



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **INTERIM VISIT (Short Course Provider)**

**PROVIDER:** The Iver Make-Up Academy

**ADDRESS:** Goldfinger Avenue  
Pinewood Road  
IVER  
SLO 0NH

**HEAD OF PROVIDER:** Ms Elizabeth Tagg-Wooster

**DATE OF VISIT:** 29 June 2017

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued Accreditation 27 July 2017

## **PART A - INTRODUCTION**

### **1. Background to the provider**

The Iver Make-Up Academy (the Academy) is a private limited company with three directors, eight shareholders and four members of staff. The Academy was incorporated in April 2015. The Principal is supported by a full time Operations Manager and two part-time Course Coordinators, who each work for three days a week to provide an overlap for good continuity of provision and communications. Professional support is provided part-time by the Vice Principal, the Finance Director and the Business Advisor.

The Academy acquired premises in Pinewood Studios, near Iver in Buckinghamshire, on an initial three-year lease, which currently runs until September 2018. The premises are accessible to those with mobility impairment. They comprise three spacious and well-equipped studios, with appropriate digital audio-visual facilities. In addition, there are adequate offices including a room for private interviews and a kitchen with some relaxation space.

The Academy's principal, directors and teaching staff have long-standing experience in the film and television industries. All the tutors, except the principal, work for the Academy part-time as self-employed trainers. Tutors are engaged to deliver particular course modules while continuing to work in the industry as, for example, professional make-up artists and hair designers. The Academy has networking contacts within the industry, including the manufacturers and suppliers of equipment and materials.

There have been no significant changes in the Academy or its provision since its incorporation in 2015. However, the name was changed from The Iver Academy to The Iver Make-Up Academy on 28 June 2016.

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

The Academy provides high quality industrial related training for participants studying make-up, hair and prosthesis for the film, television, theatre and fashion industries.

The specific courses offered include modules on television, film and theatre make-up and hair, prosthetic make-up, fashion and beauty make-up and airbrushing. These modules are offered for the Academy's own Beginner's Certificate and Advanced Certificate programmes. Courses commence at three points in the year, which are January, April and September. The Academy also offers two-day taster courses and open days on a regular basis. The Academy accepts about 30 participants each year on a range of different modular courses of various lengths ranging from a few days to 30 weeks.

The application process requires a participant to complete an enrolment form and to attend an interview where they present a portfolio of their work. Essential qualities for a successful application are the demonstration of the participant's artistic and design skills as well as a determination to persevere and succeed in their career in the media make-up industry.

The majority of the participants are in the age range 18 to 25. None are under the age of 18. Some are aiming for a career change, usually after working in the hairdressing or beauty therapy industry. The majority of participants are from the United Kingdom. The very large majority of participants are female.

The maximum studio capacity at any one session is currently limited to 38. The Academy intends gradually to increase the total number of participants each year to a total of about 50.

### **3. Inspection visit process**

The inspection involved one inspector for half a day. The inspector interviewed the Principal/Company Director, the Operations Manager, the Course Coordinator and one of the tutors. The inspector also observed a practical

studio session. The inspector also viewed the premises and the considerable support facilities available from Pinewood Studios. All documents requested were readily available.

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

**First full SCP inspection:** 24–25 May 2016

## **PART B – JUDGMENTS AND EVIDENCE**

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

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

None

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

*3.3 The Academy must develop an effective system for regularly reviewing the performance of staff.*

There is now an appropriate system supported by comprehensive performance appraisal documentation, which is appropriately implemented.

*7.4 The Academy must develop a formal mechanism for reporting on the provider's response to feedback.*

This is now done in the form of a summary conclusion and set of appropriate actions arising from the feedback.

### **3. Response to recommended areas for improvement in last report**

*Add the tutor's name to the module's 'Student Feedback Week' form.*

The tutors' names are now routinely included in the Student Feedback Week form.

*Consider providing participants with an end-of-module summary report by each tutor.*

A document has been developed that includes a comprehensive record of each participant's progress during each module. This includes an end of module summary by each of the relevant tutors.

