

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

College Reaccreditation Inspection

INSTITUTION: Westfield House of Theological Studies

ADDRESS: 30 Huntington Road
Cambridge
CB3 0HH

HEAD OF INSTITUTION: Dr Joel Humann

DATE OF INSPECTION: 1 - 2 March 2017

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

- Reaccreditation to be awarded for the full four-year period.
- Decision on accreditation deferred.
- Accreditation to be withdrawn.

Date: 28 April 2017

PART A - INTRODUCTION

1. Background to the institution

Westfield House of Theological Studies (the College) is part of the Evangelical Lutheran Church of England (ELCE), which is a charity registered in England and Scotland. It operates from buildings that are held in trust for the Church by the ELCE Trust Limited, which is a registered company.

The College is the theological training institution of the ELCE and was established in 1962. It prepares its students for ministry in the Lutheran Church.

Students attend classes throughout the week and may also use the facilities of the Faculty of Divinity at Cambridge.

2. Brief description of the current provision

Westfield House of Theological Studies provides a programme of studies, that combines reading for a university certificate, diploma or undergraduate degree in theology with a Westfield certificate course that covers specific Lutheran teaching and practical training.

The majority of students are undergraduates from Concordia Universities, which is a group of colleges and universities operated by the Lutheran Church in the United States of America (USA). The College has a number of memorandums of understanding (MoUs) with Lutheran universities and seminaries around the world but principally in the USA. At their university, they are studying the liberal arts including Theology, Religious Studies, Philosophy, English and History. Students come to the College on the basis of programmes, called Study Abroad, for short periods and they obtain credits, from the College's course, which are recognised by their home institutions.

In 2013, the College became a Registered Centre of the University of London's International Programmes and it is now recognised as an Affiliate Centre for this programme. The College has good links with the Cambridge University Faculty of Divinity and students are given leave to attend lectures within the Faculty. All provision is categorised as higher education and the College plans to extend its links in order to widen its course portfolio.

In the Spring Semester 2017, there are 11 students enrolled, of which eight are on Study Abroad programmes in Cambridge, for one or two semesters. There are also three students on the University of London International Programmes.

3. Inspection process

The inspection was carried out over one and a half days by one inspector. The Preceptor and the Principal were interviewed and a meeting was held with all five faculty staff. A meeting was also held with the Administrative Officer. Staff and student records were inspected. An additional meeting was held with nine students in Luther Hall and the facilities were reviewed. Four classes were observed and a tour was made of the College premises.

4. Inspection history:

Inspection type	Date
Full Accreditation	2 - 3 March 2009
Interim	23 April 2010
Supplementary	1 March 2011
Re-accreditation	23 May 2013
Interim	28 May 2015

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 institution.

INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

1. The institution 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 institution 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The small management team works very effectively together. The recent appointment of the Principal, in addition to the Preceptor, has provided clear lines of responsibility. The role of the Chairman of the ELCE is also clearly stated. He plays an active part in the management of the College.

2. The administration of the institution 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 institution. | <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 institution. | <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 |

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

Comments

The Policy Manual is very comprehensive and key aspects of it are reproduced in the Staff Handbook to ensure that it is well communicated.

The administrative support provided to the management of the College is limited. However, it is sufficient for the current stage of development of the College. Should the provision be extended significantly, this will need to be reviewed as it is likely to slow down the introduction of future required developments.

The day-to-day running of the College is good but it has, at present, paper based systems. Plans are in place to move to a more efficient electronic system. The College is in the process of setting up a suitable database, which can be accessed by the three members of staff who need to do so. The Principal is focusing on this but the process would be speedier if there was more administrative support.

Regular meetings take place, during which all the faculty discuss academic and administrative matters.

3. **The institution 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 staff at the College are enthusiastic, very well qualified and all have appropriate experience in the ministry. As a result, they provide excellent support to the students attending the courses.

The staff records are comprehensive and provide good evidence that verification checks are made before employment.

3.3 Some progress has been made towards staff development reviews and classroom observations. Although the current process for both of these systems is documented, they do not appear in the Staff Handbook. The policies on staff appraisal and classroom observations are based on a two year cycle, instead of the more usual one year cycle including an interim review, which represents best practice.

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

- 4.1 Text and images provide an accurate depiction of the institution'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 College's website provides good accurate information about the College, its courses and activities. The information provided on-line is mirrored in the printed brochure.

