

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

College Re-accreditation Inspection

INSTITUTION: Flying Time Aviation

ADDRESS: Wingfield House
Brighton City Airport
Shoreham-by-Sea
West Sussex
BN43 5FF

HEAD OF INSTITUTION: Mr Philip Jones

DATE OF INSPECTION: 14-15 June 2018

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

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- Accreditation to be withdrawn.

Date: 19 July 2018

1. Background to the institution

Flying Time Aviation Global (FTA/the Institution) is a flight training company limited by shares and is based at Brighton City Airport, West Sussex. FTA Global is the trading name of Flying Time Limited and is privately owned and operated by a board of directors. The Managing Director, who reports to the board, is responsible for the management of the Institution and is supported by a team of senior managers, which includes the Head of Training and Head of Operations.

Established in 2006, FTA has developed into a fully approved pilot training organisation for training commercial pilots. It has a fleet of modern aircraft and flight simulators for instruction and is supported by its sister company, which is called Apollo Aviation Advisory, to manage and undertake aircraft maintenance and repair at Brighton City Airport.

FTA aims to provide students with first class, personalised flight training in today's most technically advanced training aircraft and simulators.

FTA's training standards are prescribed, regulated and approved by the United Kingdom (UK) Civil Aviation Authority (CAA) on behalf of the European Aviation Safety Agency (EASA). The facilities and courses are regularly monitored by the UK CAA. On successful completion of the FTA programme, graduates progress into flying for a wide-range of airlines or aviation companies across the world.

In September 2016, FTA began offering flight training in Teruel Airport, Spain. The drier climate and fewer airport movements coupled with a large runway aims to support speedier completion of the early stages of the Integrated Flight Deck programme enabling faster progression through this part of the programme with fewer climate disruptions. BAC accreditation is for the UK operations only.

2. Brief description of the current provision

FTA has eight full-time teaching staff and ten staff undertaking operational and administrative activity. FTA's parent company employs a further five staff in the linked aircraft maintenance company under separate management at Brighton City Airport.

Training courses include Private Pilot Licence (PPL); Commercial Pilot Licence (CPL); Airline Transport Pilot Licence (ATPL); Multi-Engine Piston (MEP); Instrument Rating (IR); and Multi-crew Co-operation Course (MCC). The Institution offers the Integrated Flight Deck Programme (IFDP) which incorporates: Frozen Airline Transport Pilots Licence (fATPL); Airline Transport Pilot Licence Theory (ATPL Theory); Multi-Engine Commercial Pilots Licence (ME CPL); Multi-Engine Instrument Reading (ME IR) and Multi-crew Co-operation Course (MCC).

Students apply directly to the College for courses and go through a rigorous selection process that includes qualification and English language checks and a medical assessment.

During the inspection there were 87 full-time students and six studying part-time. The vast majority of students are male with the majority coming from the UK and others from France, Italy, Oman, Portugal and Pakistan. During the inspection the IFDP and ATPL theory courses were running.

3. Inspection process

One inspector visited the Institution for two days. Meetings took place with the Managing Director and senior managers. Documents provided by the Institution were scrutinised and a meeting with students took place. Lessons were observed including simulation exercises and professional discussions with instructors were carried out. A tour of the training facilities was undertaken. The Institution responded promptly to all requests for information.

4. Inspection history:

Inspection type	Date
Full Accreditation	22 Jan & 29 Mar 2010
Interim	15 April 2011
Re-accreditation	25-26 November 2014
Interim	8 August 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 Institution's aims are successfully achieved through clear and effective leadership that is supported by a good range of policies that are regularly monitored for effectiveness and updated annually.

All flight staff including senior leaders are suitably qualified to undertake their roles effectively.

Communication across all aspects of the business is exceptional. Good use is made of interactive technology and customised management software which, alongside frequent and focused meetings, ensures clarity of direction as well as an accurate overview of all aspects of the business. Management meetings are regular and frequent providing timely information and enabling an accurate overview of the business. As a result, staff receive plenty of information regarding academic and operational matters. However, non attendees at whole staff meetings are not currently recorded to ensure that everyone hears the same information.

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

Highly effective administration processes and operational systems successfully support strategic oversight as well as ensuring all legislative requirements are monitored, highly controlled and that standards are maintained.

The vast majority of job descriptions provide clear details of roles, responsibilities and accountability to ensure staff are able to understand their remit as well as supporting their effectiveness in their roles. However, a minority of job descriptions require updating to reflect current responsibilities.

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 Institution manages staff recruitment and staff performance well.

