

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Reaccreditation Inspection

ORGANISATION: Oxford Summer Courses

ADDRESS: 16-17 Turl Street
Oxford
OX1 3DH

HEAD OF ORGANISATION: Mr Harry Hoare and Mr Robert Phipps

DATE OF INSPECTION: 18-19, 21 & 24 July 2017

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- Accreditation to be withdrawn.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: 8 February 2018

1. Background to the organisation

Oxford Summer Courses (the Provider) was founded in January 2010 as a limited liability partnership. It became a registered private limited company in March 2012.

It aims to provide short academic courses, which are based in elite colleges and schools and blend world-class teaching from Oxford academics with the best of English culture.

Its two directors work full-time for Oxford Summer Courses. The Provider has a permanent base in Oxford with the summer courses taking place at various colleges in Oxford and Cambridge and at Wycombe Abbey School.

Since 2013, when all the courses were offered at Somerville College in Oxford, the Provider has diversified into providing courses for 10 to 12 year olds at Wycombe Abbey school and 13 to 24 year olds in both Oxford and Cambridge.

2. Brief description of the current provision

The Provider offers a range of summer courses in various subject areas including sciences, business, classics, arts and humanities, literature, mathematics and law. The courses run over a seven-week period from June to August. They are normally offered in two-week units, although one week, three week and four week variants are also offered.

Teaching for older participants is structured around small group seminars and individual tutorials, which are delivered by University academics or Oxford alumni. Class sizes are capped at eight. Younger participants are taught in groups of no more than 15. Participants are accepted onto courses dependent upon the quality of their application and their level of English language proficiency.

Oxford Summer Courses also offers courses in India. This provision is not accredited by BAC.

The Provider targets well-motivated international participants, aged between 10 and 24. There is a total of 1047 participants enrolled for summer 2017.

3. Inspection process

The re-accreditation inspection was carried out over two full days and two half days across the three sites by one inspector. Seven observations of teaching and learning took place, which included meetings with participants and teaching staff. The inspector also held discussions with the two Company Directors, the Cambridge Programmes Manager, the Operations Officer, course directors and Assistant Course Directors (ACDs). The inspector scrutinised a wide range of documentation. The Provider cooperated fully with the inspection throughout.

4. Inspection history:

Inspection type	Date
Full Accreditation	25-26 July 2013
Interim	8 August 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. | <input checked="" type="radio"/> Yes <input type="radio"/> 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 1.3 | There are clear channels of communication between the management and staff and those working at the delivery venue/s. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The organisation chart provides a clear picture of the management structure. The chart includes staff responsibilities and shows the relationship between the permanent staff and the staff employed to specifically run the courses during the summer months. This allows for the efficient functioning of the Provider.

The curriculum vitae of each of those in senior positions confirm them to be suitably qualified for their role.

Lines of communication are effective but informal. Therefore, records of business decisions are unavailable and the development of the business is not formally recorded. There are no formal minutes of the monthly staff meetings and no records of actions to be taken.

2. The administration of the provider 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 provider. | <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 type="radio"/> Yes <input checked="" type="radio"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the provider. | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2.5 | Data collection and collation systems are effective. | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2.6 | Administrative offices are adequate in size and resources for the effective administration of the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The Provider has a small full-time administration team based in Oxford. The team works well to ensure the smooth running of the summer courses in each location.

2.3 2.4 2.5 Data collection and documentation is not formalised although effective informal systems ensure that the Provider is effectively managed and run.

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

Oxford Summer Courses recruits well qualified and enthusiastic academic and pastoral staff to run the summer courses.

Many summer staff return year-on-year and progress from junior roles to more senior management roles in subsequent summer courses. This allows for consistency in, and maintenance of, the Provider's high standards of delivery.

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

The Provider's website and printed materials allow potential participants to make informed choices about the courses on offer, the length of the courses, fees and the locations in which the courses take place.

The language used in publicity materials is not always consistent across the materials.

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 written English is assessed as part of the application process to ensure they have applied for a course appropriate to their level of English language.

