

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## College Reaccreditation Inspection

**INSTITUTION:** UK Sailing Academy Limited

**ADDRESS:** Arctic Road  
Cowes  
Isle of Wight  
PO31 7PQ

**HEAD OF INSTITUTION:** Mr Ben Willows

**DATE OF INSPECTION:** 1-2 November 2017

**ACCREDITATION STATUS AT INSPECTION:** Accredited

### DECISION ON ACCREDITATION:

- Reaccreditation to be awarded for the full four-year period.
- Decision on accreditation deferred.
- Accreditation to be withdrawn.

Date: 8 February 2018

**1. Background to the institution**

The UK Sailing Academy (UKSA/the College) was founded in 1987. It provides a range of training and educational courses, which are aimed at individuals wishing to pursue a maritime career.

The College is a registered charity and is overseen by a board of nine trustees, who are also its directors. It is a company limited by guarantee.

The College is located on the west bank of the river Medina, which is near the centre of West Cowes. UKSA has begun a major new fund raising strategy in order to refurbish large parts of the site and increase student capacity. It is intended that building work will commence in the Autumn of 2018. The work will include the construction of a new accommodation block.

UKSA's aim is to widen access to maritime training and to enhance the life skills and employment opportunities within the sector.

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

UKSA offers a range of maritime career training courses. These include training courses in ocean sailing, navigation seamanship, marine engineering, deck officer training, dinghy sailing, windsurfing and hospitality skills. The courses range in length from one day to four years for a Cadetship programme.

The Cadetship programme includes an industrial work placement that can be studied in conjunction with a Foundation Degree course in operational yacht science. This is run through Falmouth Marine School, which validates the course awarded by Plymouth University. There is also a 21-week Yachtmaster Ocean course, which is a discrete programme but also forms part of the Foundation degree.

The principal awarding bodies associated with UKSA are the Royal Yachting Association (RYA) and the Maritime Coastguard Agency (MCA).

A number of bursaries are available to students undertaking maritime career courses at UKSA.

Each year over 500 individuals are trained for professional careers in the yachting and marine industry.

At the time of the inspection, there were 564 students enrolled on a range of courses. Most students are from the United Kingdom and are over the age of 18. The majority are male.

**3. Inspection process**

The inspection was conducted over two days by two inspectors. The inspectors met with the head of the College and most of the senior personnel, together with tutors, office staff and a group of eight students representing different courses. A tour of the premises was undertaken. Five classroom sessions were observed and a range of electronic and hard copy evidence was reviewed. A safeguarding meeting was also observed. The inspection was conducted in a spirit of cooperation.

**4. Inspection history:**

<b>Inspection type</b>	<b>Date</b>
Full Accreditation	12-13 November 2009
Interim	23 November 2010
Re-accreditation	23-24 November 2014
Interim	28 January 2016

## 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 institution.

### INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

#### 1. The institution 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 institution 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.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

#### Comments

The College has recently undergone a restructure. As a result, there are a number of new staff, who are introducing appropriate new concepts and ways of working.

UKSA has regular well-structured meetings, which cover all relevant aspects of the provision. Considerable effort is being made to ensure that the College's strategic plans are communicated well to all staff.

Consideration is being given, with so many members of staff, to the introduction of an intranet system in order to further improve communications.

#### 2. The administration of the institution 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 institution. | <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 checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the institution.        | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.5 | Data collection and collation systems are effective.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

#### Comments

Staff are suitably qualified and very knowledgeable. They fulfil their responsibilities in a highly professional manner.

Potential candidates seeking administrative duties are given a skills test in order to ascertain whether they have the attributes to fulfil the role. Therefore, administrators are appropriate and understand their specific responsibilities well.

Data in respect of students is collected and collated in a systematic way and the resulting information is used well and is conveyed to the training team efficiently.

3. **The institution 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 recruitment system is thorough and robust. Job descriptions have been recently reviewed and revised to reflect the changes within the College and to ensure they are up-to-date.

