any home-stay accommodation is inspected before participants are placed and is subject to regular re-inspection by a responsible representative or agent of the provider. Yes No
- 21.3 The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. Yes No
- 21.4 Appropriate advice and support is given to both hosts and participants before and during the placement. Yes No
- 21.5 Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems. Yes No

This standard is judged to be: Met Partially Met Not Met NA

Comments

22. **The provider provides an appropriate social programme for participants and information on leisure activities in the area**

- 22.1 Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. Yes No
- 22.2 The social programme is responsive to the needs and wishes of participants. Yes No NA
- 22.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants. Yes No NA
- 22.4 Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

Good provision is planned within the timetable but is not yet in operation.

INSPECTION AREA - PREMISES AND FACILITIES

23. **The provider has secure possession of and access to its premises**

- 23.1 The provider has secure tenure on its premises. Yes No NA
- 23.2 Where required, the provider has access to suitable external premises for training purposes of a temporary or occasional nature. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

The signed rental agreement for the period from 18 July until 1 August 2015 was seen.

24. **The premises provide a safe, secure and clean environment for participants and staff**

- 24.1 Access to the premises is appropriately restricted and secured. Yes No
- 24.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes No
- 24.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to participants, staff and visitors. Yes No NA
- 24.4 General guidance on health and safety is made available to participants, staff and visitors. Yes No
- 24.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information. Yes No
- 24.6 There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors. Yes No
- 24.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes No
- 24.8 There is adequate heating and ventilation in all rooms. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

The premises will be inspected at stage 3.

25. **Training rooms and other learning areas are appropriate for the courses offered**

- 25.1 Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them. Yes No
- 25.2 Training rooms and any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course. Yes No
- 25.3 There are facilities suitable for conducting the assessments required on each course. Yes No NA

This standard is judged to be: Met Partially Met Not Met

Comments

Not applicable at stage 2.

26. **There are appropriate additional facilities for participants and staff**

- 26.1 Participants have access to sufficient space and suitable facilities for private study, including library and IT resources. Yes No NA
- 26.2 Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation. Yes No NA
- 26.3 Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate. Yes No NA
- 26.4 Participants and staff have access to storage for personal possessions where appropriate. Yes No NA
- 26.5 There are individual offices or rooms in which trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

Not applicable at stage 2.

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated.

Yes No

PART C - SUMMARY OF STRENGTHS AND ACTION POINTS

Numbering of action points aligns with that of the minimum standards

MANAGEMENT, STAFFING AND ADMINISTRATION

Provider's strengths

The team of three directors has a very good range of experience and qualifications in order to offer a short summer course of this type for under 18s.

Proposed staffing is of sufficiently high quality.

The private school being used for the programme has an exceptionally high standard of facilities including extensive playing fields: it received an excellent ISI report in 2012.

The planned two-week programme for 19 July to 1 August 2015 is clear and comprehensive.

Actions required	Priority H/M/L
None.	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

PARTICIPANT WELFARE

Provider's strengths

The three directors have very good knowledge and understanding of welfare requirements.

The school being used for the two-week programme received an excellent ISI report in 2012 and meets safeguarding and welfare requirements.

Actions required	Priority H/M/L
None.	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

PREMISES AND FACILITIES

Provider's strengths

The school being used for the programme has received comments in its ISI report relating to outstanding provision relating to facilities and extra-curricular provision.

Actions required	Priority H/M/L
None.	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

RECOMMENDED AREAS FOR IMPROVEMENT

It is recommended that:

- the Academy produces a single central record listing DBS numbers of checked staff for ease of administration and monitoring - the record can be destroyed after the two-week programme.
- children are given a brief formal introduction to health and safety provision during the welcome dinner.
- a summary of performance review requirement for teachers is included in the staff handbook (to be inspected during stage 3).

COMPLIANCE WITH STATUTORY REQUIREMENTS