

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## SUPPLEMENTARY INSPECTION REFERRAL (College)

**PROVIDER:** School of Contemporary Music

**ADDRESS:** 51 London Road  
Dover Priory  
Kent  
CT17 0SP

**HEAD OF INSTITUTION:** Mr Oluremi Okubadejo

**ACCREDITATION STATUS:** Unaccredited

**DATE OF INSPECTION:** 2 April 2019

**ACCREDITATION COMMITTEE DECISION AND DATE:** Candidacy accreditation, 23 May 2019

## **PART A – INTRODUCTION**

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### **1. Background to the Institution**

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The School of Contemporary Music (SCM/the Institution) is a private limited company which was registered on 13 June 2003. The Institution offers unaccredited Diploma and Certificate courses in Music Performance. The owner of the Institution is also the Principal and the sole member of staff. SCM plans to offer its first course in September 2019.

The Institution's mission is to provide music training and educate men and women to be inspirational leaders who serve their communities and the church. It is founded on the principles of the Christian faith and belief in providing a sound music education for lovers of gospel music and the performing arts.

SCM occupies the first floor of a commercial building in Dover Priory, Kent. The Institution is close to rail and other communication links.

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

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The Institution plans to offer unaccredited one-year Certificate and two-year Diploma courses in Music Performance from September 2019. Courses will then start in January, May and September each year. The Certificate in Music Performance includes compulsory modules in Music Performance, Music Technology, Theological and Philosophic Studies, Musicianship: Harmony and Theory, Keyboard Skills, Instrument Study, Music Business Development, Music Production and elective modules in Drum, Sound and Backing Vocals. The Diploma includes compulsory modules in Music Performance and Theological and Philosophic Studies, with additional specialist electives.

SCM also plans to offer summer courses, which will be based on the elective modules of the Certificate and Diploma courses. The courses will cover a variety of subjects including Vocals, Leading Praise and Worship, Backing Vocals Instruments, Keyboard and Piano, Bass Guitar, Rhythm Guitar and Drum.

At the time of the inspection no courses were running.

The Institution plans to promote its courses to members of the 1,700 Pentecostal churches registered in the United Kingdom (UK), which perform gospel and contemporary music. Students will be over the age of 18. To gain admission to the programmes, students will need to provide evidence of their language ability, academic qualifications and an academic reference. They will also be required to complete a personal statement, giving information about their future career plans and how their chosen course at SCM relates to these plans.

### **3. Background to supplementary inspection**

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A Stage 2 Inspection was carried out on 25 June 2018, at which time the decision on accreditation was deferred.

### **4. Inspection process**

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The inspection was carried out over half a day by one inspector. A meeting was held with the Principal. The premises were inspected, and a wide range of documentation and the Institution's website were scrutinised. Co-operation with the inspection process was good.

### **5. Inspection history**

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Stage 2 Inspection

25 June 2018

## **PART B – JUDGMENTS AND EVIDENCE**

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*The following judgments and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the institution.*

### **1. Significant changes since the last inspection**

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There have been no significant changes since the last inspection.

### **2. Response to action points in last report**

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*2.5 Data collection systems must be set up for the commencement of courses.*

Appropriate data collection systems have been established. Comprehensive files have been set up for the retention of a full range of student information. Records of attendance and student progress will be updated by the Principal at the end of each day when the Institution's courses start.

*4.1 The website must be updated to provide an accurate depiction of the Institution's location, premises, facilities and the range and nature of resources and services offered. A map and a photograph showing the entrances to the Institution must be added to the publicity materials so that students and visitors can find SCM easily.*

The Institution's website and publicity materials have been updated. They now include a photograph of the outside of the building and the entrance to SCM. The information also includes a map showing the location of SCM. The entrance to the Institution is now easily identifiable. The website also accurately depicts the Institution's facilities with detailed information about the range and nature of resources and services offered by SCM.

*4.2 The website and publicity materials must show comprehensive, accurate and up-to-date information on the courses available.*

SCM's website and publicity materials show detailed, accurate and up-to-date information on the courses available. This includes comprehensive information about its compulsory and optional courses, course costs, entry requirements and application process.

*5.1 Detailed course descriptions must be added to the website.*

Detailed course descriptions have been added to the Institution's website, including entry requirements and course costs.

