BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course (SCP) Full Inspection

NAME OF PROVIDER: Fugro Academy Training Centre

ADDRESS: Turnchapel Wharf, Barton Road
Turnchapel
Plymouth
Devon
PL9 9RQ

HEAD OF INSTITUTION: Mr Andrew McNeil

DATE OF INSPECTION: 3-4 September 2019

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: 28 November 2019

PART A – INTRODUCTION

1. Background to the institution

Fugro Academy (FATC/the Provider) is part of the privately owned Fugro organisation which is registered in the Netherlands. Fugro Academy was established in 2006 as the training organisation for Fugro employees across the world. Having operated successfully for many years by using existing company facilities for training, in 2013 the decision was taken to formally establish a dedicated training centre focused on hydrographic and maritime geotechnical training. Initially based in some unused company facilities in Cornwall, the Fugro Academy Training Centre has been in its current premises in a maritime industrial park on the River Plym in Plymouth since 2015. The Provider offers internally awarded specialist training in Applied Hydrographic Survey.

The Provider supports the main company's aims to be the world's leading service in the collection and interpretation of data relating to the earth's surface.

FATC comes under the auspices of the Fugro GB (North) Marine Limited which is a sub-division of the main organisation. Oversight of the Provider is undertaken by the Global Talent Development Manager who reports to the Fugro Executive Leadership Team. Operational management is undertaken by the Global Training Manager Marine who is based in Western Australia.

In response to external demand, FATC will be running its first course for externally recruited participants in 2020. Two courses will commence annually, in January and July.

2. Brief description of the current provision

FATC offers the 24-week Applied Hydrographic Survey programme which was accredited by the International Board of Standards as a Category B vocational training course in July 2018. The programme has been approved as meeting the standards designated by the International Federation of Surveyors (FIG), the International Hydrographic Organisation (IHO) and International Cartographic Association (ICA). Participants are awarded an internal award for meeting the standards required by the approving federation.

The programme provides face-to-face teaching, field research and report generation and includes a wide range of supported independent research activities that culminate in the production of a survey report of the local area. The course is designed to provide practical application and theory of maritime surveying and can be delivered to groups of a maximum of 12 participants.

Teaching and learning take place in a variety of facilities including in four FATC training rooms utilising a range of specialist information technology (IT) equipment and software and in a lecture room area. There are specialist areas including an engineering workshop, a small component room, a Remotely Operated Vehicle (ROV) simulator, breakout areas and a small library including IT linked to specialist weather software. There are also two survey vessels that are moored outside the premises with direct access to Plymouth Sound. FATC has capacity for 56 participants.

At the time of the inspection, FATC was delivering the final four weeks of the 24-week programme to three participants, aged 23 to 28 years. They were all male and Fugro employees, one from Australia and two from South Africa. All participants are over the age of 18.

There are stringent entry requirements for acceptance onto the Applied Hydrographic Survey programme including a recognised survey qualification at Level 5, an International English Language Testing System (IELTS) score at a minimum of 6, demonstration of IT proficiency and completion of basic sea survival training.

3. Inspection process

The inspection was conducted over two days by one inspector. The inspector held online video meetings with global Fugro managers and face-to-face meetings with local programme managers, trainers and administration staff. Documents and electronic records were scrutinised and interviews were undertaken with participants and training staff. The training facilities, including one of the vessels, were also inspected. The Provider was highly supportive of the inspection process and made available all relevant information in order to undertake the inspection.

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.	☒ Yes	☐ 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.	☒ Yes	☐ No
1.3	There are clear channels of communication between the management and staff and those working at the delivery venue/s.	☒ Yes	☐ No

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

Comments

There is a very clear organisational structure that places the Provider in a clear line of oversight by the Executive Leadership Team. Operational leadership is effectively undertaken locally, and managers report to the Global Training Manager Marine who has an effective overview of the provision's strengths and areas for development.

FATC managers are highly qualified in leadership, management and all have a background in maritime services or training and development. Job descriptions are detailed and provide staff with sufficient information to understand their job role as well as providing clarity over lines of accountability and responsibility.

There is highly effective oversight and the Provider uses a wide range of IT and management information systems including regular meetings that, whilst held remotely, contribute to highly effective communication that successfully supports the business objectives.

