



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

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

**INSTITUTION:** FCL College

**ADDRESS:** Hazel House  
1-3 Lancelot Road  
Wembley  
Middlesex  
HA0 2AL

**HEAD OF INSTITUTION:** Mrs S Kumarapalan

**Accreditation status:** Accredited

**Date of inspection:** 29 January 2015

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued accreditation 16 April 2015

## **PART A - INTRODUCTION**

### **1. Background to the institution**

FCL College (the College) was established in 2001 as a private limited company with only one share. In 2006 this was changed and additional shares were issued. The current situation is that the Principal owns all 100 shares. Although other companies run by the owner's husband operate on the ground floor of the building, the College is a separate entity. Teaching began in October 2001.

The College has a franchise from Pitman Training to deliver its programmes and these constitute the bulk of the provision. Programmes are offered in a workshop environment where students work at their own pace on materials provided by Pitman to achieve office and computing awards. In 2006, an NVQ level 2 programme in Health and Social Care was started to cater for those wishing to work in care homes and nurseries. A Childcare programme under the aegis of the Council for Awards in Care, Health and Education (CACHE) now operates in its place at levels 1 and 2. A level 3 programme is also under offer. There is also an ESOL programme delivering Cambridge certificates and IELTS courses. The vast majority of students are part-time and undertaking short courses, some of which can be accessed online to facilitate home study.

### **2. Brief description of the current provision**

FCL College is a college of further education which concentrates on its franchised programme of Pitman provision and EFL/ESOL programmes. Its focus is on preparing students for employment. Some additional programmes are offered as short courses.

A range of Diplomas, Awards, Seminars and Short courses on Secretarial Skills, Microsoft training, Book-Keeping, Management and IT are on offer. Cache awarded childcare courses have been introduced and delivered since the last inspection. Very little has changed since the last reaccreditation inspection.

The student body is largely comprised of mature students, 70% of whom are from the UK and 30% from the EU. None of the students is aged under 18. The College was first accredited by BAC in December 2008.

### **3. Inspection process**

The interim inspection was conducted by one inspector, who checked the premises, teaching and learning, student welfare and management. All current documentation was scrutinised for validity and accuracy. The Principal was interviewed in her capacity as the most senior member of staff, who is responsible for all aspects relating to the management of the institution.

### **4. Inspection history**

Full inspection:	10 and 11 March 2008
Supplementary inspection:	20 November 2008
Interim inspection:	15 February 2010
Random spot check:	3 February 2011
Re-accreditation inspection:	14 and 15 November 2012

## **PART B – JUDGEMENTS 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**

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

*(If there has been a change of premises which has not been reported on previously, please include a full report on the new premises)*

There has been no significant change since the last inspection.

### **2. Response to action points in last report**

*The College must give better information in relation to the respective roles of appropriate post holders.*

There are two academic heads who have been now been given an enhanced role in the management of the College, in order to relieve the Principal of some duties and to give her greater support. The names of the post holders are given on the organogram, which includes those responsible for IT, sales and marketing and accounts. Some staff are listed as assessors and trainers. Job roles have been revised to indicate further responsibilities.

*All staff files must include a job description.*

Staff files include job descriptions and statements with clearly defined roles and responsibilities.

*The College must ensure that student progress reports are produced in a standard format which ensures that all specified aspects are covered.*

Reporting mechanisms are standardised throughout the College, for all courses and sessions. Progress reports now cover mandatory and optional sectors. This is for all training programmes on offer at the College.

*The College must analyse all results taking into account original enrolments as well as final success rates.*

Data was available for scrutiny on student enrolment, retention and achievement. This had been analysed with percentages drawn to indicate success rates. This is a year-by-year analysis, for all courses, all groups and all students.

*The College must summarise student feedback and actions taken for all courses.*

Student feedback sheets completed by the students themselves were available. The principal explained that the information is collated, analysed and is discussed at management meetings. Any action taken is indicated in the colleges' quality improvement plan.

### **3 Recommendations to institution**

*It is recommended that fire drills are undertaken more frequently.*

Fire Drills are now being held once every four months. Records of fire drills held were seen.

*It is recommended that the two academic heads should be given an enhanced role in the management of the College.*

Revised job descriptions and contracts confirm the additional roles held by the two academic heads.

*It is recommended that job specifications be sent to previous employers from whom a reference is to be obtained.*

Two references are obtained, one of which is from the previous employer.

*It is recommended that there should be an involvement of appropriate teaching staff in peer appraisal.*

Staff appraisals are held yearly by the Principal. Peer appraisals and class observations are also conducted by senior members of the staff team. Records of this are held in the staff files.

*It is recommended that students should complete the questionnaire themselves as part of the feedback process.*

All student feedback questionnaires are completed by the students themselves. Evidence was available for scrutiny.

### 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	✓			
<b>Comments</b> The Principal has a very hands-on approach and provides educational direction in line with the College's aims. Relationships between management and staff appear to be good and this is indicated by the low staff turnover.				

#### 3.2 Teaching, Learning and Assessment

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<b>Comments</b> Trainers and Assessors are qualified in the subject matter being taught. This enables the students to progress and to follow their chosen programme of study towards employment. Assessment methods follow awarding body guidelines.				

#### 3.3 Student Welfare

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<b>Comments</b> Feedback sheets analysed confirm that students are satisfied with the level of provision and support. They appear to be happy with the team, the facilities and advice on guidance received prior to and during their studies.				

#### 3.4 Premises and Facilities

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<b>Comments</b> All policies and procedures including fire safety and first aid conforms to current legal requirements. The standard of heating, lighting and ventilation is satisfactory.				

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

**Institution's strengths**

The franchise held with Pitman Training offers a student a whole suite of courses in IT and Management which appears to be extremely popular. Management and Staff are experienced and competent in delivering these courses.

Actions required	Priority H/M/L
None	

**COMPLIANCE WITH STATUTORY REQUIREMENTS**

Declaration of compliance has been signed and dated.	YES
Further comments, if applicable	
None	