Most applications are made directly to the Provider but the few agencies that are used are monitored very carefully.

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

Participant attendance is the responsibility of the ACDs who monitor participants' attendance at all activities and meticulously follow up any absences. As a result, absence amongst participants is rare.

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 well as end of course feedback, participant feedback is elicited on the first course study day. This allows the Provider to take immediate action on any issues identified by the participants.

Staff feedback is an aspect of the post summer course review forum and informs developments for the subsequent courses.

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

The Provider compiles reports on and analyses the feedback from participants and summer course staff. This enables the effective identification of good practice and areas for improvement, which results in improving provision year-on-year.

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. | <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 trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 9.4 | There is an appropriate policy and effective procedures for the acquisition of teaching and learning resources. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

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

Comments

Full time academic management staff liaise with the colleges and tutors to compile the summer course timetable across the three sites.

There is an effective system of appraisal and peer observations in place. This ensures that the teaching and tutoring standards are consistent.

The provision of teaching and learning resources is the responsibility of the delivery tutors. Tutors use high quality resources, which have been developed for their own undergraduate teaching.

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. | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> NA |
| 10.2 | Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body. | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> NA |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations. | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> NA |
| 10.4 | Participants are encouraged and enabled to develop independent learning skills. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| 10.5 | The academic backgrounds and particular needs of participants 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 offered do not lead to a recognised qualification.

The assessed assignments allow participants to demonstrate independent thought at an appropriate level.

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

Oxford Summer Courses employs highly academically qualified tutors, who teach to their research interests and, therefore, have excellent subject knowledge and expertise.

Older participants are taught in small seminar groups, younger learners in larger teacher lead classes.

In all observed classes there was clear evidence of learning having taken place through the participants' contributions.

Lead subject tutors undertake observations to assure quality of delivery and teaching staff are encouraged to share ideas through peer observations.

11.4 This key indicator is not applicable as all tutors are part of an academic community and engage with continuing professional development at their employing University.

11.5 The vast majority of tutors' teaching methods are very well matched to the age range of their participants. A minority of tutors need more training to teach the younger age groups.

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

Oxford Summer Courses and the host colleges provide the necessary materials to ensure that participants expectations are fully met.

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. | <input checked="" type="radio"/> Yes <input type="radio"/> 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.3 | Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention where appropriate. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.4 | Participants are made aware of how their progress relates to their targeted level of achievement. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.6 | Participants have appropriate access to trainers outside class time. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

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

Comments

Older participants are expected to produce researched academic assignments to an agreed timescale. The assignment briefs include a choice of two assignment titles with guidance and assessment criteria for both.

Oral and written feedback from tutors ensures participants know what they need to do to improve.

Younger participants are assessed in a variety of ways. For example, in one observed class participants were presenting to, and answering questions from, their peers on a chosen topic.

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

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. | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 15.2 | There is evidence of the extent to which the awards are accepted for the purposes of employment or further study. | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 15.3 | External moderators are involved in the assessment process where appropriate. | <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

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

Comments

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

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
- 17.6 Effective safeguarding arrangements are in place and are regularly reviewed to keep all participants safe. Yes No NA
- 17.7 Effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism. Yes No

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

Comments

The ACDs fulfill the pastoral role as they have responsibility for a group of up to 20 participants. They are available to their group on a 24 hour basis.

Publicity and pre-course materials do not advise students with disabilities of the support available to them and so such students may be discouraged from attending.

There is a course phone number that participants can call at any time.

Parents of younger participants could be more clearly informed as to the summer course rules and the potential consequences for participants of breaking the rules.

Participants under the age of 18 have access to an ACD throughout all their activities.

Appropriate safeguarding policies are reviewed on an annual basis.

Participants report that they feel safe and secure at all times.

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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.2 | International participants receive an appropriate induction upon arrival covering issues specific to the local area. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.3 | Information and advice specific to international participants continues to be available throughout the course of study. | <input checked="" type="radio"/> Yes <input type="radio"/> 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

International participants are provided with useful information including on visas and medical insurance prior to arrival.