Recruitment processes are robust, in line with the Institution's recruitment policies, and all necessary pre-employment checks are undertaken prior to new staff starting.

There are excellent arrangements to ensure that statutory skills and competencies are effectively managed. This information is highly controlled by departmental senior managers to ensure that flight staff and instructors maintain currency in their professional knowledge and skills.

There are effective systems to ensure trainers meet and maintain the standards to undertake flight instruction, including the management of trainers annual flight hours.

Lesson observations are regularly undertaken by the Head of Training in accordance with the policies and the outcomes are clearly communicated to instructors. The information is successfully used by managers to ensure that the training staff are able to access targeted continuing professional development to enable them to deliver lessons of the highest standard.

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

All information is accurate and up-to-date. The website is easy to navigate and provides comprehensive information on the courses and programmes offered and a good range of supportive information and guidance. The application process is clearly explained and there are appropriate contact options for more personalised enquiries.

Information on course and programme options are also available in printed format. Good use is made of multimedia distributed via the website and third-party online services that provide a realistic overview of the opportunities available at the Institution, the airfield and in the local area.

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

Information on the website and in printed materials provides a coherent overview of the entry requirements and application process. There is plenty of information regarding the barriers to acceptance some applicants may encounter due to the stringent academic and physical fitness requirements.

Students consider they receive excellent information, advice and guidance at all stages of the application process and the inspector confirms this view.

Students must provide evidence of meeting the regulatory English language requirements prior to acceptance on courses.

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

There is excellent oversight and management of attendance with highly effective digitalised systems to ensure attendance is accurately recorded and monitored in accordance with statutory requirements.

The attendance policy is robustly managed and the attendance rate is excellent.

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

Formal feedback is regularly obtained, analysed and used successfully by managers to quality assure the provision.

Excellent use is made of informal verbal feedback, which is actively sought by staff. Students consider their views are listened to and appropriately acted upon. Inspection findings confirm this view

Students are given good information on the Institution's response to feedback on accessible noticeboards.

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

Accurate self assessment results in prioritised action plans. These are well monitored by the Director and provide focus to managers to ensure that actions are completed in a timely manner.

There is a highly collaborative culture across the Institution. Managers actively seek and respond to feedback from staff, students and the airlines that employ students after graduation. This information forms the foundations for quality assurance and is used well by managers to ensure the high standards are maintained.

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 checked="" type="radio"/> Yes <input 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

Academic management is carried out efficiently through a sophisticated and highly effective management information and planning system. Room allocations are managed by the Head of Training and the management system ensures that all staff and students have immediate and accurate information on instructor or classroom changes and simulator and aircraft allocations.

Students are able to access extensive information when undertaking flight training sessions to ensure they know which resources and instructors are allocated to their sessions.

All resources are acquired and used effectively to maximum effect. Their contribution ensures that all learning opportunities and experiences are managed and controlled to the highest standard.

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

High quality teaching, effective progress monitoring and individualised student support results in very high levels of student achievement throughout their programmes and in examinations.

Student progress monitoring is excellent. A sophisticated individual student tracking system is used well to manage academic progress and the development of the necessary skills and competencies by student, cohort or course. As a result, students' individual needs are prioritised and the resulting support provided contributes to the excellent success rates on taught modules, simulations and flights.

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

All teaching staff meet the regulatory requirements for the provision and continuing professional development is tightly controlled through the management information system to ensure statutory regulatory compliance.

Appraisals are regularly undertaken in line with the Institution's policy and include the findings from lesson observations and student feedback. Training needs are identified and appropriate targets set.

Teachers demonstrate excellent subject knowledge and high level teaching skills that engage, motivate and support students to meet the stringent standards of their course. As a result, students make excellent progress in their studies.

Individual student support is extensive and focused taking into account preferred learning styles when appropriate. There is a wide-range of additional support opportunities available to enable students to achieve successful course completion and accreditation.

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

All training is supported by high quality resources.

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. Yes No
- 13.2 Assessment outcomes are monitored to enable the identification of students who are not making satisfactory progress and prompt intervention where appropriate. Yes No
- 13.3 Students are made aware of how their progress relates to their targeted level of achievement. Yes No
- 13.4 The institution takes appropriate steps to identify and discourage cheating and other misdemeanours, and to penalise offenders. Yes 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. Yes 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. Yes No
- 13.7 Students have appropriate access outside class time to teachers or personal tutors for academic support. Yes No

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

Comments

All training is undertaken under strict control and monitored in accordance with statutory regulations.

