BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Reaccreditation Inspection

ORGANISATION: Institute of Development Studies

ADDRESS: Andrew Cohen Building
University of Sussex
Brighton
BN1 9RE

HEAD OF ORGANISATION: Professor Melissa Anne Leach

DATE OF INSPECTION: 27 - 28 June 2016

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

◉ Reaccreditation awarded for the full four-year period.

◯ Decision on accreditation deferred.

◯ Accreditation to be withdrawn.

Date: 14 Jul 2016

1. Background to the organisation

The Institute of Development Studies (hereinafter called the Institute or IDS) was founded in 1966 as an independent research institute based in the University of Sussex. IDS has close links with the University but it is financially and constitutionally independent. IDS has charitable status and is a company limited by guarantee, it employs its own staff and it does not receive any core funding from the UK government. IDS's income is generated from a range of organisations through research grants, fees for advisory work, teaching and sales of publications. The UK Department for International Development (DFID) is the Institute's largest funder and it also receives funds from the European Union, various United Nations agencies, and a wide range of aid agencies, trusts and foundations. The Institute has a clear funding policy which is displayed on its website, this includes a complete list of all funders who have supported IDS with contributions of $5,000 and over. IDS has achieved a five-star rating for funding transparency from Transparify, a initiative which provides a global rating of the financial transparency of major think tanks.

The Institute works in partnership to address global challenges and its 2015-2020 strategy is underpinned by three defining challenges; to reduce inequalities, accelerate sustainability and build inclusive and secure societies. The Institute currently employs 200 staff, approximately 50% of whom are researchers with the remaining 50% being involved in knowledge management. IDS has a worldwide reputation with 360 global partners, 3,000 alumni and hundreds of former staff, it is committed to 'applying academic skills to real word challenges'. IDS hosts six research teams, eight postgraduate courses and a range of well-respected knowledge services.

Since its inception, the Institute's programme has offered postgraduate level courses, however, it also has a tradition of providing professional short courses and for thirty years it ran a highly successful short course training programme with a range of courses lasting up to three months. IDS ceased its provision of three month short courses in the late 1990s due to a change in the international funding climate, however, it has continued to provide shorter training courses, either overseas or in the UK for specific organisations such as UNICEF and the World Bank.

2. Brief description of the current provision

The Institute offers a number of short courses lasting between four and five days; Social Protection: Policies, Programmes and Evidence, Impact Evaluation, Transforming Nutrition: Ideas, Policies and Outcomes, Using Participatory Action Research to Improve Development Practice and Tax and Development (Europe and Africa) which has been delivered in the UK and and Addis Ababa, Ethiopia. Each course attracts 25 to 35 participants.

IDS short courses usually last one week and 4-5 courses have been held annually at IDS since 2013. The short courses are not part of its postgraduate teaching programme and are not validated by the University of Sussex.

External accreditation, such as that offered by BAC, is required for its international students' (hereinafter participants) applications for student visitor visas.

In addition to its short course provision, the Institute offers a PhD programme and eight Masters programmes, two of which are taught jointly with the University of Sussex. All of its postgraduate programmes are validated by the university and the Institute is treated as a Department of the University's School of Global Studies. It is presently ranked second in the world for Development Studies (according to QS World University Rankings by Subject 2016). Each year approximately two hundred postgraduate students study at the Institute, most of whom are based overseas and are recruited using CAS numbers which has UKVI Highly Trusted status.

IDS is a research-driven organisation with ongoing postgraduate teaching responsibilities. It has the the ability to offer short course provision based upon these qualities and its reputation in the field of international development. Since 2013, IDS has delivered thirteen short courses.

3. Inspection process

A reaccreditation inspection by one inspector took place over two days. Meetings took place between the Inspector and the Institute's Director of Teaching and Learning and the Facilities Manager. A session on the Social Protection: Policies, Programmes and Evidence short course was observed by the Inspector and brief discussions were held with participants on the course, the Session Trainer and the Course Coordinator shortly after the session. Further meetings were held with the Short Course Project Manager (SCPM) and the Teaching Manager. In addition a wide range of documentary evidence was assessed.

