



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **INTERIM VISIT (College)**

**INSTITUTION:** Elegant International College

**ADDRESS:** 263-265 Battersea Park Road  
Wandsworth  
London  
SW11 4NE

**HEAD OF INSTITUTION:** Mr Aidrous Al Hashimi

**Accreditation status:** Accredited

**Date of visit:** 22 June 2017

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued Accreditation 27 July 2017

## **PART A - INTRODUCTION**

### **1. Background to the institution**

Elegant International College (EIC/the College) is a small privately-owned college, which was incorporated as a limited company in April 2011. Teaching started in September 2012. The sole Director and Chief Executive Officer lives in the United Arab Emirates (UAE). The senior management team comprises of a Director, Principal, Centre Manager and Information Technology (IT) System Administrator.

The College's building is owned by the London Borough of Wandsworth. It is well-situated and is a modern two-storey building with office space, meeting rooms and four classrooms.

The College aims to train students and business people in English language and culture, including Western business culture, through offering Higher Education (HE) business courses. As a longer-term strategy, EIC intends to operate under a charitable status and to offer a similar education provision, but extended to the general public in the United Kingdom (UK), Europe and overseas.

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

EIC runs General English courses, which are designed both for overseas students and those from the London boroughs of Wandsworth and Battersea. The courses are designed for students of various ages, starting from age 18 and from various backgrounds. Some of the students are studying at other institutions in London or Europe and some are on an extended vacation or are working full or part-time. Others are studying English for their own personal interest and general education.

After registration, all General English students are given an internal placement test, and an assessment interview to establish an appropriate starting level on the Common European Framework of Reference for Languages (CEFR) framework. The English provision is at four different levels. The lowest is Level A1 and the highest is International English Language Testing System (IELTS) preparation for Cambridge English examinations. Although EIC is not registered as a Cambridge examination centre, each student is given advice about on-going progress, final achievement, suitable further study and receives a certificate of attendance whilst at EIC.

Class sizes vary from two to eight students, who attend for five mornings a week, 15 hours in total, for a maximum course duration of 12 weeks. Some students opt for a shorter course duration to suit their needs and some opt for the supplementary teaching provision, which is available during the afternoons. Four students are currently enrolled.

For graduate and post-graduate students, mainly from Europe, the College also currently offers two business and management related HE courses. The first one is a Higher National Diploma (HND) course at Levels 4 and 5, which is accredited by Pearson. Five students completed this course, at Level 5, in April 2017 and recruiting is underway for the next entry. The second is the Business Diploma, which is accredited by Awards for Training and Higher Education (ATHE). This course is offered at Levels 4 to 7. Three students are currently enrolled.

The College also offers bespoke short courses, at its London premises, to several Middle Eastern companies. These courses are not currently in operation.

EIC's courses vary in length from two weeks to a maximum of 11 months. The stipulated length of the current General English course is 14 weeks. Enrolment is on a continuous basis for the students, who are studying English. Those on the HE business courses are enrolled quarterly. All current students are over 18 years of age and there are an equal number of females and males.

### **3. Inspection visit process**

This inspection was carried out, at EIC in Wandsworth, by one inspector over half a day. Meetings were held with the Academic Services Manager, a full-time English teacher and the Client Relation Executive, who is an administrator. The Owner/Director and the Principal were not available. Staff and students were helpful and co-operative. The documentation, which was scrutinised, was well indexed. The inspector viewed the premises, including four teaching rooms, a computer room, the library and common room, the offices and the kitchen.

### **4. Inspection history**

Full inspection: 24 - 25 August 2015

Random spot check: 22 March 2016

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

***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**

There have been no significant changes since the last inspection.

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

*4.1 The website should be updated to accurately reflect the current provision of courses, premises and staffing.*

A new custom-built website has been introduced, since the last inspection, and is both easy to use and accurate. Some refinements to the wording of course timetabling and pricing are still required, with additional wording to clearly show that EIC does not itself offer accommodation.

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

*Website could show more strengths of the EIC. For example, ISO 9001 status and working towards Investment in People (IIP) status.*

Some of the College's strengths are now included on the website. The quality assurance accreditation, ISO9001, which was gained on 12 October 2015, is not yet included. The IIP award is still in process.

*Ensure accuracy, consistency, and coherence across handbooks by accessing single sources electronically.*

The new website is consistent with the written handbooks.

*The expertise of the English Department could provide valuable skills training to support new teacher appointments.*

The expertise of the English department will be made use of when the College grows in size and new appointments are made.

*Organise a student representative body for more formal communications as student numbers grow.*

This is not currently applicable, due to the College's small size.

*Additional fire evacuation notices/signs may be necessary for some rooms.*

These are now in place.

*The lavatory provision may require more frequent servicing as the business grows, and is likely to become insufficient.*

More cleaning hours, for the toilet facilities, have been introduced and are having a positive impact on cleanliness.

*PC-station chairs would allow better posture if arms were removed, with adjustments to suit desk/keyboard height.*

Appropriate changes have been made to the chairs. Students are given the flexibility to adjust the chairs to suit their needs.

#### 4. Compliance with BAC accreditation requirements

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

	Met	Partially met	Not met
The standards are judged to be	✓		
<p><b>Comments</b>            Since the last inspection, a new well-qualified administration executive has been appointed. As a result, the provision of information is well coordinated.</p> <p>The website and the Staff Handbook have been improved.</p> <p>The promotional brochure includes some minor spelling and grammatical errors.</p>			

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

	Met	Partially met	Not met
The standards are judged to be	✓		
<p><b>Comments</b>            Lesson timetabling is clear and detailed.</p> <p>Syllabuses and lesson plans are clear and of high quality.</p> <p>Developmental feedback, from lesson observations, is of a high quality.</p> <p>Teachers are well qualified and experienced.</p>			

##### 4.3 Student Welfare (spot check)

	Met	Partially met	Not met
The standards are judged to be		✓	
<p><b>Comments</b>            Two staff have undertaken appropriate online training in preventing radicalisation. Other staff are scheduled to undertake this training shortly.</p> <p>The College has a detailed complaints policy but it does not include any reference to BAC's complaints procedure.</p> <p>Appropriate risk assessments, for educational visits, are undertaken and recorded.</p>			

##### 4.4 Premises and Facilities (spot check)

	Met	Partially met	Not met
The standards are judged to be	✓		
<p><b>Comments</b>            The premises are very well equipped, with good furnishings and up-to-date IT equipment for teaching and administration.</p>			

**PART C – SUMMARY OF STRENGTHS AND ACTION POINTS**

<b>STRENGTHS</b>
There is high quality of English teaching provision by experienced teachers.
Good written guidance is provided to teachers before they are observed and excellent feedback is provided after observations.
Teaching is very well monitored by managers.
Students confirm the high quality of the teaching and resources.
Funding is readily available for implementing strategic and development plans.
There are good opportunities for internal and external training.
EIC has attractive premises, which are in a very good location.

<b>ACTIONS REQUIRED</b>	<b>Priority H/M/L</b>
The BAC's complaints policy must be included as a further step in the published College complaints policy.	M

<b>RECOMMENDED AREAS FOR IMPROVEMENT</b>
The promotional brochure should be edited to correct minor spelling and grammatical errors.
Some aspects of the website could be improved such as pricing and accommodation, so that it is clearer to read and understand.
The College is recommended to include reference to its ISO9001 accreditation on the website.

<b>COMPLIANCE WITH STATUTORY REQUIREMENTS</b>	
<b>Declaration of compliance has been signed and dated.</b>	<b>YES</b>
<b>Further comments, if applicable</b>	