On arrival participants are briefed as to the local area and safety issues such as bicycle awareness in Oxford and Cambridge.

Oxford Summer Course staff are sensitive to the participants' own cultures although participants are attracted by the opportunity to immerse themselves in all aspects of the Oxford and Cambridge or the boarding school experience that Oxford Summer Courses provides.

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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 19.2 | Participants 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 |
| 19.3 | Participants are advised of BAC's own complaints procedures. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

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

Oxford and Cambridge participants are accommodated in the colleges, in which they study, in rooms used by the University's students during term time.

The rooms are well maintained, of a good size with shared washrooms. Age groups and genders are accommodated in separate areas, supervised by the ACDs.

Participants interviewed commented that the opportunity to stay in an historic college was an important factor in choosing Oxford Summer Courses.

The younger participants in Cambridge are accommodated in a college some distance from the city centre to discourage attempts at unauthorised visits to the centre.

At Wycombe Abbey participants are accommodated in one of the school's boarding houses and supervised at all times.

In all cases the accommodation is of the standard expected from traditional English academic establishments.

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

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

Social activities are included in the cost of the courses.

Local visits typically include Blenheim Palace, the Ashmolean and Punting. Further afield participants visit Windsor Castle, the Natural History Museum and South Kensington amongst others. Participants appreciate the opportunity to experience such aspects of local and national culture and history. There are also age appropriate visits.

Evening social activities include visiting speakers and visits to a local restaurant. The latter encourages participants to interact with all members of their group.

Each group of participants is accompanied on visits and to social events by their ACD. There is an excellent ACD handbook, which details the travel arrangements and timings for excursions ensuring the ACDs are fully briefed.

Participants commented on how much they enjoyed all the visits and social activities on offer.

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 Provider has secure tenancy of its Oxford office and suitable arrangements for the use of the colleges for the seven week course period.

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 facilities are of a high standard, which is in line with expectations relating to the colleges of Oxford and Cambridge University and an English independent boarding school.

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

One observed tutorial in an Oxford college took place in a student study room, albeit with tables, chairs and a whiteboard. Participants commented that they would like a higher standard of tutorial accommodation.

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

There are many communal areas available in the colleges and the school, which are used by participants, course staff and tutors for academic and non academic purposes.

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

Oxford Summer Courses is effectively managed by a small well qualified team of permanent staff complemented by highly motivated seasonal staff.

Actions required	Priority H/M/L
2.3 2.4 2.5 The Provider must formalise data collection and documentation and ensure accurate records are kept to track the development of the business.	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low

TEACHING, LEARNING AND ASSESSMENT

Provider's strengths

Oxford Summer Courses employs highly academically qualified tutors who teach to their research interests and engage well with the participants.

Actions required	Priority H/M/L
11.5 Oxford Summer Courses must ensure that academic staff, who teach participants aged 12 to 16 and who have no prior experience of teaching this age group, receive appropriate training to improve their teaching methods for this age group.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

PARTICIPANT WELFARE

Provider's strengths

Oxford Summer Courses' Associate Course Directors have direct responsibility for the welfare of participants, who feel safe and secure.

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

PREMISES AND FACILITIES

Provider's strengths

Courses are based in the historic colleges of Oxford and Cambridge Universities and an independent boarding school in High Wycombe. All accommodation reflects the renown of these institutions and participants thus experience historic aspects of England's academic heritage.

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

RECOMMENDED AREAS FOR QUALITY IMPROVEMENT

Monthly staff meetings should follow a standing agenda and be formally minuted.

The Provider should ensure consistency of language in publicity materials.

The Provider is recommended to ensure that potential students with disabilities are aware of the support available to them and so are not discouraged from applying.

The Provider should inform parents in writing of the expectations for participant behaviour and the potential consequences of a participant not meeting these expectations.

The Provider should liaise with the host colleges to ensure all participants are taught in suitable accommodation.

COMPLIANCE WITH STATUTORY REQUIREMENTS