Currently a new effective staff appraisal system is being introduced. All staff are being made aware of the new procedures before full implementation. As a result, staff will be aware of what they do well and what they need to do to improve.

4. **Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the institution and its curriculum**

- 4.1 Text and images provide an accurate depiction of the institution'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 existing website provides a good and accurate overview of the College and the courses on offer. It is currently being re-developed in order to attract more students and give them a clearer indication of what is likely to be achievable for them if they complete a particular course.

5. **The institution takes reasonable care to recruit and enrol suitable students for its courses**

- 5.1 Entry requirements for each course are set at an appropriate level and clearly stated in the course descriptions seen by prospective students.  Yes  No
- 5.2 A formal application process ensures that students meet the entry requirements and any claimed qualifications are verified.  Yes  No
- 5.3 Students are properly briefed on the nature and requirements of the courses for which they apply, and all application enquiries responded to promptly and appropriately.  Yes  No
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated.  Yes  No  NA
- 5.5 Students receive a proper initial assessment which includes language ability to confirm their capability to complete the courses on which they are enrolling.  Yes  No

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

**Comments**

Students' initial contact with the College is through the sales team, which works closely with the training team.

At the application stage, advice is provided regarding the need for applicants to undergo a thorough medical examination. The list of factors that may inhibit a full medical certificate being issued is incomplete as it does not include recreational drug use.

Potential students receive a fully documented e-mail setting out details of the course and the relevant requirements.

Students, whose mother tongue is not English, are made aware that the courses are taught in English and that they must have sufficient knowledge of the English language before signing up and joining the course. This is adequately tested by means of a telephone call to the student and results in the recruitment of suitable students for the courses. However, information as to the specific level of English language required is not currently incorporated into the course outlines and formal evidence is not obtained that the level is met, which would enhance and clarify the existing process.

6. **There is an appropriate policy on student attendance and effective procedures and systems to enforce it**

- 6.1 There is a clear and published policy on student attendance and punctuality, requiring that they attend at least 80% of their scheduled classes.  Yes  No  NA
- 6.2 Accurate and secure records of attendance and punctuality at each session are kept for all students, collated centrally and reviewed at least weekly.  Yes  No  NA
- 6.3 Student absences are followed up promptly and appropriate action taken.  Yes  No  NA

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

**Comments**

The majority of students live on-site. Therefore, lack of attendance is rare and can easily be followed up should a student fail to turn up for a course session. A suitable daily manual record of student attendance is effectively maintained.

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

- 7.1 The institution has effective mechanisms for obtaining feedback from students and other stakeholders (such as staff, partner institutions and employers) on all aspects of the institution's provision, including formal student 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 institution's response to the feedback to the student body.  Yes  No

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

**Comments**

While student feedback is regularly and systematically obtained, analysed and used effectively to set improvement priorities, it is recognised by the College that consulting a wider group of stakeholders in the future would be beneficial in order to provide greater accuracy and to be able to identify trends.

The electronic system for collecting the feedback is a useful tool. Consideration is being given to switching to a system that offers greater flexibility and enables the collation of more data.

For the longer courses, there is no student representative panel. This would provide an additional dimension to the feedback received and would provide an opportunity for representatives to feed back the response to their student colleagues.

8. **The institution 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 institution's performance.  Yes  No
- 8.2 Reports are compiled at least annually which present the results of the institution's reviews and incorporate action plans. Reports include analysis of year-on-year results on student satisfaction, retention, achievement, examination results and completion rates.  Yes  No
- 8.3 Action plans are implemented and regularly reviewed, with outcomes reported to the management.  Yes  No

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

**Comments**

Effective systems are in place to review standards and the College's performance. These include regular meetings, including departmental meetings, in which all the key areas of governance, operations and finance are discussed and recorded.

Robust course reviews are carried out and improvements are identified as a result. The reviews are not currently monitored against specific performance criteria in order to ensure that all strengths and areas that require development are identified.

Clear action plans are maintained and implemented well.

There is a comprehensive Quality Manual to support the review process. This is being worked on in order to ensure it is up-to-date and covers all the relevant compliance areas.

## INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

### 9. Academic management is effective

- |     |   |                                      |                                     |
|-----|---|--------------------------------------|-------------------------------------|
| 9.1 | There is a suitably qualified and experienced academic manager or academic management team with responsibility for teaching, learning and assessment. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            |
| 9.2 | Classes are timetabled and rooms allocated appropriately for the courses offered.   | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |
| 9.3 | The allocation of teachers to classes provides for a consistent learning experience.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            |
| 9.4 | There is an appropriate policy and effective procedures for the acquisition of academic resources.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            |

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

#### Comments

The academic management team have appropriate and suitable qualifications and industry experience in order to meet the required standards of teaching and learning.

The timetables are sufficiently flexible to take account of changes in external factors such as the weather.

9.2 The size and layout of a minority of rooms are not suitable for the size of classes or type of study.

Teaching staff are allocated to deliver sessions which reflect their qualifications and experience with established course teams for specific curriculum areas.

Teaching and learning is supported by appropriate resources with identified procedure for procurement.

### 10. The courses are planned and delivered in ways that enable students to succeed

- |      |  |                                      |                          |
|------|--|--------------------------------------|--------------------------|
| 10.1 | Courses are designed and delivered in ways that allow students to develop the knowledge and skills which will be required for final examinations or assessments. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 10.2 | Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.           | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 10.4 | Students are encouraged and enabled to develop independent learning skills.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 10.5 | Full-time courses requiring students to attend for 15 hours or more per week are time tabled over at least three days.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 10.6 | Any required coursework and revision periods are scheduled in advance.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 10.7 | The academic backgrounds and particular needs of students 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

UKSA offers an extensive portfolio of courses both residential and non-residential. The courses are effectively structured to develop the requisite knowledge and skills to fulfil the awarding bodies' and their examination requirements.

Lessons and assessments are well planned with clear aims and objectives, although the approaches to planning and the resulting documentation are sometimes inconsistent and not standardised. This results from the fact that opportunities to share good teaching practice are missed.

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

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

Teaching is of a high standard. Teachers are knowledgeable and effective strategies are used to check students' understanding of the course content.

The effective appraisal procedures for teaching staff include appropriate classroom observations. A new more structured appraisal system is being introduced in order to improve the link between the skills and knowledge of the staff and the overall needs and future direction of the College.

Appropriate additional training is offered to teachers through relevant continuing professional development (CPD) activities.

12. **The institution provides students and teachers with access to appropriate resources and materials for study**

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

**Comments**

The College supplies students and teachers with excellent resources and marine equipment, which are of a high quality.

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

- |      |   |   |
|------|---|---|
| 13.1 | Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to students and teachers. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.2 | Assessment outcomes are monitored to enable the identification of students who are not making satisfactory progress and prompt intervention where appropriate.    | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.3 | Students are made aware of how their progress relates to their targeted level of achievement.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.4 | The institution takes appropriate steps to identify and discourage cheating and other misdemeanours, and to penalise offenders.                                   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.5 | Additional support or advice on alternative courses is provided to students who are judged not to be making sufficient progress to succeed.                       | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.6 | Oral and written feedback is given to individual students on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.7 | Students have appropriate access outside class time to teachers or personal tutors for academic support.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

**Comments**

A suitable schedule of assessments and internal verification activity is provided to students at the start of the course.

For longer courses, students are assessed both in class and through homework. Final assessment is carried out by an external assessor.

Students are also assessed and given good feedback during their one to one mentor reviews.

Students are happy with the additional support that they receive from their teachers throughout the course. Inspection findings confirm this view.

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

- |      |  |  |
|------|--|--|
| 14.1 | For courses leading to the award of a UK degree, the institution has a formal agreement with a recognised UK degree-awarding body.   | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 14.2 | For courses leading to other UK awards, the awarding body is recognised by the relevant regulator.   | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 14.3 | For courses leading to the award of an overseas degree, the institution has a formal partnership agreement with the overseas degree-awarding body, which is itself accredited by a recognised national agency. | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA |

**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 students 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 one course that leads to an unaccredited award. There is clear evidence of the acceptability of this award for employment purposes. The award provides access to higher level qualifications.