2.   The administration of the provider is effective

2.1	Administrators are suitably qualified or experienced and understand their specific responsibilities and duties.	☒ Yes	☐ No
2.2	The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider.	☒ Yes	☐ No
2.3	The administrative support available to the management is clearly defined, documented and understood.	☒ Yes	☐ No
2.4	Policies, procedures and systems are well documented and effectively disseminated across the provider.	☒ Yes	☐ No
2.5	Data collection and collation systems are effective.	☒ Yes	☐ No

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

Comments

Administrative functions are undertaken by a qualified and experienced team of staff who are supported in their roles by comprehensive job descriptions and highly effective and well-organised processes. These processes are underpinned by accurate and timely reporting schedules and high-quality detailed management information.

There is a comprehensive policy for the general administration process at FATC. It clearly states the purpose of the

activities for supporting the management team and effectively supports the review cycle and allocates responsibilities to specific staff.

There is a very strong corporate culture that has a focus on ensuring the quality of the Fugro brand and the training is underpinned by transparent and policies that are shared with the main company. There are centralised systems that underpin the administrative processes and these are used promptly and effectively. A well-organised and motivated team make excellent use of these systems and as a result the business is conducted in a timely and efficient manner.

Data collection systems are effective and provide good levels of information on demand and as part of a scheduled reporting process.

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

Fugro has a centralised human resource team based in Aberdeen. Recruitment policies are available for staff via a management information server where there are also very helpful resources to support managers to undertake a specialist supported recruitment process.

There are both paper and electronic records of staff and these include a comprehensive range of pre-employment processes including qualification and authenticity checks to ensure candidates meet the role specific requirements. All pre-employment checks are undertaken prior to confirmation of appointment.

A managed electronic appraisal process was introduced in June 2019 replacing the previous paper-based system. A revised policy has been issued and sufficient information has been provided to managers and staff to support effective implementation of this system.

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

Visual representation of the facilities and resources in publicity material is accurate and reflects the high quality of the premises and training areas.

Currently course information is provided in the corporate website as it has only been available to company staff to date. However, it is not very accessible. In order to better promote the course to a wider range of prospective participants, easier access and greater prominence are required.

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 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 current course is highly specialised. The publicity material clearly states the acceptance criteria. Pre-course requirements are non-negotiable and specified accreditation of participants is mandatory for acceptance.

There is a tightly controlled application process that is supported by a highly effective online application system. This means that, if the entry requirements are not met, the application cannot go forward. The application process is further supported by personalised contact with the Provider and a pre-acceptance verification process prior to sending joining instructions for the course.

There are very high levels of timely communication and stakeholders are given plenty of course and other information.

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 course is an intensive programme of study and there are very clear expectations on attendance and punctuality that are reflected in the terms and conditions for acceptance onto the course. Consequently, attendance levels are excellent.

The attendance policy is reviewed regularly and is supported by effective monitoring and oversight systems that ensure that the management of this aspect is both timely and accurate.

There is a clear, understood policy and procedure for identifying and following up any non-attendance. Participants report they are very clear over their responsibility to their employer and themselves for ensuring their attendance and punctuality and consequently any issues are rare.

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, partners 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

There is a high focus on collecting, collating and responding to participant feedback. The process is underpinned by an effective policy and monitored procedures and all feedback is sought and reviewed regularly.

Managers receive information regarding the quality of the provision through a wide range of effective systems and sources and great care is undertaken to ensure that any concerns are quickly investigated. Feedback is given to stakeholders including participants either individually or as a cohort as appropriate.

Participants report that their views are also regularly sought by trainers in class and during and after the specialist activities and consequently they feel their views are understood and valued.

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.	☒ Yes ☐ No
8.2	Reports are compiled which present the results of the provider's reviews and incorporate action plans.	☒ Yes ☐ No
8.3	Action plans are implemented and regularly reviewed.	☒ Yes ☐ No

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

Comments

There is a very effective range of corporate and local systems that provide much useful management information. This information supports the monitoring process and successfully contributes to the quality assurance process.

