

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## Short Course Provider (SCP) Full Inspection

**NAME OF PROVIDER:** Danceworks

**ADDRESS:** 16 Balderton Street  
Mayfair  
London  
W1K 6TN

**HEAD OF INSTITUTION:** Mr Sven Cassian Gray

**DATE OF INSPECTION:** 24 September 2018

**ACCREDITATION STATUS AT INSPECTION:** Unaccredited

### DECISION ON ACCREDITATION:

- Accreditation awarded for the full four-year period
- Probation accreditation
- Decision on accreditation deferred
- Award of accreditation refused

DATE: 29 November 2018

### 1. Background to the institution

Danceworks (the Provider) is a privately-owned centre for dance and movement, which has been in operation since 1982. Danceworks is the trading name of a private limited company called Mont Meru Limited.

The philosophy of Danceworks is to offer affordable dance training to people of all ages, ability levels and backgrounds.

The sole proprietor of Danceworks is closely involved with the day-to-day running of the Provider and is supported by the General Manager, Finance Manager and Business Advisor. There is no governing body or trustees.

Danceworks is a member of the Conseil International De La Danse (CID) UNESCO, Paris which is an international professional organisation for all forms of dance in 170 countries.

Danceworks' premises are located in Mayfair in central London and consist of seven dance studios, changing rooms and a members' lounge. In addition to providing studios for dance classes, the studios are also used as rehearsal space for West End shows.

### 2. Brief description of the current provision

Danceworks offers the International Dance Visa Programme (IDVP), formerly known as the International Student Dancers Programme (ISDP). This is a bespoke, individually customised, programme of studies for individuals or groups of dancers aged 18 and over from around the world, at all levels of ability and experience. All teaching is carried out face-to-face.

Participants can enrol on the IDVP for a minimum of two weeks and a maximum of six months' study on a continuous enrolment basis. Participants are able to select classes in Ballet, Street/Commercial dance, Contemporary/Jazz dance, Pilates/Barre, Singing/Musical Theatre, Tap, World dance, Fitness or Martial Arts.

The IDVP is designed to promote excellence and passion in dance teaching, offering participants the opportunity to work with dance professionals to aid their dance careers, express themselves and build their confidence and their curriculum vitae. Participants are allocated mentors who work with them and the IDVP Coordinator to produce a bespoke schedule of classes selected from the Danceworks' timetable. The selection of a minimum of ten appropriate classes per week is determined by the level and ability of the participant.

The IDVP provides participants with a course of study tailored to their abilities, from beginner to professional level. Participants are required to provide information about their level, including video evidence, upon application, and then Danceworks and its trainers propose a schedule of classes suited to the individual's abilities.

BAC accreditation only covers the department which delivers the IDVP.

At the time of the inspection, one female participant from the Czech Republic was attending the programme. The Provider can cater for up to ten participants at any one time.

### 3. Inspection process

The inspection was carried out over one day by one inspector. Meetings were held with the General Manager, the Reception Manager and the IDVP Coordinator. Interviews were held with the participant on the IDVP, the participant's mentor and another teacher. Two classes in which the IDVP participant participated, were observed. These were a Classical Ballet Professional Level and a General Level Contemporary Dance class. A range of documentation was also scrutinised in hard copy and online. The management team at Danceworks co-operated fully with the inspection.

### 4. Inspection History

Inspection Type	Date
Stage 2	19 February 2018

## PART B - JUDGMENT AND EVIDENCE

The following judgments and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the organisation.

### 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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

A clear organisational chart shows the roles and extent of authority of the management team. The proprietor of the organisation is very involved in the running of the business and makes all the main decisions. There is no governing body or trustees.

The owner meets with the General Manager, the Finance Manager, the Business Advisor and relevant consultants every six to eight weeks. The meetings are recorded and archived by the Proprietor. Action points are developed at each meeting and are actioned appropriately by the General Manager.

An end-of-day log is completed twice a day. This is circulated through a shared e-mail to all management and administration staff. The log contains information about complaints, accidents and problems with staffing or studios. The logs also contain action points for members of staff, which are confirmed as actioned by the relevant member of staff through the shared e-mail. Maintenance and cleaning staff maintain their own log books. The logs are archived by the Studio Manager.

#### 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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood.           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the provider.          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.5 | Data collection and collation systems are effective.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

There is a large suitably experienced administration team consisting of five on site Duty Managers, two of whom are on duty at all times. There are also ten receptionists. All the Duty Managers and receptionists complete administrative duties including monitoring attendance, recording membership and data entry.