Course outlines are contained in the Student Handbook alongside clear information on course requirements, schedules for assessments and success criteria.

The student tracking software provides students with relevant information on their progress, achievement and detailed feedback on module assessments and flights. Students receive an outstanding level of information on their progress and what they need to do to improve.

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. Yes No NA
- 14.2 For courses leading to other UK awards, the awarding body is recognised by the relevant regulator. Yes No 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. Yes No NA

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

Comments

Accreditation is controlled, administered and monitored in accordance with statutory regulations.

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 _____

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 _____

All examinations are administered and assessed by the regulatory body.

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 _____

Students are provided with a wide-range of information and guidance regarding further study and careers. They are also supported through planned network and showcasing activities and opportunities to prepare them for progression into employment.

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 type="radio"/> Yes | <input type="radio"/> No | <input checked="" 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

Students are well cared for and supported throughout all aspects of their courses.

The Student Admission Manager is responsible for student welfare and manages the out of hours and emergency support process. Students are provided with good support prior to arrival, on arrival and during their courses. The induction module is tightly focused on health and safety practice and maintaining students' health and well-being.

The Student Handbook successfully supports the induction process with a comprehensive range of policy statements and support options for a range of issues that include discrimination, bullying, radicalisation and extremism.

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 checked="" type="radio"/> Yes | <input 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

All students receive high levels of care, attention and support in accordance with their needs. All students are provided with comprehensive information as part of the application process to support them to settle into the college and the local area quickly and to be able to progress well with their studies.

The Institution supports cultural and religious diversity and provides appropriate resources to support international students' needs as required.

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. Yes No
- 20.2 Students have access to a fair complaints procedure of which they are informed in writing at the start of the course. Yes No
- 20.3 Students are advised of BAC's own complaints procedure. Yes No

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

Comments

FTA's terms and conditions, including the complaints procedures, are fair, thorough and clearly state the Institution's and students' expectations.

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. Yes No
- 21.2 Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where students under 18 are accommodated. Yes No 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. Yes No
- 21.4 A level of supervision is provided appropriate to the needs of students. Yes No
- 21.5 Separate accommodation blocks are provided for students under 18. Yes No NA

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

Comments

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 _____

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

FTA has a secure tenancy and has access to a wide-range of specialist training spaces as well as teaching rooms if required.

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

FTA premises are very safe with tightly monitored and secure access.

The adherence to health and safety procedures is strictly controlled, monitored and any issues reported and resolved promptly. The wide-range of safety information provided to students on noticeboards, in training and through reinforcement activities enables staff and students to work and study safely.

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

Classrooms, simulators and aircraft are monitored and controlled to ensure they are fit for purpose. Classrooms are a good size and provide a comfortable learning environment.

There are two flight simulators and 13 aircraft that are regularly serviced and maintained according to operational safety standards.

The Operations Centre is of a suitable size to enable students to plan their flights, check safety information and meet with colleagues and instructors.

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

All facilities meet the needs and requirements of the students and staff, with designated staff work areas. Administrative and training staff have designated desks within their relevant departments which are uncluttered and fit for purpose.

There is plenty of space for students to undertake private study including in the Operations Centre and flight briefing rooms. There is a library that has hard copies of the virtual resources that are available to students on their personal computers.

There is a designated student area, with drink and snack machines as well as a microwave and fridge for students to store and heat meals. There is a good-sized, well furnished area in which students can relax and socialise.

Staff meetings are held in the Operations Centre and there are plenty of appropriate spaces available to hold private meetings.

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

Effective leadership successfully enables the Institution to meet its aims.

Quality assurance and improvement planning are accurate and robust.

High quality teaching and instruction result in very high achievement levels.

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

TEACHING, LEARNING AND ASSESSMENT

Institution's strengths

Consistent high standards in theory lessons.

Students are challenged and supported to meet the high demands of the programmes and the industry sector.

Students demonstrate high levels of independence and responsibility for their learning and skills development.

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

STUDENT WELFARE

Institution's strengths

Well managed and monitored support systems ensure students needs are quickly identified and action taken as required.

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

PREMISES AND FACILITIES

Institution's strengths

Students receive outstanding levels of health and safety training in line with the industry standards.

Safe and secure premises that are well-maintained and clean.

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

RECOMMENDED AREAS FOR IMPROVEMENT (to be reviewed at the next inspection)

It is recommended that the Institution monitors the non-attendance at staff meetings.

The Institution should review job descriptions regularly to ensure they accurately reflect the staff's current responsibilities.

COMPLIANCE WITH STATUTORY REQUIREMENTS