4. Inspection history:

Inspection type	Date
Stage 2	19 March 2012
Stage 3	18 March 2013
Interim	23 June 2014

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.	⦿ Yes ○ 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.	⦿ Yes ○ No
1.3	There are clear channels of communication between the management and staff and those working at the delivery venue/s.	⦿ Yes ○ No

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

Comments

IDS has a conventional hierarchical management structure. At the head of this is the IDS Director who is directly assisted by an Executive Assistant, a Director of Strategic Operations, the Head of Knowledge Services, Research Team Leaders, a Head of Communications, a Director of Teaching, a Director of Strengthening Evidence-Based Policy Grant, a Development Manager and a Partnership and Fundraising Manager. The Institute has a clear consultation and decision framework which is followed by all staff within IDS. The Director is also a Professorial Fellow of IDS and has presented on short courses delivered by IDS in the past.

Presently, short courses are developed by members of twelve separate research led 'Clusters', each of which are allocated to one of three 'Hubs' (Administration).

The Teaching and Management group for Postgraduate Teaching holds a monthly team meeting, the Teaching and Learning Strategy Committee holds termly meetings reviewing all provision, Clusters have bi-monthly meetings, the Senior Leadership group meets monthly and the Board of Trustees meets twice a year. Minutes are kept and action points are recorded within the Cluster or the team. The monthly Senior Leadership Group meeting distributes headline points to IDS staff, these are reviewed at a subsequent meeting by the Chair with the actions taken recorded. Short Course team meetings are held across the Hubs twice a year to review the programme, Short Course planning meetings are held monthly.

2. **The administration of the provider is effective**

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

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

Comments

The Clusters develop the short courses and these are managed by the Hub linked to the Cluster, each Hub maintains a separate list of participants and applicants for the short courses developed by its Clusters. Each Hub also has its own set of procedures for the administration of courses originating in its allocated Clusters. The recent appointment of a Short Course Project Manager (SCPM) will standardise the procedures, marketing and delivery of the Institute's short courses. A centralised contact database will be developed within the next six months and all participant/applicant lists will be combined to ensure that IDS can identify opportunities to develop bespoke courses for organisations which enrol their staff on the Institute's short courses. Data collection systems are well organised.

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 staff CVs seen by the Inspector reveal a wide range of experience and academic excellence, both of which directly inform the short courses programme. A list of the Senior Leadership Group members and Research Fellows who are/have been involved with the delivery of short courses includes 18 members with doctorates.

Management is successful in securing and retaining suitably qualified staff and their performance is reviewed regularly. Staff appraisals are completed annually, and agreed personal and team objectives are reviewed six months after appraisal.

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

IDS is an internationally recognised brand, it has worked with governments and the United Nations, and it has carried out research for international clients for many years. IDS has a high quality website detailing all aspects of its work, with clear links to information on its Short Professional Courses programme. The 2016 courses are described in detail, including information on the course structure and outcomes, career relevancy, programme leaders, application details and scholarship opportunities. A printed copy of information about its short courses is also available. The publicity material provides prospective participants with helpful information which enables them to make informed choices, as was confirmed by course participants in a meeting held 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.	○ Yes ● No ○ NA
5.2	A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified.	● Yes ○ No ○ 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.	● Yes ○ No ○ NA
5.4	Any overseas recruitment agents are properly selected, briefed, monitored and evaluated.	○ Yes ○ No ● NA

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

Comments

Participants are expected to possess appropriate academic and professional qualifications as well as having experience in the relevant fields. However, entry requirements are not clearly stated on all of the course information given for the different short courses, for example, these are missing in the information provided for the short courses entitled 'Using Participatory Action Research' and 'Transforming Nutrition'. In addition, the course information does not give any details about the level of language ability required to successfully participate in the Institute's courses.