*5.3. Students must be properly briefed on the nature and requirements of the courses for which they apply, and all applications enquiries must be responded to promptly and appropriately.*

At the time of the inspection, SCM was not advertising its courses. However, the Principal has confirmed that applicants will be contacted within 24 hours of enquiry. The Principal also confirmed that students will be fully informed about their chosen course content and its requirements, prior to their enrolment. Information on SCM's website regarding the nature and requirements of the courses is comprehensive and accessible.

*6.1 A clear and published policy on student attendance and punctuality must be added to the Policies document and the Student Handbook.*

A detailed and appropriate published policy on student attendance and punctuality is now in the Policies document and Student Handbook. A minimum of 80 per cent attendance is required on all courses and students arriving more than 20 minutes late will be marked absent. Absences will also be followed up by the Principal within an appropriate timescale.

*18.2 Students must receive appropriate advice before commencing their studies with SCM.*

Applicants will receive detailed information about the Institution's specialist courses. This will include information on course costs, programme details and the skills that are required to start the course. They will also be fully informed about what will be required of them on the course.

*18.3 Students must receive appropriate information and an induction at the beginning of their courses.*

Students will undergo a thorough induction on the first day of the course. They will also receive the Student Handbook and their identification cards. All students will begin their studies on the required compulsory course and they will receive further information about the elective modules they need to select for the second week onwards.

*18.4 An emergency contact number must be included in the Student Handbook.*

An emergency contact number and the Principal's e-mail address are included in the Student Handbook. It is not currently made clear that the given contact number is available 24 hours per day, seven days per week.

*18.7 The Principal must undergo training to ensure that effective arrangements are in place to protect students from the risks associated with radicalisation and extremism.*

The Principal has completed certificated online training to ensure that effective arrangements are in place to protect students from the risks associated with radicalisation and extremism.

*20.1 Students applying for and enrolling on courses must be offered fair and transparent contractual terms and conditions. The Institution's refund policy must be clearly defined.*

Students are offered fair and transparent contractual terms and conditions. The Institution's appropriate refund policy is presently shown in the Student Handbook, which the students receive during induction. The Institution's refund policy is not shown on its website which means that applicants are not aware of this information when enrolling on SCM's courses.

*20.2 The complaints procedure must be added to the Student Handbook.*

A detailed complaints procedure has been added to the Student Handbook. The procedure gives clear guidance about the steps taken in response to a complaint and gives a clear timeframe for its resolution.

*25.1 The Institution must introduce a procedure for all visitors, staff and participants to sign-in at reception when entering SCM, in order to maintain the safety of its staff and participants. A bell or buzzer must also be added to the reception desk so that staff know there is someone waiting at reception.*

The Institution has introduced a signing-in book at reception for visitors, staff and participants attending the premises. A bell for the reception desk has been purchased and is presently awaiting installation.

*25.4 General health and safety guidance must be made available to students, staff and visitors.*

The Institution has introduced a comprehensive Health and Safety Policy for all visitors to SCM. However, the policy does not include any advice for staff, students and visitors about using the external steel stairs in wet weather when they are likely to be slippery.

*25.5 Signage for SCM must be added to both the doors leading to the Institution. Notice boards within the institution must display general information.*

Large signs identifying SCM have been made and these are presently awaiting installation. The notice boards within SCM display useful general information on the Institution's courses.

### 3. Response to recommended areas for improvement in last report

*It is recommended that the Policies document should be revised so that it reflects SCM and the facilities and services it offers to students attending its courses.*

The Policies document accurately reflects SCM's facilities and staff, giving a clear, detailed description of the Institution.

*Due to restricted entry at both entrances to the Institution, it is recommended that the application form should include a question asking applicants to disclose whether they have specific learning requirements, including mobility needs, prior to enrolment on an SCM course.*

The Institution's application form now contains a question asking applicants to disclose whether they have a disability or specific learning needs, to ensure that SCM can make provision for them in its programme of studies. Applicants with limited mobility will also be informed about the restricted entry to the Institution's premises prior to enrolment.

*It is recommended that the Student Handbook be revised and that all content which does not relate to the Institution be removed so that it accurately reflects the facilities and services students will be offered when studying at SCM.*

The Student Handbook has been revised and its contents reflect the facilities and services the students will encounter during their studies with SCM. The Institution's policies and responsibilities are clearly and comprehensively described.