Managers make good use of review reports to support action planning. These reports are based on quality assurance systems that result in accurate and timely reporting to the executive leadership team.

All action plans are reviewed for implementation so that successful outcomes and further areas for development are effectively identifies. As a result, standards are very high across the provision.

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	☒ Yes ☐ No ☐ NA
9.2	Classes are timetabled and rooms allocated appropriately for the courses offered.	☒ Yes ☐ No ☐ NA
9.3	The allocation of trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency.	☒ Yes ☐ No ☐ NA
9.4	There is an appropriate policy and effective procedures for the acquisition of academic resources.	☒ Yes ☐ No ☐ NA

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

Comments

All trainers are very well qualified and experienced in hydrographic survey methods and this provides participants with a diverse range of information and examples. There is a qualified assessor, who is supported by effective systems and regular communication channels with the teaching team. As a result, the assessor's activities contribute well to the high academic quality of the programme.

There is a robust system for allocating classrooms and specialist resources. There is a very effective system to ensure that participants have a consistent learning experience and there are very few, if any, changes to scheduled trainers.

A strength of the provision is the allocation and supply of resources for the programme. There is a well-understood policy for requesting resources and consequently resource management planning is very effective at ensuring resources are available when needed.

The systems to ensure resource availability on demand are exceptional. A well-managed schedule of repairs and checks to boats and machinery ensures course needs are always met. As a result, programmes are delivered in a timely manner.

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.	☒ Yes ☐ No ☐ NA
10.2	Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.	☒ Yes ☐ No ☐ NA
10.3	Formative assessments appropriately reflect the nature and standards of summative examinations.	☐ Yes ☐ No ☒ NA
10.4	Participants are encouraged and enabled to develop independent learning skills.	☒ Yes ☐ No ☐ NA
10.5	The academic backgrounds and particular needs of participants are taken into account in the classroom delivery of the course.	☒ Yes ☐ No

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

Comments

The programme is accompanied by a detailed course scheme and supported by lesson planning that is cross referenced to specified skills, competencies and learning outcomes. The scheme clearly links theory and practical elements as well as providing the timetable for assignments. Participants report finding this clarity in the training objectives very supportive when planning their studies and independent research.

As the course is tightly focused on skills, competences and underpinning knowledge. Lessons are delivered in order to support participants to undertake practical hydrographic and independent research. This provides the focus for the assignment reports and results in the achievement of the learning outcomes. As this is an assignment and research-based course, there are no formative assessments.

Hydrographers are required to be highly independent practitioners and, in order to achieve this, the Provider utilises an outstanding range of resources, equipment and software which supports the participants to make the most of their studies and to develop their independent learning skills.

Trainers provide high levels of one to one support to participants. As a result, lessons provide both targeted individual and collective learning support.

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.	☒ Yes ☐ No
11.2	Trainers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively.	☒ Yes ☐ No

11.3	The appraisal procedures for trainers incorporate regular classroom observation.	☐ Yes ☒ No
11.4	Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants.	☐ Yes ☒ No ☐ 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.	☒ Yes ☐ No
11.6	Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content.	☒ Yes ☐ No

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

Comments

All the trainers are highly qualified and experienced in their subject area. There is one qualified trainer who has the role of ensuring the programmes meet the assessment and verification requirements to satisfy the course standards. Part of this role is to support other trainers when requested.

Trainers are not currently set individual performance targets based on teaching and learning outcomes and there is a lack of awareness of how this aspect can be used to contribute to self-assessment and quality improvement planning.

11.3 The current appraisal process does not incorporate classroom observations.

11.4 There is currently no support for trainers to undertake specific training or continuing professional development (CPD) in teaching and learning methodologies. As a result, the range and scope of teaching methods and learner support opportunities are restricted.

The courses are highly practical and provide good opportunities for participants to be active learners. The process of combining theory and practice in the sessions effectively identifies when further participant support is necessary.

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

The range and scope of resources to support teaching and learning are outstanding. As a result, all lessons are well planned and organised, provide an exceptional range of experiences and opportunities and contribute well to the achievement of the learning outcomes.