No overseas recruitment agencies are used.

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.	○ Yes ● No	
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and reviewed.	● Yes ○ No ○ NA	
6.3	Participant absences are followed up promptly and appropriate action taken.	● Yes ○ No	

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

Comments

There is clear and published policy on participant attendance in the Participant Handbook, which states that all participants must attend 80% of their course. Anyone failing to reach this attendance level will not receive a certificate of participation. However, this policy should be expanded to include information about the Institute's policy on punctuality. Monitoring of the attendance requirement is relatively straightforward given the small numbers of participants on each course, the intensive nature of the programme and the maturity of the participants.

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

7.1	The provider has effective mechanisms for obtaining feedback from participants and other stakeholders (such as staff, partner providers and employers) on all aspects of the provider's provision, including formal participant 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 provider's response to the feedback to the participant body.	○ Yes ● No

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

Comments

As the Institute's provision consists of courses which are four or five days in length, formal student representation is not appropriate. The Institute will introduce an annual review of the participants' feedback to assess the suitability of the short courses they attended in relation to their occupations. Presently, no evaluation is completed by the Institute's partner organisations or the trainers on the short courses.

Participant feedback is ongoing while the short courses are in progress, and it is tracked both formally, through documentation, and informally, through spoken feedback, by both staff and management. Feedback received from the participants during a meeting with the inspector was very positive, they stated that they had found it easy to enrol and that they were very happy with the content and organisation of the course. They felt that the course content was of a high standard and resources were easily accessible, they also confirmed that there were good opportunities for networking.

8.	**The provider 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 provider's performance.	◉ Yes ○ No
8.2	Reports are compiled which present the results of the provider's reviews and incorporate action plans.	◉ Yes ○ No
8.3	Action plans are implemented and regularly reviewed.	◉ Yes ○ No

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

Comments

Annual reports are compiled and these present the results of the Institute's reviews. The Institute's reports include analysis of year-on-year results regarding student satisfaction, retention, achievement, examination results and completion rates.

For the short courses, the course leader and administrator action individual points which arise while the courses are in progress and the Cluster/Hub is kept fully informed. Information on the short course provision, including participant evaluations, is retained by the Cluster/Hub responsible for the delivery of a specific short course. This information is then analysed by the Cluster/Hub and appropriate changes are made to the course content.

INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

9.	**Programme management is effective**	
9.1	There is a suitably qualified and experienced programme manager or management team with responsibility for teaching, learning and assessment and the management of the body of trainers.	◉ Yes ○ No
9.2	Classes are timetabled and rooms allocated appropriately for the courses offered.	◉ Yes ○ No
9.3	The allocation of trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency.	◉ Yes ○ No
9.4	There is an appropriate policy and effective procedures for the acquisition of teaching and learning resources.	◉ Yes ○ No

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

Comments

The programme management on the short courses is excellent. The courses receive excellent feedback and a waiting list normally has to be set up for each course. The Institute has a significant number of rooms of varying sizes that can be adapted to suit the requirements of the short courses.

The quality of teaching at the Institute is very high. Its trainers have a wide range of experience and expertise, and are respected Research Fellows at the IDS. Participants also come from a wide range of backgrounds and they are encouraged to take an active role in the short courses, sharing their knowledge and experiences with each other under the guidance of one of the Institute's trainers.

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

10.1	Courses are designed and delivered in ways that allow participants to develop the knowledge and skills which will be required for final examinations or assessments or which meet stakeholders' requirements.	○ Yes ○ No ● NA	
10.2	Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.	○ Yes ○ No ● NA	
10.3	Formative assessments appropriately reflect the nature and standards of summative examinations.	○ Yes ○ No ● NA	
10.4	Participants are encouraged and enabled to develop independent learning skills.	● Yes ○ No ○ NA	
10.5	The academic backgrounds and particular needs of participants are taken into account in the classroom delivery of the course.	● Yes ○ No	

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

Comments

Presently, the specific learning needs of participants are not disseminated to trainers on the short courses which means that these are not taken into account in the classroom delivery of the course. It is recommended that this information should be recorded on the 'Full Participant's Sheet' and emailed to the trainers prior to the delivery of courses so that they are able to make the necessary changes to their session plans and classroom delivery.