5. **The institution takes reasonable care to recruit and enrol suitable students for its courses**

- 5.1 Entry requirements for each course are set at an appropriate level and clearly stated in the course descriptions seen by prospective students. Yes No
- 5.2 A formal application process ensures that students meet the entry requirements and any claimed qualifications are verified. Yes No
- 5.3 Students are properly briefed on the nature and requirements of the courses for which they apply, and all application enquiries responded to promptly and appropriately. Yes No
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated. Yes No NA
- 5.5 Students receive a proper initial assessment which includes language ability to confirm their capability to complete the courses on which they are enrolling. Yes No

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

Comments

The entry requirements for all courses are stated clearly on the website.

Students on the University of London International Programme have to apply and be accepted on that course before they are accepted to study at the College.

Students on Study Abroad programmes have on-line interviews with the Preceptor and the Principal.

Prospective students, who are nominated by Lutheran churches around the world, are carefully considered by a Westfield House Admissions Committee to ensure that they meet the minimum requirements, including a relevant International English Language Testing System (IELTS) score for non-English speakers.

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

- 6.1 There is a clear and published policy on student attendance and punctuality, requiring that they attend at least 80% of their scheduled classes. Yes No NA
- 6.2 Accurate and secure records of attendance and punctuality at each session are kept for all students, collated centrally and reviewed at least weekly. Yes No NA
- 6.3 Student absences are followed up promptly and appropriate action taken. Yes No NA

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

Comments

There is a clear statement about attendance in both the student and staff handbooks. It also forms part of the orientation and induction events.

The fact that the College enrolls a small cohort of students makes it easy to monitor attendance and to deal with any absences. This is done effectively.

7. **The institution regularly obtains and records feedback from students and other stakeholders and takes appropriate action where necessary**

- 7.1 The institution has effective mechanisms for obtaining feedback from students and other stakeholders (such as staff, partner institutions and employers) on all aspects of the institution's provision, including formal student representation where appropriate. Yes No
- 7.2 Feedback is obtained, recorded and analysed on a regular basis. Yes No
- 7.3 The feedback is reviewed by management and action is taken where necessary. Yes No
- 7.4 There is a mechanism for reporting on the institution's response to the feedback to the student body. Yes No

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

Comments

The ethos of the College is very supportive and, given the small number of students and staff, regular informal interactions take place, for example at the weekly house tea. Students also have regular meetings with their mentor, where they can raise any issues.

Formal questionnaires are used to obtain student feedback at the end of every semester. These are analysed and discussed at relevant committees or at the fortnightly meetings held by the Preceptor and the Principal. Action points are identified and followed up. Students confirmed that they considered the feedback system to be effective.

8. **The institution has effective systems to review its own standards and assess its own performance with a view to continuing improvement**

- 8.1 There are effective systems for monitoring and periodically reviewing all aspects of the institution's performance. Yes No
- 8.2 Reports are compiled at least annually which present the results of the institution's reviews and incorporate action plans. Reports include analysis of year-on-year results on student satisfaction, retention, achievement, examination results and completion rates. Yes No
- 8.3 Action plans are implemented and regularly reviewed, with outcomes reported to the management. Yes No

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

Comments

Data is collected annually, from a variety of sources, and reports are discussed on a regular basis.

8.2 Performance reporting is based on a two year cycle, which aligns with the ELCE . However, this is not in line with best practice. A single annual report document would bring together all the performance data and provide an appropriate platform for strategic planning.

INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

9. Academic management is effective

- | | | |
|-----|---|---|
| 9.1 | There is a suitably qualified and experienced academic manager or academic management team with responsibility for teaching, learning and assessment. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.2 | Classes are timetabled and rooms allocated appropriately for the courses offered. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.3 | The allocation of teachers to classes provides for a consistent learning experience. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.4 | There is an appropriate policy and effective procedures for the acquisition of academic resources. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The Preceptor and Principal work well together to ensure that academic management at the College is effective. As they are both managers and academics within the College, the allocation of resources is continuously monitored.

Reading lists are regularly updated and there are subscriptions with appropriate publishers to ensure that the specialist resources are up-to-date.