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

- 16.1 The institution complies with the requirements of the relevant awarding bodies in terms of examination security and administration.  Yes  No  NA
- 16.2 For internal awards, there are effective systems in place for examination security and administration, and clear procedures for students to appeal against their marks.  Yes  No  NA

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

**Comments**

During the inspection, a series of examinations were in progress and it was clear that the awarding bodies' requirements, including with regard to the security of the examination papers, were closely adhered to.

17. **There is appropriate provision of advice for students intending to proceed to employment or higher/further education**

- 17.1 Students have access to advice from appropriate staff member on further study and career opportunities.  Yes  No
- 17.2 If the institution offers courses preparing students for higher education, they have access to prospectuses and to advice from a designated staff member both on selecting courses and institutions and on the application process.  Yes  No  NA

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

**Comments**

Good advice on career opportunities and industry guidance is readily available. The College maintains an open-door policy with regard to providing student advice.

The high standing of UKSA within the yachting industry leads to numerous enquiries for trained maritime personnel. There are excellent testimonials displayed on notice boards.

## INSPECTION AREA - STUDENT WELFARE

### 18. Students receive pastoral support appropriate to their age, background and circumstances

- |      |   |                                      |                          |                          |
|------|---|--------------------------------------|--------------------------|--------------------------|
| 18.1 | There is at least one named staff member responsible for student welfare who is suitably trained, accessible to all students and available to provide advice and counselling. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |                          |
| 18.2 | Students receive appropriate advice before arrival.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |                          |
| 18.3 | Students receive an appropriate induction and relevant information upon arrival.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |                          |
| 18.4 | Students are issued with a contact number for out-of-hours and emergency support.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |                          |
| 18.5 | The institution has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No |                          |
| 18.6 | Effective safeguarding arrangements are in place and are regularly reviewed to keep all students safe.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| 18.7 | Effective arrangements are in place to protect students from the risks associated with radicalisation and extremism.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No |                          |

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

#### Comments

All students sign a clear behavioural code of conduct prior to their arrival and relevant information relating to avoiding discrimination forms part of their induction.

Appropriate safeguarding arrangements are in place to ensure that all students are safe. Regular meetings regarding safeguarding take place between relevant key staff.

UKSA has an appropriate policy in place to protect against radicalisation and extremism, which is effectively implemented.

### 19. International students are provided with specific advice and assistance

- |      |  |                                      |                                     |
|------|--|--------------------------------------|-------------------------------------|
| 19.1 | International students receive appropriate advice before their arrival on travelling to and staying in the UK.   | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |
| 19.2 | International students receive an appropriate induction upon arrival covering issues specific to the local area.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            |
| 19.3 | Information and advice specific to international students continues to be available throughout the course of study.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            |
| 19.4 | Provision of support takes into account cultural and religious considerations. Where possible, students 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 students receive useful information in their joining instructions and at induction. Appropriate advice and information is available throughout the course.

19.1 There is no specific information supplied to international students on living in the United Kingdom (UK) to help them assimilate quickly into the culture and integrate more readily.

International students are not systematically met on arrival in order to help them feel welcome from the start.

The maritime industry makes use of the English language and anyone attending the course is expected to have a good use of English. However, the provision of foreign language speakers to communicate with international students in their own tongue is being considered by the College.

