



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **INTERIM INSPECTION (College)**

**INSTITUTION:** Delamar Academy

**ADDRESS:** Block D  
2<sup>nd</sup> floor  
Ealing studios  
LONDON  
W5 5EP

**HEAD OF INSTITUTION:** Penny Delamar

**Accreditation status:** Fully accredited

**Date of inspection:** 17 December 2015

**ACCREDITATION COMMITTEE DECISION AND DATE:** 28 January 2016

## PART A – INTRODUCTION

### 1. Background to the institution

The Delamar Academy is a small private specialist academy, providing professional training in the art and practice of make-up for theatre, opera, television, fashion and film. As at the time of the previous re-accreditation inspection in December 2013 it offers two main programmes of study: a one-year course of study leading to a Certificate in Higher Education validated by University of West London (UWL) through a collaborative partnership dating from 2014, and a short 16 or 22-week programme, 'The Complete Make-up Artist', which runs in parallel with the one-year course and leads to an internal diploma award on successful completion. The Academy also offers a 5-week Beauty and Fashion course in the summer and subjects can all be taken as modules throughout the year. The majority of the modules run for one or two weeks and there are advanced modules that run for 4 or 6 weeks. A high level of care is given to placing students and graduates within the industry, to the maintenance of contact with graduates and to some notable career successes, including Academy and BAFTA awards. The Principal and owner is the author of a highly regarded textbook on professional make-up, recently revised and re-published, this textbook underpins the teaching and learning. The Academy occupies most of two floors of a modern office-type building within the wider confines of Ealing Studios. The lease, expiring in 2021, includes seven classrooms on two floors plus a good deal of storage space for the extensive equipment and materials required for the period and contemporary requirements of the media and film industries that use the studios. Part of the ground floor is now used for all training in prosthetics work, previously based elsewhere. The comprehensive website was recently extensively expanded and revised.

Students who have completed their courses successfully, invariably find employment in the industry.

### 2. Brief description of the current provision

The Academy remains a premier vocational institution occupying modern and attractive accommodation in a particularly favourable location. The new validation partnership with UWL dating from autumn 2014 is proving successful and offers students more enhanced opportunities and facilities than those with a previous university. The full-time certificate programme, primarily aimed at younger entrants, currently has 37 enrolments, and three classes were briefly observed. A class forming part of the more intensive but closely related modules comprising both 16-week and 22-week short courses was also seen. The short courses, with a total current enrolment of 14 meet the needs of more mature students, including those seeking to change their career. Single modules or smaller groups can be arranged to provide continuing professional development. The Academy provides students with its textbook and HE students can make use of UWL library and support facilities. Delamar continues to review opportunities for further expansion, having an option to take additional classroom space on the ground floor.

Since the accreditation inspection Delamar has acquired a private terraced house with seven bedrooms for students' accommodation – the inspector was informed that the provider meets fully health and safety requirements and the director has signed a compliance document to confirm this.

### 3. Inspection process

During the half-day inspection, the inspector met the two Directors, four tutors, and the Welfare Officer, together with other staff including an intern. Course Leader, the Finance Director/Link Tutor, the administrative team and four visiting tutors. A brief meeting was held with four HE students. A tour of the seven classrooms, offices and other facilities was led by the Director. Four classes were briefly observed.

#### 4. **Inspection history**

Full Accreditation inspection:	19 and 20 October 2009
Interim inspection:	30 November 2010
Re-accreditation inspection:	12 and 13 December 2013

## **PART B – JUDGEMENTS AND EVIDENCE**

**The following judgements and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the institution.**

### **1. Significant changes since the last inspection**

None

### **2. Response to actions point in last report**

*18.5 The Academy's policy on the avoidance of discrimination should be incorporated into the Student Handbook, which should also include a contents list and all relevant information for reference.*

This is now in place in both student handbooks - it is mandatory for the University-linked course.

*20.3 Students should be advised of BAC's own complaints procedure; complaints procedures should be incorporated into the Student Handbook.*

This is now in place. Students confirm the handbook's usefulness.

### **Progress against the recommendations in the last report:**

- *Within the staff appraisal and development system it is recommended that both the appraiser and the person appraised should signal agreement to the outcome on a dated record.*

An email is sent to the appraiser by the appraisee after the appraisal to provide a written trail of discussion points. An example provided showed clear, detailed evaluation of their progress by an experienced tutor and targets for further development.

*The annual review should be developed to ensure a clear distinction between business and academic aspects of performance, ensuring that the academic review team has to hand all relevant information so as to enable the academic leadership to identify trends, and taking steps to enable the wider tutor team to share ownership of the outcome of review.*

Although the view document is still under development the process of separating the academic and business aspects has been successfully implemented.

*The Academy could consider development of the project as a learning tool, and evaluation of project outcomes leading to further constructive guidance on progress and achievement.*

The project module forms part of the discussion process with students to evaluate their further career development.

*Explicit rules/contractual arrangements should be drawn up in respect of the new residential accommodation.*

Students living in the accommodation have to sign a contract as with any residential landlord. Students confirm this.

### 3. Compliance with BAC accreditation requirements – spot check

#### 3.1 Management, Staffing and Administration

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<p>Examples of appraisal documentation seen - with very rigorous evaluation by appraiser and appraisee, and targets for further development - were of outstanding quality.                      Minutes of a recent staff meeting were rigorous with clear action plans on assessment issues.</p>				

#### 3.2 Teaching, Learning and Assessment

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<p><b>Comments</b>                      Four classes were briefly observed, three with HE students (the one-year course) - A total of 69 students were observed in classes. The quality of teaching and learning observed was high from the four experienced tutors, who were evidently up to date with their knowledge of the industry. Students' peer modelling in the period hair class was excellent practice. Teaching materials provided to students were of exceptionally high quality and value, including a special expensive make-up kit provided to each student.</p>				

#### 3.3 Student Welfare

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<p><b>Comments</b>                      Four students were briefly interviewed and spoke highly of Delmar's teaching and support. A recent end-of-term one to one tutorial in which formal feedback of progress was provided in detail, including opportunities for work experience, was highlighted as excellent by the students.</p>				

#### 3.4 Premises and Facilities

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<p><b>Comments</b>                      The classrooms seen in use were excellently resourced. Two examples of excellent resources are the wig oven and expensive make-up packs provided for each HE student. Space is very well utilised, with the option of further expansion on the ground floor in 2016.</p>				

**PART C – SUMMARY OF STRENGTHS AND ACTION POINTS**

**Institution’s strengths**

The directors and senior management team are evidently strongly committed to maintaining and monitoring the Academy’s standards, providing effective management and administration.

A high standard of teaching and student learning outcomes was observed confirming Delamar’s reputation and relevance to current industry demands, including film and TV. Some 50 part-time industry practitioners contribute to the Academy's various courses.

Facilities, including up-to-date IT are offered in the various workshops and laboratories are excellent, with good facilities for student study.

Actions required	Priority H/M/L
None	

**COMPLIANCE WITH STATUTORY REQUIREMENTS**

Declaration of compliance has been signed and dated. An additional sheet was provided to cover the residential accommodation (terraced seven-bedroom house) provided for HE students.	<b>YES</b>
Further comments, if applicable	