10. The courses are planned and delivered in ways that enable students to succeed

- | | | |
|------|--|---|
| 10.1 | Courses are designed and delivered in ways that allow students to develop the knowledge and skills which will be required for final examinations or assessments. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.2 | Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.4 | Students are encouraged and enabled to develop independent learning skills. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.5 | Full-time courses requiring students to attend for 15 hours or more per week are time tabled over at least three days. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.6 | Any required coursework and revision periods are scheduled in advance. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.7 | The academic backgrounds and particular needs of students are taken into account in the classroom delivery of the course. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The courses at the College are well planned and well delivered.

Small group teaching, which takes place at the College, develops individual skills and effective independent learning, which are reflected in the University of London examination results and the quality of the feedback from other stakeholders. These skills were also observed during the class observations, which formed part of this inspection.

Good feedback is provided on students' written work, which is maintained in student files. Appropriate feedback is also provided orally.

11. **Teachers are suitable for the courses to which they are allocated and effective in delivering them**

- 11.1 Teachers are appropriately qualified and experienced. Yes No
- 11.2 Teachers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively. Yes No
- 11.3 The appraisal procedures for teaching staff incorporate regular classroom observation. Yes No
- 11.4 Teachers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of students. Yes No
- 11.5 Teachers respond to different learning needs of students where appropriate, taking various learning styles into account in their planning and delivery of lessons. Yes No
- 11.6 Teachers employ effective strategies to involve all students in active participation and to check their understanding of concepts and course content. Yes No

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

Comments

Teachers are well-qualified and experienced in delivering the courses and make use of effective teaching styles.

The Principal has been recently supported to obtain a postgraduate qualification at King's College London and the faculty are encouraged to attend appropriate seminars and conferences. An in-house seminar series is planned for later in 2017.

12. **The institution provides students and teachers with access to appropriate resources and materials for study**

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

Comments

The College has a very extensive specialist library, with over 10,000 volumes. These can be searched remotely using the Westfield Electronic Catalog.

All students at the College are taken to Cambridge University Library as part of their orientation programme. They are given reading rights there and at the Faculty of Divinity Library.

Those students on the University of London programme have access to the University's on-line library and virtual learning environment. Those students on the Study Abroad programme continue to have access to their home institutions' electronic resources.

13. **Students receive appropriate assessment and feedback on their performance and progress, which are effectively monitored**

- 13.1 Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to students and teachers. Yes No
- 13.2 Assessment outcomes are monitored to enable the identification of students who are not making satisfactory progress and prompt intervention where appropriate. Yes No
- 13.3 Students are made aware of how their progress relates to their targeted level of achievement. Yes No
- 13.4 The institution takes appropriate steps to identify and discourage cheating and other misdemeanours, and to penalise offenders. Yes No
- 13.5 Additional support or advice on alternative courses is provided to students who are judged not to be making sufficient progress to succeed. Yes No
- 13.6 Oral and written feedback is given to individual students on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery. Yes No
- 13.7 Students have appropriate access outside class time to teachers or personal tutors for academic support. Yes No

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

Comments

Regular feedback is given on individual pieces of student assessment. Students' progress is routinely discussed at the mid-semester faculty meeting. In addition, the students have regular meetings with their mentors throughout the semester.

Each member of staff publicises the office hours they are available to see students. These hours are in addition to the informal social events.

The Student Handbook and Westfield Style Manual warn about the issue connected with plagiarism.

14. **The institution offers courses leading to accredited awards granted by recognised awarding bodies wherever appropriate**

- 14.1 For courses leading to the award of a UK degree, the institution has a formal agreement with a recognised UK degree-awarding body. Yes No NA
- 14.2 For courses leading to other UK awards, the awarding body is recognised by the relevant regulator. Yes No NA
- 14.3 For courses leading to the award of an overseas degree, the institution has a formal partnership agreement with the overseas degree-awarding body, which is itself accredited by a recognised national agency. Yes No NA

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

Comments

The main formal awarding body is the University of London International Programmes, of which the College is an affiliate centre.

The Study Abroad students are attending the College courses on the basis of a Memorandum of Understanding with their home institution.

15. **There is a clear rationale for courses leading to unaccredited or internal awards**

- 15.1 There is a clear statement of the level claimed relative to the NQF/QCF and evidence that students who receive the award meet the stated requirements for that level. Yes No NA
- 15.2 There is evidence of the extent to which the awards are accepted for the purposes of employment or further study. Yes No NA
- 15.3 External moderators are involved in the assessment process where appropriate. Yes No NA

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

Comments

The performance of the students on the various University of London International Programmes is good and there has been a recent monitoring visit by the University, the outcome of which was positive.