*Print a more detailed description of course content on the back of the end-of-course certificate.*

The inspector saw recent examples of certificates issued to participants. These now include a list of all details of the modules satisfactorily completed by that participant and, in addition, the names of all the tutors who provided teaching for those modules.

*Print detailed descriptions for those modules which do not yet have handbooks.*

All modules now have internally written comprehensive handbooks. These are routinely issued to all the participants in those modules.

*Review the design of the observation-form which management completes when conducting tutor observations.*

The inspector saw the new appropriate and comprehensive documentation, together with suitably completed in-practice examples.

*In the event that the provider starts to enrol significant numbers of international students, appropriate information will need to be provided pre and post arrival.*

Appropriate information is now available.

*Ensure that all staff first-aid certificates are up to date.*

One full-time member of staff now has a valid and current first-aid certificate.

#### 4. Compliance with BAC accreditation requirements

##### 4.1 Management, Staffing and Administration (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<b>Comments</b> All staff, tutors and participants are required to sign-in on arrival as part of attendance monitoring and fire safety precautions.  Staff and tutor files are well maintained.  Staff should consider developing flow charts for routine procedures, and scripts for interviews in order to ensure rigour and consistency, especially during recruitment and enrolment of participants.  The Academy has no current need to recruit tutors. However, they have been developing appropriate recruitment documentation to support their proposed application for validation by their industry body.  Significant developments, successes, news and feedback items are not routinely communicated to staff and external stakeholders.				

##### 4.2 Teaching, Learning and Assessment (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<b>Comments</b> All participants are provided with an internally generated handbook for each of their learning modules.  Criterion referenced module assessments are comprehensively recorded.  A participant cannot achieve their final certificate unless their attendance and punctuality matches strict criteria monitored by the tutors. These strict criteria match those of the television and film industries.  Representatives of the industry provides considerable feedback following participants' work placements.				

#### 4.3 Participant Welfare (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p><b>Comments</b></p> <p>Comprehensive support for participants is available from the highly experienced staff and tutors.</p> <p>Staff, tutors and participants have access to a shop, café, bar, restaurant, medical centre, gymnasium, and recreation areas on site.</p> <p>The Academy might consider investing in training in relation to preventing radicalisation and safeguarding as useful background support for staff and tutors.</p>				

#### 4.4 Premises and Facilities (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p><b>Comments</b></p> <p>The whole premises are clean, well maintained and decorated throughout.</p> <p>The Pinewood Studio provides rigorous security.</p>				

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

<b>STRENGTHS</b>
All staff and tutors are well experienced in the profession and all tutors are currently practicing in the television and or film industry.
All course modules are firmly based on current industry practice and are frequently and promptly updated.
Highly motivated staff and tutors who provide stability and continuity of provision.
Modular structure of the courses allows considerable flexibility for retakes, and for bespoke learning opportunities to meet individual participants' needs.
Excellent facilities for tutors and participants with significant and relevant resources available from within the Pinewood Studios site
The relatively small numbers of participants can each be fully supported both in their skills training and their welfare.

<b>ACTIONS REQUIRED</b>	<b>Priority H/M/L</b>
None	

<b>RECOMMENDED AREAS FOR IMPROVEMENT</b>
Consideration should be given to the creation of flow charts, similar documented prompts or scripts for critical administrative procedures and activities. These could include participant enquiries, participant registration, data collection, interview and course fee payments.
Significant developments, successes, news and feedback items could be displayed on the Academy's website and an internal noticeboard.
The Academy might consider investing in training in relation to preventing radicalisation and safeguarding as useful background support for staff and tutors.
Consideration should be given to arranging for one or two further members of staff and tutors to update or undertake certificated first aid training.
The Academy should continue to pursue validation with their industry body.

<b>COMPLIANCE WITH STATUTORY REQUIREMENTS</b>	
<b>Declaration of compliance has been signed and dated.</b>	<b>YES</b>
<b>Further comments, if applicable</b>	
The Academy must check whether they need to register with the Information Commissioners Office.	
Although all teaching material is generated in-house, the Academy should enquire whether they need to register for a copyright licence.	