The Institute's short course programme is designed to provide training for professionals within the international development sector such as charity workers, NGO managers or government officials. The majority of participants will already be working in the field under review and have significant academic knowledge thus enabling them to contribute to discussion and debates at a theoretical level. There are no assessments associated with these short courses, however, participants are expected to work both individually and in groups thereby enhancing their independent learning skills.

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

11.1	Trainers are appropriately qualified and experienced.	● Yes ○ No	
11.2	Trainers 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 trainers incorporate regular classroom observation.	● Yes ○ No	
11.4	Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants.	● Yes ○ No	
11.5	Trainers respond to different learning needs of participants where appropriate, taking various learning styles into account in their planning and delivery of lessons.	○ Yes ● No	
11.6	Trainers employ effective strategies to involve all participants 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

Please see first comment under Standard 10.

Trainers on the short courses are selected due to their reputation and extensive knowledge of the topics under discussion. During a meeting with the inspector, participants stated that they found the trainers to have a high level of subject knowledge and experience. Based on the session observation completed by the inspector on 28 June 2016, trainers promoted discussion between participants to enable them to share their knowledge of social protection in different settings.

12. **The provider provides participants and trainers with access to appropriate resources and materials for study**

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

Comments

High quality learning materials and resources are used on the Institute's short courses. Participants are able to use the Institute's Study Direct online platform once they have enrolled on the course. This enables them to access readings, course content and online discussion forums. The British Library for Development Studies is based at IDS and is the largest development studies library in Europe.

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

13.1	Feedback is given to individual participants tailored to meet their specific needs and constructive in its nature and delivery.	◉ Yes ○ No
13.2	Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to participants and trainers.	○ Yes ○ No ◉ NA
13.3	Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention where appropriate.	○ Yes ○ No ◉ NA
13.4	Participants are made aware of how their progress relates to their targeted level of achievement.	○ Yes ○ No ◉ NA
13.5	Additional support or advice on alternative courses is provided to participants who are judged not to be making sufficient progress to succeed.	○ Yes ○ No ◉ NA
13.6	Participants have appropriate access to trainers outside class time.	◉ Yes ○ No ○ NA

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

Comments

There are no formal assessments made on the short courses delivered by IDS. The courses are offered to professionals, most of whom come from overseas. The focus of these courses is the exchange of knowledge and to develop practical solutions. Spoken feedback is given to the participants where applicable and participants are able to access the trainers on the courses during breaks and at the end of the day.

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

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

Comments

There are no accredited awards attached to the short courses. Participants receive a Certificate of Participation.

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 participants 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

There is a clear rationale for the courses but they do not lead to any awards.

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

16.1	The provider complies with the requirements of the relevant awarding bodies in terms of examination security and administration where appropriate.	○ Yes	○ No	⊙ NA
16.2	For internal assessment and awards, there are effective systems in place for examination security and administration, and clear procedures for participants to appeal against their marks.	○ Yes	○ No	⊙ NA

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

Comments

No assessments or examinations are completed by participants on the Institute's short courses.

INSPECTION AREA - PARTICIPANT WELFARE

17. **Participants receive pastoral support appropriate to their age, background and circumstances**

17.1	There is at least one named staff member responsible for participant welfare who is suitably trained, accessible to all participants and available to provide advice.	⦿ Yes ◯ No ◯ NA
17.2	Participants receive appropriate advice before the start of the programme.	⦿ Yes ◯ No
17.3	Participants receive an appropriate induction and relevant information at the start of the programme.	⦿ Yes ◯ No
17.4	Participants are issued with a contact number for out-of-hours and emergency support.	⦿ Yes ◯ No ◯ NA
17.5	The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.	⦿ Yes ◯ No

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

Comments

All participants receive a handbook at the beginning of their course: the 2016 Participant Handbook contains information about IDS, its short course training programme, its facilities, accessing the IDS Intranet as well as its policies and procedures. Upon enrolment participants also receive information about travelling to the Institute, suitable accommodation in Brighton and the University of Sussex campus. Two members of staff, the Course Leader and the Administrator, are available to participants while they are attending a course, which means that any concerns which arise can be resolved quickly and satisfactorily. The Reception staff also provide guidance for participants between 9 am and 5 pm.