There have also been positive reports from the Lutheran Church, where graduates of the College have gone into the ministry and fulfilled various roles in the church.

15.3 Although tentative discussions have taken place with Concordia University Irvine USA, the involvement of external moderators in the assessment process has not yet been formalised. The Principal hopes that this will take place during an up-coming visit to the USA.

16. **There are satisfactory procedures for the administration of examinations and other means of assessment**

- 16.1 The institution complies with the requirements of the relevant awarding bodies in terms of examination security and administration. Yes No NA
- 16.2 For internal awards, there are effective systems in place for examination security and administration, and clear procedures for students to appeal against their marks. Yes No NA

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

Comments

Students on the University Programmes take their examinations in London. These are under the control of the University.

Internal assessments are well managed.

17. **There is appropriate provision of advice for students intending to proceed to employment or higher/further education**

- 17.1 Students have access to advice from appropriate staff member on further study and career opportunities. Yes No
- 17.2 If the institution offers courses preparing students for higher education, they have access to prospectuses and to advice from a designated staff member both on selecting courses and institutions and on the application process. Yes No NA

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

Comments

The Preceptor and the Principal have extensive work experience and provide effective informal advice to students. The Study Abroad students can also draw upon the expertise of their home institution.

INSPECTION AREA - STUDENT WELFARE

18. Students receive pastoral support appropriate to their age, background and circumstances

- | | | |
|------|---|---|
| 18.1 | There is at least one named staff member responsible for student welfare who is suitably trained, accessible to all students and available to provide advice and counselling. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.2 | Students receive appropriate advice before arrival. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.3 | Students receive an appropriate induction and relevant information upon arrival. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.4 | Students are issued with a contact number for out-of-hours and emergency support. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.5 | The institution has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The induction and orientation programme at the College is good. The information provided for students when they arrive is supplemented by a guide to Cambridge, written by those students who have recently completed their courses. Information about studying in Cambridge and the College is also provided on the website.

The Principal and other key staff's mobile telephone numbers are provided in the Student Handbook.

All the faculty members are ordained clergy or church workers trained in pastoral care.

19. International students are provided with specific advice and assistance

- | | | |
|------|--|---|
| 19.1 | International students receive appropriate advice before their arrival on travelling to and staying in the UK. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 19.2 | International students receive an appropriate induction upon arrival covering issues specific to the local area. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 19.3 | Information and advice specific to international students continues to be available throughout the course of study. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 19.4 | Provision of support takes into account cultural and religious considerations. Where possible, students have access to speakers of their own first language. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The majority of students at the College are international. They are given excellent support from the time of their application onwards.

20. **The fair treatment of students is ensured**

- | | | | |
|------|---|--------------------------------------|--------------------------|
| 20.1 | Students apply for and are enrolled on courses under fair and transparent contractual terms and conditions. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 20.2 | Students have access to a fair complaints procedure of which they are informed in writing at the start of the course. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 20.3 | Students are advised of BAC's own complaints procedure. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

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

Comments

The Student Handbook details the systems for dealing with complaints and grievances, which involve the Chairman of ELCE. There are also details of the BAC complaints procedure.

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

- | | | | |
|------|--|--------------------------------------|--|
| 21.1 | Any residential accommodation is clean, safe and of a standard which is adequate to the needs of students. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 21.2 | Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where students under 18 are accommodated. | <input checked="" type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> NA |
| 21.3 | Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of students and their property. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 21.4 | A level of supervision is provided appropriate to the needs of students. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 21.5 | Separate accommodation blocks are provided for students under 18. | <input type="radio"/> Yes | <input type="radio"/> No <input checked="" type="radio"/> NA |

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

Comments

The residential accommodation is provided in the conveniently located Luther Hall, which was opened in 2010. It provides accommodation of a high standard. Students state that they are very satisfied with the support they receive in relation to the residential accommodation. Two Residence Assistants are based in Luther House and they foster a community spirit and act as a communication between the residents and the College staff.