Policies, procedures and systems are well documented and effectively disseminated across the Provider. Danceworks has introduced a separate software programme for the IDVP which is only open to participants, their mentors and teachers, the management team and the IDVP Coordinator. This includes an online diary with comments made by participants about each of their classes. This is accompanied by notes written by the participants' mentors. The notes include strengths and areas for future development.

**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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.2 | Experience and qualifications claimed are verified before employment.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.3 | There is an effective system for regularly reviewing the performance of staff.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

Danceworks has appropriate policies and effective procedures for recruiting suitably qualified and experienced staff. The General Manager verifies an applicant's experience and qualifications before employment.

Appropriate staff appraisals are completed at regular intervals. Strengths and areas for development are clearly identified and documented.

**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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.2 | Information on the courses available is comprehensive, accurate and up to date.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

Information about Danceworks and the IDVP is available in English in both printed and electronic form and in Chinese in electronic form. Information is comprehensive and gives an accurate description of the Provider, its premises and location and the classes which are offered. The online information also includes comprehensive biographies and images for its teaching staff.

**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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 5.2 | A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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.                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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**

Applicants for the IDVP provide information about their dance history, with some including videos of their performances if they are available. The IDVP offers a bespoke programme of studies from beginner to professional ability levels in dance. A high level of English language ability is not required for the IDVP as trainers use demonstration to teach participants. Translators can also be arranged for students and English lessons can also be provided.

Danceworks has created an exclusive e-mail address for the IDVP and this is checked on a daily basis, with responses being made in a timely manner.

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

6.1 There is an appropriate, clear and published policy on participant attendance and punctuality.  Yes  No

6.2 Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and reviewed.  Yes  No  NA

6.3 Participant absences are followed up promptly and appropriate action taken.  Yes  No  NA

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

**Comments**

The student handbook contains a clear policy on participant attendance and punctuality. Participants sign an attendance register for the IDVP when entering and leaving the Danceworks' premises.

Participants on the IDVP are required to sign in and out of Danceworks. Participant attendance is also recorded on a daily record, a software programme which is completed by participants, teachers and mentors on a daily basis. The IDVP Coordinator follows up absences when she is notified that the participant has not arrived for class.

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

7.1 The provider has effective mechanisms for obtaining feedback from participants and other stakeholders (such as staff, partner providers and employers) on all aspects of the provider's provision, including formal participant representation where appropriate.  Yes  No

7.2 Feedback is obtained, recorded and analysed on a regular basis.  Yes  No

7.3 The feedback is reviewed by management and action is taken where necessary.  Yes  No

7.4 There is a mechanism for reporting on the provider's response to the feedback to the participant body.  Yes  No  NA

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

**Comments**

Feedback is obtained from participants and mentors on an ongoing basis through the daily record. The record is shared by the participants and members of the management and teaching teams. The management responds to feedback by making adjustments to the IDVP while it is in progress, for example, altering the timetable and providing additional classes.

At the time of the inspection, Danceworks was delivering the IDVP to its first participant. The Provider will introduce a mechanism for responding to the feedback of its participants when the programme of studies is more established.

**8. The provider has effective systems to review its own standards and assess its own performance with a view to continuing improvement**

- |     |  |   |                             |
|-----|--|---|-----------------------------|
| 8.1 | There are effective systems for monitoring and periodically reviewing all aspects of the provider's performance. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.2 | Reports are compiled which present the results of the provider's reviews and incorporate action plans.           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.3 | Action plans are implemented and regularly reviewed.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

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

**Comments**

Management meetings are held weekly. An agenda is created with standardised areas for discussion, which refer to information on the end-of-day logs. Action points are decided, allocated and reviewed. Minutes of meetings are circulated to attendees by e-mail. Action points that have not been addressed will be revisited at subsequent meetings until they are resolved.

Communication between the staff at Danceworks is appropriate and comprehensive. The Provider is highly responsive to feedback on its provision, ensuring that improvement is immediate and ongoing.

**INSPECTION AREA – TEACHING, LEARNING AND ASSESSMENT**

**9. Programme management is effective**

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

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

**Comments**

The Provider has an experienced, well established management team. The IDVP Coordinator manages the programme of studies and liaises with trainers and participants to ensure that everyone is satisfied and that any issues which may arise are resolved quickly. Classes are selected from a timetable of 120 classes per week to create a bespoke programme of studies through discussion with the participant, the management team and the participants' mentor. The participants review the planned programme to ensure it is suited to their needs before it is implemented.

All resources for the IDVP are provided by Danceworks. Trainers inform the General Manager if they require additional resources for their classes.