18. **International participants are provided with specific advice and assistance**

18.1	International participants receive appropriate advice before their arrival on travelling to and staying in the UK.	⦿ Yes ◯ No
18.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	⦿ Yes ◯ No
18.3	Information and advice specific to international participants continues to be available throughout the course of study.	⦿ Yes ◯ No
18.4	Provision of support takes into account cultural and religious considerations. Where possible, participants have access to speakers of their own first language.	⦿ Yes ◯ No

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

Comments

IDS has vast experience in working with international students in its role as a postgraduate and research centre within the University of Sussex. Presently, the Institute has over 150 postgraduate students at IDS, most of whom are from overseas, and all have at least two years professional experience in the field of international development. Participants on the June 2016 short course came from South Africa, France, Lebanon, Somalia, Georgia and the United States. An induction session is held on the first day of each short course.

19. **The fair treatment of participants is ensured**

19.1	Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions.	◉ Yes ○ No
19.2	Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course.	◉ Yes ○ No
19.3	Participants are advised of BAC's own complaints procedures.	◉ Yes ○ No

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

Comments

The Participant Handbook includes a section on the Institute's complaints procedure, together with information about how to complain to BAC. The contractual relationship is mainly between IDS and a sponsoring organisation, however, some participants on the June 2016 course were self-funded.

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

Generally, it is IDS policy to recommend various hotels in Brighton and participants on the short courses make their own arrangements for accommodation. However, for the Transforming Nutrition short course accommodation is included in the course fee and participants stay at the Jury's Inn in Brighton.

There is limited accommodation on-site, which consists of eight bedrooms, with en-suite facilities, offered on a 'first come first served' basis for students on the Postgraduate programmes offered by IDS. Disabled participants are offered on-site accommodation if it is available. The on-site accommodation has a Warden available 24 hours per day, late arrivals are met by the Warden and from 5 pm onwards there is no public access, security is maintained by the University of Sussex's security team.

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

Home-stay accommodation is not provided.

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

The Institute provides a number of opportunities for participants to socialise. The Institute has an on-site restaurant and bar area where participants can meet. A dinner is organised in a Brighton restaurant for the participants on short courses. Refreshments are provided throughout the day for the participants and this allows them time to socialise.

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

Comments

The IDS building is leased from the University of Sussex until September 2068.

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 IDS Building is located at the heart of the University of Sussex's campus. The building dates back to the mid-1960s and, over the years, two extensions have been added, significantly increasing the teaching accommodation while allowing the social, catering and library facilities to be enhanced. There are four levels in the building, the Lower Ground Floor houses the restaurant, bar and library archives. The Ground Floor houses the reception area, a large relaxation area, offices and training areas. The First and Second Floors contain the Library and Bookshop, 100 student lockers, staff offices, a PhD study room for thirty students with 30 lockers, meeting rooms, Fellows' rooms and additional training rooms.

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 ○ NA	
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

The Institute is an excellent environment for study, training, research and relaxation. It has thirteen teaching rooms of varying sizes, ranging from small group breakout rooms, which can accommodate 4-10 people, to large boardroom style training rooms, accommodating 10-50 people, some of which can be combined to make larger training rooms. There is also a larger training room which can accommodate up to 140 people if required. The Institute is presently upgrading its training rooms with audio visual equipment including cameras, interactive screens and smartboards, and ceiling mounted microphones, which will facilitate the recording of lectures and seminars held in its training rooms using Panopto software. These recordings will then be uploaded to the Institute's online platform so that they can be accessed by students, participants and IDS staff. The maximum total capacity of all training rooms is 440 people.