### 4. Compliance with BAC accreditation requirements

#### 4.1 Management, Staffing and Administration (spot check)

**The standards are judged to be:**

Met     Partially Met     Not Met

**Comments**

The Institution is owned by the Principal. It is a private limited company and the Principal is the sole member of staff. The Principal is an experienced private music teacher who has taught gospel music in the UK and Nigeria. He is also a published author of texts on African gospel music. He understands his specific responsibilities well.

The Institution is preparing to offer its first courses in September 2019. The Principal completes all administrative duties and has set up a comprehensive system for data collection.

The Institution's website is presently under construction. However, at the time of the inspection, detailed course information was available on the website and publicity materials are being prepared for SCM's first courses in September 2019. Entry requirements and the application procedure is clearly described on SCM's website and in its publicity materials. Applicants will be thoroughly briefed on the courses they enquire about, with the Principal ensuring that applications are responded to in a timely, efficient manner.

Applicants for SCM's courses are required to provide that their English is at Level 6.0 on the International English Test Score (IELTS) through production of a certificate of achievement. They will also be asked to undergo an interview with the Principal, which will require the applicants to complete a live musical performance to the standard required by the Institution.

#### 4.2 Teaching, Learning and Assessment (spot check)

**The standards are judged to be:**

Met     Partially Met     Not Met

## Comments

This standard area is not applicable at this stage.

### 4.3 Student Welfare (spot check)

**The standards are judged to be:**

Met  Partially Met  Not Met

#### Comments

The Institution will enrol students, over 18 years of age, from the UK and other European Union (EU) countries, all of whom are resident in the UK. Applicants have access to detailed information about their course of studies on SCM's website.

Students will be given an emergency contact number and the Principal's e-mail address during their induction. The Principal will be responsible for student welfare. He will be accessible to students at all times and will provide them with advice and guidance during their studies at SCM.

At the time of the inspection, the Institution's website showed that students aged 12 years and above can apply for its Saturday courses. This is below the minimum age requirement for SCM's range of courses.

20.1 The Institution's refund policy is not currently shown on its website.

### 4.4 Premises and Facilities (spot check)

**The standards are judged to be:**

Met  Partially Met  Not Met

#### Comments

The Institution has secure tenure on its premises until December 2023.

25.1 A bell has been purchased and is presently awaiting installation.

The premises are clean and in an adequate state of repair. The classrooms are light and well-ventilated.

There is a reception area with seating which can be used by visitors and students. There is a wide corridor with space for students to circulate and relax. Students also have access to the classrooms during break times and outside class hours. Additional signage has been added to show the location of different classrooms and their function.

General guidance on health and safety is available to staff, students and visitors. However, a fire exit sign was not located above the entrance exiting the reception to identify it as a fire exit.

25.4 The Health and Safety policy does not include any advice for staff, students and visitors about using the external steel stairs in wet weather when they are likely to be slippery.

25.5 At the time of the inspection, two large external signs for SCM's premises were awaiting fitting. One will be added next to the external stairs on the ground floor and the other next to the entrance on the first floor.

### 4.5 Compliance Declaration

**Declaration of compliance has been signed and dated.**

Yes  No

**PART C – SUMMARY OF ACTION POINTS****ACTIONS REQUIRED**

20.1 The Institution's refund policy must be added to its website to ensure that applicants are fully informed about it when enrolling on SCM's courses.	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
25.1 A bell must be installed in the reception area and visitors must be asked to ring it to alert staff of their presence on the premises.	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
25.4 A warning about using the external steel stairs in wet weather must be given to staff, students and visitors.	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
25.5 Signage for SCM must be added to both of the doors leading to the Institution.	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
The age requirement for entry to SCM's Saturday courses must be changed on the website to match the requirements on the Institution's other courses, namely 18 years age and above.	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
A fire exit sign must be added above the entrance to the reception area in order that staff, students and visitors can easily locate the exit in an emergency.	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low

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

It is recommended that clarification should be added to the Student Handbook informing students that the given contact number is available 24 hours per day, seven days per week.

**COMPLIANCE WITH STATUTORY REQUIREMENTS - FURTHER COMMENTS, IF APPLICABLE**

A risk assessment has been carried out on the external steel stairs and the Principal has confirmed that, when funds allow, these will be enclosed to ensure that the entrance is safer, particularly in wet weather.