**10. The courses are planned and delivered in ways that enable participants to succeed**

- |      |   |   |                             |  |
|------|---|---|-----------------------------|--|
| 10.1 | Courses are designed and delivered in ways that allow participants to develop the Knowledge and skills which will be required for final examinations or assessments or which meet stakeholders' requirements. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| 10.2 | Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations.   | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| 10.4 | Participants are encouraged and enabled to develop independent learning skills.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| 10.5 | The academic backgrounds and particular needs of participants are taken into account in the classroom delivery of the course.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |  |

**This standard is judged to be:**

- Met     Partially Met     Not Met

**Comments**

No final examinations or assessments are held for the IDVP. Participants receive a certificate of completion at the end of their studies.

The mentor and participants work in collaboration with the IDVP Coordinator to produce a work schedule and a list of expected outcomes, all of which are approved by all parties in advance of the participants' arrival at Danceworks. Tuition is offered through one-to-one individual meetings, peer sessions, online video reviews, research and self-study. Participants study for 15 hours per week. The participant attending the IDVP informed the inspector that her mentor had created two new videoed choreographies for her and that she had also been entered for a competition, called BBC Young Dancer of the Year. She had also performed at London Fashion Week.

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

- |      |  |   |  |  |
|------|--|---|--|--|
| 11.1 | Trainers are appropriately qualified and experienced.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |  |
| 11.2 | Trainers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively.                         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |  |
| 11.3 | The appraisal procedures for trainers incorporate regular classroom observation.   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |  |
| 11.4 | Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants.       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> NA |
| 11.5 | Trainers respond to different learning needs of participants where appropriate, taking various learning styles into account in their planning and delivery of lessons. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |  |
| 11.6 | Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content.              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |  |

**This standard is judged to be:**

- Met     Partially Met     Not Met

**Comments**

The trainers at Danceworks are well-qualified, experienced professional dancers. At the time of the inspection, Danceworks was delivering its first programme of studies delivered by experienced dance teachers.

11.3 The Provider does not have an appraisal procedure incorporating regular classroom observations.

11.5 Two classes were observed by the inspector. No lesson plans were produced for either class as they are normally offered as drop-in classes to members of the public.

The participant was engaged and participated fully during the two lessons observed by the inspector. The dance teachers used a range of appropriate strategies to ensure understanding, for example, demonstrating the movements required to successfully complete the dance sequences being studied. The teacher also gave good support throughout, positioning the participant's body to meet the requirements of the steps and movement being taught, while asking the participant concept checking questions to assess her understanding.

Due to the current small size of the Provider, mentors are not allocated a specific number of hours to cover the time spent liaising with the participants.

**12. The provider provides participants and trainers with access to appropriate resources and materials for study**

This standard is judged to be:

Met     Partially Met     Not Met

**Comments**

Danceworks provides all the resources and materials for the IDVP, including books and Digital Video Discs (DVDs) on dance. In addition, the participants have access to the studios for rehearsals outside class times.

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

13.1	Feedback is given to individual participants tailored to meet their specific needs and constructive in its nature and delivery.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13.2	Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to participants and trainers.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
13.3	Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention where appropriate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
13.4	Participants are made aware of how their progress relates to their targeted level of achievement.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
13.5	Additional support or advice on alternative courses is provided to participants who are judged not to be making sufficient progress to succeed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
13.6	Participants have appropriate access to trainers outside class time.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA

This standard is judged to be:

Met     Partially Met     Not Met

**Comments**

The participants as well as the management and teaching teams share a comprehensive software programme to monitor the participants' progress. Information about the participants' attendance and daily activities is added to the programme. The participants, mentor and trainers also add detailed information about the classes the participants have attended and additional classes are provided if required.

Prior to attending the IDVP, participants are allocated a mentor who is also a dance teacher at Danceworks. During interviews with the General Manager, it was confirmed that the present participant's progress had exceeded the IDVP's expectations. In response, the teaching staff were preparing her for entry into the BBC Young Dancer of the Year competition.

During an interview with the inspector, the participant confirmed that she had received good support from the IDVP Coordinator and that she was provided with the contact details of the General Manager and her mentor when she enrolled for the IDVP.

The Provider offers support that is tailored to meet the needs of its participants. The mentors are able to build a close working relationship with participants and are able to adapt the IDVP to offer extra support for participants who are not making the required progress. They are also able to offer further opportunities to participants who have exceeded the requirements of the programme.

Due to the current small size of the Provider, only one mentor is currently used on the IDVP.

