

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## Short Course Provider (SCP) Candidacy / Stage 2 Inspection

**PROVIDER:** Inspire Education (UK) Ltd

**ADDRESS:** 39 Lamarsh Road  
Oxford  
OX2 0LD

**HEAD OF PROVIDER:** Mr Sean Duvall, Director

**DATE OF INSPECTION:** 20 March 2014

**ACCREDITATION STATUS AT INSPECTION:** Unaccredited

### DECISION ON ACCREDITATION:

- Accreditation awarded for 6 months.
- Award of accreditation deferred.
- Award of accreditation refused.

Date: 10 Apr 2014

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

Inspire Education (UK) Ltd (Inspire) was established in October 2013 by the Director with the backing of investors. The Director had initially gained experience while at university of teaching sports at summer school programmes for young people. He went on to serve as Course Director for a provider for several years before assuming overall responsibility for that provider's language school provision. In May 2013 he gave up that position to set up an independent summer school.

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

Inspire has advertised two two-week summer schools during the period 28 June to 26 July 2014, open to UK and European students between 12 and 17 years of age. Inspire is contemplating recruitment beyond Europe. Advertised summer schools offer English as a foreign language with enrichment studies ('Focus Choice'), the latter including the opportunity to use English in the practice of photography, fashion, film and entrepreneurship. Participants will be assessed on performance and Inspire will issue certificates in respect of both the Academic English and Focus Choice components of the programme. The immediate target is to limit class sizes to eight, to establish a ratio of two tutors to eight participants, and to set an overall cap of 80 participants for summer 2014. Registrations have been received and Inspire has secured classroom and residential accommodation at Bradfield College, a premium independent and co-educational school in Berkshire. The longer-term aims are to provide up to 500 summer school places by 2018 and to develop the certification of participant achievement.

### **3. Inspection process**

The inspector met the Director and the member of Bradfield staff responsible for lettings and events, at Bradfield College. Visits were made to classroom and assembly facilities, the residential accommodation, office accommodation and the dining hall.

## 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 provider's business plan sets out a simple structure to deal, in tandem, with administrative affairs (eg. marketing, sales, registration and enrolment) and academic affairs (the Director is to serve as Course Director and plans to appoint an Assistant Course Director).

The Director is managing the startup with support from (self-employed) marketing and sales managers.

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

2.4 The establishment of key policies, procedures and systems must be prioritised, leading to delivery of the 2014 summer school.

Administration is at present being handled by the Director, who is experienced and confident, and is continuing to develop a necessary minimum of policies, procedures and systems to ensure effective delivery. The present volume of administration is manageable.

It was noted that it is planned to appoint a part-time administrator in six months (ie. for September 2014) and a full-time (short contract) administrator in March 2015, to handle the 2015 summer school.

A Staff Handbook has been drafted and a start has been made on what is to be the Welcome Pack for participants and a 'magazine' that will form a detailed summer school briefing or participant handbook, to be issued on enrolment.

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**

The Director is making short-term appointments of staff to assist with administration and tutors to carry out delivery of the summer programme. The process is to involve a written application and two interviews, using Skype where appropriate (eg. where candidates are normally resident overseas). The Director should aim to share responsibility for appointing those responsible for teaching, administration and welfare (eg. following the appointment of an Assistant Course Director). It would also be prudent to standardise aspects of the appointment process (eg. by establishing common core questions) and to maintain a necessary minimum of records of the conduct of that process.

Bradfield College, the venue for the 2014 summer school, is fully compliant with DBS registration requirements.

The Director intends to conduct a performance appraisal for those delivering each summer school that reflects the short-term nature of the contractual relationship but will form a useful point of reference in preparing for future courses.

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**

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**

The Director is able to draw on his extensive experience of dealing with a network of overseas recruitment agents and has recently visited a number of European countries to develop and maintain that network.

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

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

**Comments**

Inspire is to oversee the presence and conduct of participants from breakfast to lights out and undertakes to ensure that tutors are able to establish and maintain contact with parents, where appropriate.

## INSPECTION AREA - PARTICIPANT WELFARE

### 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

The inspector was impressed by the extent and quality of the residential accommodation provided by Bradfield College, and by the care and solicitous interest shown by College staff.

### 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**

Excursions to London, Oxford and Bath will be provided and supervised by the team being assembled by Inspire. There is also an extensive range of sporting facilities afforded by Bradfield College, which includes field sports, tennis and swimming.

**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  NA

**Comments**

The Director has considerable experience of the delivery of summer schools at Bradfield College and has booked classroom and residential accommodation for the 2014 summer schools to a capacity of 80 participants.

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**

Inspire has drawn up its own policies and protocols for risk assessment and health and safety provision. Bradfield College provided evidence and documentation to show that it has rigorous policies and practices covering health and safety provision on campus, and that these are regularly reviewed and are comprehensively documented.

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
- 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**

Classrooms, which are well equipped, are to be configured for small class sizes and for the intensive nature of Inspire delivery. The Director will in due course consider the possible need for some more specialised language laboratory facilities.

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**

Both staff and students have ample, comfortable accommodation, internet access for study and space to prepare refreshments and relax.

**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

The Director is able to draw on a substantial amount of directly relevant experience of organising and staffing summer schools.

Inspire appears to have a sound business model with low overheads, a proven market and ready access to appropriate resources for delivery.

Actions required	Priority H/M/L
2.4 The establishment of policies, procedures and systems necessary for effective delivery of the 2014 summer school must be prioritised.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
3.1 The Director should make arrangements to share responsibility for, standardise and document procedures for making appointments.	<input type="radio"/> High <input type="radio"/> Medium <input checked="" type="radio"/> Low

### PARTICIPANT WELFARE

#### Provider's strengths

Both Inspire and Bradfield College have clear policies and protocols for risk assessment and health and safety provision. Residential accommodation provided by Bradfield College for the 2014 summer school is extensive, is of high quality and College staff show care and solicitous interest.

Good range of activities provided.

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

The well equipped classrooms for the 2014 summer school are in well maintained and attractive buildings on a premium campus in rural Berkshire.

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

**RECOMMENDED AREAS FOR IMPROVEMENT**

**COMPLIANCE WITH STATUTORY REQUIREMENTS**