20. **The fair treatment of students is ensured**

- |      |   |                                      |                                     |
|------|---|--------------------------------------|-------------------------------------|
| 20.1 | Students apply for and are enrolled on courses under fair and transparent contractual terms and conditions.           | <input checked="" type="radio"/> Yes | <input type="radio"/> No            |
| 20.2 | Students 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            |
| 20.3 | Students are advised of BAC's own complaints procedure.   | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |

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

**Comments**

20.3 The BAC complaints policy is currently not incorporated into the College's complaints procedures.

21. **Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised**

- |      |  |                                      |   |
|------|--|--------------------------------------|---|
| 21.1 | Any residential accommodation is clean, safe and of a standard which is adequate to the needs of students.                                       | <input checked="" type="radio"/> Yes | <input type="radio"/> No                          |
| 21.2 | Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where students under 18 are accommodated.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> NA |
| 21.3 | Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of students and their property. | <input checked="" type="radio"/> Yes | <input type="radio"/> No                          |
| 21.4 | A level of supervision is provided appropriate to the needs of students.   | <input checked="" type="radio"/> Yes | <input type="radio"/> No                          |
| 21.5 | Separate accommodation blocks are provided for students under 18.  | <input checked="" type="radio"/> Yes | <input type="radio"/> No <input type="radio"/> NA |

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

**Comments**

There is on-site residential accommodation for 280 persons, which is spread over six blocks with comprehensive facilities including a heated swimming pool, dining room, bar and internet cafe. The various accommodation blocks are split into different blocks for males and females. There is also a separate area for students under the age of 18 and their teachers. The accommodation is fit for purpose although some areas are in need of some re-decoration.

22. **Where home-stay accommodation is organised, the welfare of students is ensured and the institution's relationship with hosts is properly managed**

- 22.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for students and is appropriately located for travel to the institution and back.  Yes  No
- 22.2 Any home-stay accommodation is inspected before students are placed and is subject to regular re-inspection by a responsible representative or agent of the institution.  Yes  No
- 22.3 The institution has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.  Yes  No
- 22.4 Appropriate advice and support is given to both hosts and students before and during the placement.  Yes  No
- 22.5 Clear monitoring procedures are in place with opportunities for student 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**

23. **The institution provides an appropriate social programme for students and information on leisure activities in the area**

- 23.1 Students are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest.  Yes  No
- 23.2 The social programme is responsive to the needs and wishes of students.  Yes  No  NA
- 23.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of students.  Yes  No  NA
- 23.4 Any activities organised by the institution 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**

Useful information on local leisure activities is made available to students.

The complex has a good size swimming pool that is available for students' use and there is also a bar facility. As a result, the students have access to a suitable range of appropriate on and off-site leisure pursuits.

## INSPECTION AREA - PREMISES AND FACILITIES

### 24. The institution has secure possession of and access to its premises

24.1 The institution has secure tenure on its premises.  Yes  No  NA

24.2 Where required, the institution has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature.  Yes  No  NA

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

#### Comments

The freehold of the UKSA training site is owned by the company. There is also a suitable lease which enables the College to use the shoreline and part of the riverbed.

UKSA is currently in negotiation with the Local Authority with a view to taking an external lease on an empty property that is owned by the authority and adjacent to the UKSA site. This will greatly enhance the space available to the College, especially in terms of administrative accommodation.

### 25. The premises provide a safe, secure and clean environment for students and staff

25.1 Access to the premises is appropriately restricted and secured.  Yes  No

25.2 The premises are maintained in an adequate state of repair, decoration and cleanliness.  Yes  No

25.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to students, staff and visitors.  Yes  No  NA

25.4 General guidance on health and safety is made available to students, staff and visitors.  Yes  No

25.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information.  Yes  No

25.6 There is adequate circulation space for the number of students and staff accommodated, and a suitable area in which to receive visitors.  Yes  No

25.7 There are toilet facilities of an appropriate number and level of cleanliness.  Yes  No

25.8 There is adequate heating and ventilation in all rooms.  Yes  No

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

#### Comments

The premises are clean and in an adequate state of repair. With the high student numbers there is very heavy usage in all the buildings and there are, therefore, areas that require refurbishing. This matter is being addressed at the current time alongside other major works that are planned.

There is a very strong commitment to health and safety across all areas of the College and general guidance on health and safety is readily available, including for visitors. However, more should be done to draw visitors' attention to UKSA's health and safety procedures on what is a complex site.

Students and staff would benefit from a simple plan of the site with definitive room numbers or names.