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

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

Comments

**15. There is a clear rationale for courses leading to unaccredited or internal awards (this does not apply to the provision of certificates of attendance only)**

15.1 There is a clear statement of the level claimed relative to the RQF and evidence that participants 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 provider complies with the requirements of the relevant awarding bodies in terms of examination security and administration.  Yes  No  NA

16.2 For internal assessments and awards, there are effective systems in place for examination security and administration, and clear procedures for participants to appeal against their marks.  Yes  No  NA

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

Comments

## INSPECTION AREA - PARTICIPANT WELFARE

### 17. Participants receive pastoral support appropriate to their age, background and circumstances

17.1	There is at least one named staff member responsible for participant welfare who is suitably trained, accessible to all participants and available to provide advice.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
17.2	Participants receive appropriate advice before the start of the programme.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
17.3	Participants receive an appropriate induction and relevant information at the start of the programme.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
17.4	Participants are issued with a contact number for out-of-hours and emergency support.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
17.5	The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
17.6	Effective safeguarding arrangements are in place and are regularly reviewed to keep all participants safe.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
17.7	Effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

During an interview with the inspector, the participant confirmed that she had received comprehensive information about the IDVP prior to enrolment on the course. Prior to her arrival in the United Kingdom (UK), the participant was issued with an out-of-hours contact number for the General Manager. She also maintains contact with her mentor through a social media application, which is also used to send her content relevant to her studies. The mentor also meets with the participants on a daily basis. The participants are advised of the support available to them at initial induction. The student handbook contains appropriate information about the support provided by the staff at Danceworks.

The Provider has detailed policies in place to avoid discrimination and abusive behaviour. Danceworks has a published zero tolerance policy in relation to abusive behaviour. The management and teaching staff are fully informed about the impact of the Provider's policies and procedures and a record is kept of all relevant staff training.

Several members of the management team have undergone training and appropriate arrangements are in place to protect participants from the risks associated with radicalisation and extremism.

### 18. International participants are provided with specific advice and assistance

18.1	International participants receive appropriate advice before their arrival on travelling to and staying in the UK.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18.3	Information and advice specific to international participants continues to be available throughout the course of study.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18.4	Provision of support takes into account cultural and religious considerations.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

This standard is judged to be:

Met  Partially Met  Not Met  NA

#### Comments

The IDVP webpage on the website contains detailed information about visa requirements, the studio's location, insurance requirements and a list of accommodation local to the Provider. Upon enrolment, participants are also sent the IDVP Participants' Pack with further information about their personalised programme of studies, their mentor and Danceworks' policies and procedures.

The IDVP Co-ordinator also provides extensive, ongoing support to participants before they arrive and while they are studying, in the UK. During an interview with the inspector, the participant stated that she felt well supported by all the staff at Danceworks.

Danceworks' website also contains detailed information about the profiles of the trainers teaching on the IDVP together with clear, comprehensive descriptions of the classes which form the programme of studies.

**19. The fair treatment of participants is ensured**

19.1 Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions.  Yes  No

19.2 Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course.  Yes  No

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions. They are provided with a fees and facilities information pack upon application. They are also required to sign a release and waiver clause certifying that they are medically and physically able to participate in the IDVP.

Participants receive the student handbook upon enrolment and this contains a fair complaints procedure.

**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**

**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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21.3 | The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21.4 | Appropriate advice and support is given to both hosts and participants before and during the placement.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21.5 | Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems.  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 22.2 | The social programme is responsive to the needs and wishes of participants.  | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 22.3 | Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants.                    | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 22.4 | Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience.                       | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |

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

**Comments**

Danceworks does not provide a social programme for participants on the IDVP. The mentors provide participants with useful and appropriate information about dance related events in London which complement their studies.

**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.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA            |
| 23.2 | Where required, the provider has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |

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

**Comments**

The Danceworks premises are leased from Grosvenor West End Properties with permission for use as an education provider. The lease is due for renewal in 2026.

**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.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 24.2 | The premises are maintained in an adequate state of repair, decoration and cleanliness.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 24.4 | General guidance on health and safety is made available to participants, staff and visitors.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 24.5 | There is adequate signage inside and outside of the premises and notice boards for the display of general information.                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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.           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 24.7 | There are toilet facilities of an appropriate number and level of cleanliness.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 24.8 | There is adequate heating and ventilation in all rooms.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

The access to the premises is through the main entrance, which is monitored by reception staff.

The premises are fit-for-purpose and in a suitable state of repair, with an ongoing programme of maintenance and refurbishment. Studios are checked after each class and the premises are professionally cleaned at regular intervals during the day to ensure appropriate levels of hygiene are maintained.