25.3 Assessments are not conducted on the Institute's short courses programme.

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

IDS offers a purpose built environment with high quality training accommodation, technology and learning resource support. The IT suite contains eleven computers and a smartboard. Participants have access to the British Library for Development Studies and its archive. There is an IT suite and group study room in the Library which accommodates eight students. There are also 60 desk spaces with Wi-Fi connectivity in the Library, in addition to 4 networked computers and 12 Library configured computers.

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 Institute of Development Studies is a leading global institution for development research.
It has highly qualified, experienced and well respected academic staff contributing to its short course programme.
It has effective short course administration teams.
Its data collection systems are well established and effective.

Actions required	Priority H/M/L
5.1 Entry requirements, including a required level of English capability, for example an IELTS level, must be clearly stated on all of the short course information pages.	○ High ● Medium ○ Low
6.1 The Institute has a clear attendance policy in the Participant Handbook, however, additional information must be added to show the institution's policy regarding punctuality.	○ High ○ Medium ● Low
7.1 & 7.4 A trainer evaluation form must be introduced for teaching staff delivering content on the short courses, this could ask them to reflect on course content, the facilities and the participants, identifying positives and areas for development. Feedback collected from the participant body and the resulting action(s) must be fed back in an appropriate way to the participants.	○ High ● Medium ○ Low

TEACHING, LEARNING AND ASSESSMENT

Provider's strengths

Its trainers are well qualified and experienced in their chosen fields.
Clear rationales are given for its courses.
Excellent teaching and learning environment with access to a wide range of educational and IT resources.
The Institute provides participants with access to the British Library for Development Studies.
Excellent feedback reports from participants.

Actions required	Priority H/M/L
11.5 Session plans must be developed for each of the training sessions and these must include information about how the different learning needs of participants have been taken into account when planning and delivering the sessions.	○ High ● Medium ○ Low

PARTICIPANT WELFARE

Provider's strengths

Experience in caring for international students.
Clear guidance is given for participants in the Participant Handbook.
Comprehensive support services are offered to participants.

Actions required	Priority H/M/L
None	○ High ○ Medium ○ Low

PREMISES AND FACILITIES

Provider's strengths

Excellent location at the centre of the University of Sussex campus.
Purpose built teaching and learning environment.
Secure tenure of its premises.
Safe, secure environment with good social facilities for participants and staff.

Actions required	Priority H/M/L
None	○ High ○ Medium ○ Low

RECOMMENDED AREAS FOR QUALITY IMPROVEMENT

The Institute provides participants with high quality learning and teaching opportunities. However, the following recommendations are made:

The new position of Short Course Project Manager should be included on the Institute's organogram.
The Research Fellows teaching on the Institute's short course provision should add their teaching qualification to their CVs. In addition, CVs for all staff working on the Institute's short course provision should be included in the BAC Reaccreditation documentation folder.

Additional criteria should be added to the 'Full Participant's spreadsheet', and this should include information about each participant's specific learning needs/disabilities etc. This should be made available to all of the staff working on a specific short course as it will allow the trainers to take participants' specific learning needs into account when planning their sessions.

Details of all of the staff working on specific short courses should be added to the biographies/information sheet for participants. This should include information about the Administration staff participants may need to speak to while they are on the course.

COMPLIANCE WITH STATUTORY REQUIREMENTS

The Institute has to observe the health and safety requirements laid down by the University of Sussex. There is clear signage with exit and fire doors clearly marked. Fire fighting equipment is available throughout the building and fire wardens are on duty whenever the building is open. The University of Sussex also completes regular bell tests, emergency lighting and lightning rod checks. The IDS Facilities Manager is responsible for maintaining the building, accommodation, restaurant, bar and study areas.