



## BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

### INTERIM INSPECTION (Short Course Provider)

**ORGANISATION:** Samiad, Limited

**ADDRESS:** 2 Holt Court, IBIC Birmingham Science Park, Birmingham B7 4EJ

**HEAD OF ORGANISATION:** Alex Hopkins

**Accreditation status:** Accredited

**Date of inspection:** 01 October 2015

**ACCREDITATION COMMITTEE DECISION AND DATE:** 26 November 2015

## PART A - INTRODUCTION

### **1. Background to the organisation**

Samiad was established in October 2013 as a private company (No: 8718466) by two directors who have experience in the private higher education sector. Its objective is to be a provider of summer schools operating within UK boarding schools. The initial main focus was the Midlands area with delivery at Trent College, Nottingham. This is an independent co-educational day and boarding school. The grounds are extensive with excellent sporting facilities (a large gymnasium, swimming pool and all weather sports pitches) and the teaching blocks are well resourced and maintained. There are plans to add a second venue in 2016, Boxhill School in Surrey which will be subject to premises inspection by BAC. The minimum age of participants is eight years of age and it is anticipated that the upper age will be 16. The programme on offer is a mixture of English language tuition, a variety of sporting activities, craft sessions and a programme of excursions. If the parents of attendees would also like to improve their English language skills they are able to join separate specific groups but this is seen as a secondary aspect of the provision. The main directors and the Learning Director have commissioned the production of a breakdown of the learning skills/outcomes for the various levels of English language proficiency that will form the guidance for the specialist tutors employed during the summer.

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

The summer of 2014 saw the delivery of the first programme and this was repeated in 2015. Four courses were offered, each of two weeks' duration covering July and August 2014 and delivered at Trent College. In 2015 additional programmes were offered to cater for increased participants bringing the total number to around 180. The facilities at the College are such that these additional numbers can be easily accommodated. The programme provides for language tuition, activities and excursions to locations around the UK.

### **3. Inspection process**

The interim inspection was undertaken by one inspector who met with one of the directors at the administration headquarters in Birmingham. A range of documentation to support the discussions was reviewed to include the CVs of new staff and Samiad's safeguarding policy.

### **4. Inspection history**

Stage 2: 24 and 25 February 2014

Full inspection: 04 August 2013

## **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 provider**

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

There have been no significant changes in terms of the programme delivered although participant numbers have increased and additional staffing employed as a result. Two additional senior staff have been employed to support the two directors and existing teachers and support staff. These new staff have assumed some of the teaching responsibilities of the directors and have specific responsibility for the student houses. A number of existing, well-qualified staff are returning to work with Samiad each year.

Review of the 2014 delivery has resulted in the inclusion of additional excursions (an extra two per week) plus the introduction of a mandatory evening activity. This latter initiative has aimed to enhance group cohesion and, it was reported, has been successful in doing so.

Trent College has remained as the venue and a meeting is shortly to take place to renew the arrangements for 2016 in line with the normal annual lease arrangements. There are plans to add an additional venue in 2016, Boxhill School in Surrey, and Samiad understands that this location will need to be inspected by BAC for accreditation to cover these premises.

Given the relatively recent establishment of the company (in 2013) the Stage 2 and Full inspections found that a number of practices were not supported by any written policy. This has largely been addressed but Samiad is recommended to continue its efforts to formalise its administrative processes to ensure that relevant written policies exist and that implementation is confirmed through some written record to provide for an audit trail. This is further expanded on below.

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

The full inspection report of 2014 contained one recommendation and no actions points. The recommendation suggested that the participant questionnaire could be expanded. The questionnaire has been revised accordingly and in this process made significantly more ‘user-friendly’ to encourage a greater response rate. A traffic light system has been introduced to enable easy identification of issues that may require attention

The report also noted that Samiad was to introduce its staff appraisal scheme in 2014. An informal approach has been taken which involves informal reviews after the first four weeks of teaching although the outcomes are not recorded. A form has been devised to formalise the process but has yet to be used. It is recommended that efforts are made to formalise the staff appraisal process and to record the outcomes. This point is reiterated below in the relevant standards area.

### **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>	Samiad continues to address most of the standards in this area. It should, however, ensure that its staff appraisal process (standard 3.3) is formally implemented. It continuously reflects on the delivery of its programmes and obtains feedback from participants and staff and provides a brief annual written statement to			

its investors. Steps taken to enhance the participant questionnaire and the requirement for each participant to complete a daily diary are particular enhancements to the process. There is, however, no record of actions taken to address issues raised in this feedback process. Similarly, the outcome of the discussions about the annual statement to investors are not recorded and there is no sense of formal action planning to ensure that required actions are addressed and recorded (standards 7.3 and 8.3).

### 3.2 Teaching, Learning and Assessment

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<b>Comments</b>				
Whilst there is no requirement for the production of lesson plans, arrangements have been introduced which require teachers to take a more formal approach to planning their sessions. Discussions take place each day at lunchtime to monitor progress. These discussions also provide an opportunity for sharing of good practice across staff. Staff are observed on an informal basis every couple of weeks. Samiad appreciate that with the introduction of an additional delivery location, the need to ensure consistency will be even more important				

### 3.3 Participant Welfare

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<b>Comments</b>				
Samiad continues to provide comprehensive advance information which includes a Pre-arrival Handbook. A named individual has responsibilities for participant welfare, one for males and another for females. Participants are clear who they need to approach for information and advice. There is a Safeguarding Policy for Under 18s and Vulnerable Adults. All staff undergo DBS checks and are trained in safeguarding requirements. Named staff have specific responsibilities for safeguarding and welfare.				

### 3.4 Premises and Facilities

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
<b>Comments</b>				
The interim inspection was conducted at the administrative headquarters in Birmingham but there have been no reported changes to the nature of premises at Trent College Nottingham and the intention is to use these premises for the 2016 programmes. As has already been noted, the new premises in Surrey will need to be inspected.				

## PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

### Institution's strengths

A varied programme which successfully blends language tuition with participant-focussed activities and excursions to the surrounding area and further afield within the UK.

A focus on providing staff with the relevant expertise both in teaching and learning and welfare.

Actions required	Priority H/M/L
The provider must ensure that the outcomes of participant feedback and the annual statement to investors are formalised to include a written record and some form of action planning with subsequent monitoring.	M
The provider must implement a formal teacher appraisal process.	M

### COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated.	YES
Further comments, if applicable  Samiad has taken steps to ensure that in particular it complies with the requirements for safeguarding of under 18s and vulnerable adults.	