Health and safety training is completed by all staff, with dates of completion being recorded by the Reception Manager. The reception protocol and policy file contains all policies and procedures. The Reception Manager e-mails the relevant parts of the file to individual staff members and they confirm by e-mail that they have read the e-mail's content.

General guidance on health and safety is available to participants and visitors and is displayed in the reception area.

There are sufficient, well positioned noticeboards. These display good information about the classes and teachers at Danceworks.

**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.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 25.2 | Training rooms and/or any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |
| 25.3 | There are facilities suitable for conducting the assessments required on each course.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |

**This standard is judged to be:**

Met  Partially Met  Not Met

## Comments

Danceworks provides seven professionally equipped studios in a range of sizes to accommodate different dance disciplines and delivery methods. All studios have at least one wall with floor to ceiling mirrors, ballet barres and a professional sound system.

The number of participants in each class is controlled in line with the studio size. There are also eight smaller rooms available for therapy sessions or tutorials. Participants have access to suitable changing, shower and warm up facilities.

The training rooms are well ventilated, bright and spacious.

As a result, the premises provide a good learning environment for the participants.

## 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
26.2	Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
26.3	Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
26.4	Participants and staff have access to storage for personal possessions where appropriate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
26.6	Administrative offices are adequate in size and resources for the effective administration of the provider.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

This standard is judged to be:

Met  Partially Met  Not Met

## Comments

IDVP participants are not required to undertake private study. Trainers do not prepare classes on site and there is no written work to be marked.

Wireless internet access is available throughout the building for the use of staff, participants and members of the public attending the classes.

Danceworks has a small snack shop on the ground floor of the building and there is convenient access, in the surrounding area, to a wide range of outlets for purchasing food and drink and for relaxation. There is a small members' area in the basement of the building where individuals attending the classes can relax and consume food and drink.

Individuals attending the classes take their personal belongings into the studios during classes.

The administrative offices are on the first floor of the building and consist of two offices. These are the General Manager's office and a larger shared office with seating for three staff. The administrative offices are adequate in size and resources for the size of the organisation. All administrative offices are accessible to the participants attending classes at Danceworks.

## COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated

Yes  No

## PART C - SUMMARY OF STRENGTHS AND ACTION POINTS

### MANAGEMENT, STAFFING AND ADMINISTRATION

#### Provider's Strengths

The management of Danceworks is well established and very experienced in the provision of professional dance classes.

Communication between all members of staff is effective and immediate. Staff meetings are held on a regular basis and points arising from these meetings are quickly disseminated to members of the administration and management staff.

Logs are completed twice a day and circulated to all members of staff. These are comprehensive documents which contain relevant information about all the issues which arise. Action points are documented and addressed quickly.

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

### TEACHING, LEARNING AND ASSESSMENT

#### Provider's Strengths

A bespoke programme is created for the participants by Danceworks and its teaching staff.

The staff teaching on the IDVP are dancers with a wide range of professional dance experience.

The participants benefit from the support of a mentor while studying on the IDVP. An ongoing dialogue is maintained between the participant and their mentor to ensure that the participants' aims are achieved.

Actions Required	Priority H/M/L
11.3 Regular classroom observations must be introduced for the staff training participants on the IDVP to ensure teaching meets the requirements of the programme.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
11.5 Lesson plans must be produced for the classes the participants on the IDVP attend to ensure that their learning needs and styles are taken into account when lessons are planned.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

### PARTICIPANT WELFARE

#### Provider's Strengths

Danceworks offers a wide range of classes to suit the individual needs of the participants on the IDVP.

Participants are fully involved in the creation of the bespoke programme of classes offered on the IDVP. This ensures that their individual learning needs and aims are identified and addressed effectively.

The management and teaching teams at Danceworks offer a high level of support to participants on the IDVP.

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

**PREMISES AND FACILITIES**

**Provider's Strengths**

The Provider's premises provide flexible, suitably equipped and well maintained accommodation to meet the needs of both trainers and participants.

There is an effectively implemented policy of continuous refurbishment of the premises.

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

**RECOMMENDED AREAS FOR IMPROVEMENT**

To be reviewed at the next inspection

It is recommended that, as the IDVP grows in size, mentors should be allocated a number of hours to cover the time spent liaising with the participants.

It is recommended that a greater number of mentors should be used on the IDVP to ensure that the other roles mentors have are not negatively impacted by their commitment to the IDVP.

**COMPLIANCE WITH STATUTORY REQUIREMENTS**

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