22. **Where home-stay accommodation is organised, the welfare of students is ensured and the institution's relationship with hosts is properly managed**

- 22.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for students and is appropriately located for travel to the institution and back. Yes No
- 22.2 Any home-stay accommodation is inspected before students are placed and is subject to regular re-inspection by a responsible representative or agent of the institution. Yes No
- 22.3 The institution has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. Yes No
- 22.4 Appropriate advice and support is given to both hosts and students before and during the placement. Yes No
- 22.5 Clear monitoring procedures are in place with opportunities for student 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

23. **The institution provides an appropriate social programme for students and information on leisure activities in the area**

- 23.1 Students are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. Yes No
- 23.2 The social programme is responsive to the needs and wishes of students. Yes No NA
- 23.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of students. Yes No NA
- 23.4 Any activities organised by the institution 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

Regular social events are organised by the College. Many involve visits to ELCE congregations within the United Kingdom. These are much appreciated by the students. The local Lutheran Church also caters for some social events for the students.

Notices about activities of interest in Cambridge are well displayed in Luther Hall and the overlapping student cohorts leads to a good dissemination of information about what is available in Cambridge and further afield.

INSPECTION AREA - PREMISES AND FACILITIES

24. The institution has secure possession of and access to its premises

24.1 The institution has secure tenure on its premises. Yes No NA

24.2 Where required, the institution has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature. Yes No NA

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

Comments

The existing premises are owned by the ELCE charity. If further expansion takes place the ELCE has additional property which could be used.

25. The premises provide a safe, secure and clean environment for students and staff

25.1 Access to the premises is appropriately restricted and secured. Yes No

25.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes No

25.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to students, staff and visitors. Yes No NA

25.4 General guidance on health and safety is made available to students, staff and visitors. Yes No

25.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information. Yes No

25.6 There is adequate circulation space for the number of students and staff accommodated, and a suitable area in which to receive visitors. Yes No

25.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes No

25.8 There is adequate heating and ventilation in all rooms. Yes No

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

Comments

The College has secure accommodation, which provides a clean, safe environment. It is well maintained and is adequate for the number of students and staff currently engaged. The premises provide a comfortable learning environment for the students and staff.

26. **Classrooms and other learning areas are appropriate for the courses offered**

- 26.1 Classrooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them. Yes No
- 26.2 Classrooms 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
- 26.3 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

The three classrooms are all well-equipped and generally provide a light and airy environment. The main library provides a comfortable space for studying. There is wireless provision throughout the building and in Luther Hall.

27. **There are appropriate additional facilities for students and staff**

- 27.1 Students have access to sufficient space and suitable facilities for private study, including library and IT resources. Yes No
- 27.2 Teaching staff have access to sufficient personal space for preparing lessons, marking work and relaxation. Yes No
- 27.3 Students and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate. Yes No NA
- 27.4 Students and staff have access to storage for personal possessions where appropriate. Yes No NA
- 27.5 There are individual offices or rooms in which academic staff and senior management can hold private meetings and a room of sufficient size to hold staff meetings. Yes No
- 27.6 Administrative offices are adequate in size and resources for the effective administration of the institution. Yes No

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

Comments

Each member of faculty has their own office and there are rooms available for meetings. There is also a large well-equipped kitchen for staff.

The students have Luther Hall with its private study bedrooms, two large kitchens and a large social space, which they can use at any time.

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

Institution's strengths

The college is well managed and employs well-qualified and enthusiastic staff.

Actions required	Priority H/M/L
3.3 The Staff Handbook must be amended to include sections on staff appraisal and classroom observations and the cycle for staff performance appraisals must be reduced to one year.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
8.2 A report, which brings together the performance data produced by the the College systems, must be produced annually.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

TEACHING, LEARNING AND ASSESSMENT

Institution's strengths

The teaching is of a good quality and provides a good supportive learning environment for the students.

Actions required	Priority H/M/L
15.3 The College must introduce a system of external moderation for its internal courses.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

STUDENT WELFARE

Institution's strengths

Students at the College are very well supported by all the staff.

There is a good interaction between the participants.

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

PREMISES AND FACILITIES

Institution's strengths

The premises provide a pleasant campus, which effectively meets the needs of the current student body.

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

RECOMMENDED AREAS FOR IMPROVEMENT

In the event that the provision be extended significantly, it is recommended that the level of administrative support be reviewed.

The implementation of an electronic record system should be given a higher priority.

COMPLIANCE WITH STATUTORY REQUIREMENTS