26. **Classrooms and other learning areas are appropriate for the courses offered**

- 26.1 Classrooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them.  Yes  No
- 26.2 Classrooms 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
- 26.3 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**

In view of the study requirements, which involve both complex theory and practice, it would be helpful if interactive whiteboards were used to aid understanding especially with complex areas such as radar and navigation issues.

UKSA has a first-class fleet of vessels of all types and a shoreline suitable for water activities and docking facilities for many of the vessels.

27. **There are appropriate additional facilities for students and staff**

- 27.1 Students have access to sufficient space and suitable facilities for private study, including library and IT resources.  Yes  No
- 27.2 Teaching staff have access to sufficient personal space for preparing lessons, marking work and relaxation.  Yes  No
- 27.3 Students and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.  Yes  No  NA
- 27.4 Students and staff have access to storage for personal possessions where appropriate.  Yes  No  NA
- 27.5 There are individual offices or rooms in which academic staff and senior management can hold private meetings and a room of sufficient size to hold staff meetings.  Yes  No
- 27.6 Administrative offices are adequate in size and resources for the effective administration of the institution.  Yes  No

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

**Comments**

There is an internet cafe, which includes a limited range of appropriate books and journals for private study.

The site includes appropriate additional facilities and office space for students and staff.

**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

#### Institution's strengths

UKSA has a high calibre of staff, who have in-depth expertise in the administration of large organisations. This ensures the smooth running of the College.

Actions required	Priority H/M/L
9.2 The College must review the lack of space in certain classrooms and ensure that lessons are allocated to suitably sized classrooms.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

### TEACHING, LEARNING AND ASSESSMENT

#### Institution's strengths

Many of the tutors have hands-on experience in the maritime industry enabling specific knowledge and skills to be demonstrated in the classroom.

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

### STUDENT WELFARE

#### Institution's strengths

UKSA has an experienced student advisor who is ably supported by a strong student welfare team.

The student group discussions provide excellent feedback. The feedback was very positive and all the students would strongly recommend UKSA to others.

The students see UKSA as a world leader in its field.

Actions required	Priority H/M/L
19.1 The College must provide specific information on living in the UK for international students to help them assimilate quickly into the culture and integrate more readily.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
20.3 The BAC complaints policy must be incorporated into the College's complaints policy.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

### PREMISES AND FACILITIES

#### Institution's strengths

UKSA has an outstanding fleet of boats, yachts and water sports craft.

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

### RECOMMENDED AREAS FOR IMPROVEMENT

UKSA should give consideration to establishing an intranet as a key communications channel for its staff and students.

The College is recommended to include recreational drug use on the list of factors that may inhibit a full medical certificate being issued.

The level of English language should be specified in course outlines for those students whose mother tongue is not English.

It is strongly recommended that stakeholder feedback is obtained from a wider range of stakeholders in order to provide more precise information, on which to base future actions.

The College is recommended to switch to a system for collecting student feedback, which offers greater flexibility and enables the collation of a larger amount of data than is the case for the existing system.

Consideration should be given to establishing a student representation council or similar body to be used as a conduit for feedback and new ideas.

Course reviews against key performance criteria should be considered to identify strengths and areas of development.

Good teaching practice should be shared across different courses to ensure a more consistent approach to lesson and assessment planning. This should include development and standardisation of the documentation.

It is recommended that consideration is given to a suitable meet and greet service for international students.

The College should consider providing speakers of foreign languages to assist international students, where possible.

It is recommended that the accommodation blocks are reviewed in order to improve the level of maintenance and re-decoration as required.

UKSA should produce a simple leaflet or similar tool in order to better draw visitors' attention to the health and safety procedures.

For ease of reference, all classrooms should be either numbered or named and a simple plan of the site would be helpful to new students and staff.

UKSA is recommended to consider using smart-boards for certain courses as well as the use of tablets linked to the system.

The College should review the provision of resources in the internet cafe to ensure it is adequate for the more advanced classes.

## **COMPLIANCE WITH STATUTORY REQUIREMENTS**