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.	☒ Yes ☐ 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.	☒ Yes ☐ No ☐ NA
13.3	Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention where appropriate.	☒ Yes ☐ No ☐ NA
13.4	Participants are made aware of how their progress relates to their targeted level of achievement.	☒ Yes ☐ No ☐ 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.	☐ Yes ☐ No ☒ NA

13.6	Participants have appropriate access to trainers outside class time.	☒ Yes ☐ No ☐ NA

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

Comments

Participants receive oral feedback in lessons and written feedback on report drafts and assignments. The level of feedback provides participants with an immediate overview of their strengths and areas for improvement and consequently they report feeling in control of their studies. Performance feedback is continuous and support is immediately put in place should it be required.

Course information, which is in the delegate handbook, includes the course schedule and assignment submission dates.

Performance monitoring to targeted outcomes is very clear. Assignments are returned indicating where outcomes have been achieved and good levels of information are provided on what participants need to do to improve.

There is a shared cafeteria area and relaxation room which is intended to support participants and trainers to interact effectively with each other. This is a very successful model and participants report that they receive outstanding levels of support from trainers. Inspection findings confirm this view.

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**

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

The programme meets the required standard for the professional standards board for hydrography and has been matched to the RQF framework at Level 5.

The programme is highly specialised and as a result it meets the status of recognised training in the sector.

The course is not subject to an external moderation process and this is appropriate given the highly specialised nature of the content.

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.	☒ Yes ☐ No ☐ NA
17.2	Participants receive appropriate advice before the start of the programme.	☒ Yes ☐ No
17.3	Participants receive an appropriate induction and relevant information at the start of the programme.	☒ Yes ☐ No
17.4	Participants are issued with a contact number for out-of-hours and emergency support.	☒ Yes ☐ No ☐ NA
17.5	The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.	☒ Yes ☐ No
17.6	Effective safeguarding arrangements are in place and are regularly reviewed to keep all participants safe.	☐ Yes ☐ No ☒ NA
17.7	Effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	☐ Yes ☒ No

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

Comments

The Centre Manager provides the focal point for student welfare if required and participants report feeling well cared for and supported.

A wide range of information is sent prior to arrival, including comprehensive joining instructions and travel information. Participants are encouraged to contact the Centre Manager with any concerns and these are always responded to promptly.

The induction process is meticulously undertaken. A wide range of information is provided and checked off on the delegate's record. All participants undergo a thorough general health and safety induction and an in-depth and comprehensive range of area specific training prior to starting lessons and participating in practical activities.

Fugro staff are able to contact an employee hotline if they require any further information or assistance.

There are extensive, well-promoted and monitored corporate policies to recognise and report on any discrimination or abuse. There are plenty of opportunities for trainers, participants and centre staff to identify any issues should they appear. There is a comprehensive corporate policy on behaviour for Fugro employees.

17.7 There is no policy or staff training related to protecting participants from the risks of radicalisation and extremism.

However appropriate risk assessments and have been undertaken and considered.

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.	☒ Yes ☐ No
18.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	☒ Yes ☐ No
18.3	Information and advice specific to international participants continues to be available throughout the course of study.	☒ Yes ☐ No
18.4	Provision of support takes into account cultural and religious considerations.	☒ Yes ☐ No

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

Comments

There is an excellent range of pre-travel information sent to international participants that provides an extensive overview of the United Kingdom and staying in Plymouth. All participants undergo the same thorough induction process that includes information on the local area and its amenities. The positive and friendly relationships between participants and staff ensure that all participants are able to ask for and get any support they require during their stay. As a global employer, there is a wide range of support available in the case of any religious or cultural requirements.

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

All aspects of the application and enrolment process are transparent and fair with plenty of detailed information that supports participants and their line managers to understand the expectations, outcomes and the practical nature of the programme. The complaints policy clearly includes what constitutes and what does not constitute a complaint and who the responsible manager is. It outlines the process and timelines and the appeals process. Also included are details of the complaints action plan which is used to manage and monitor the progress made towards resolving the complaint.

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	Appropriate measures are in place to ensure the separation between participants	☐ Yes ☐ No

under the age of 18 and those over the age of 18 when in the accommodation.

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

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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 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

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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 are supervised by a responsible representative with suitable qualifications and experience.	☐ Yes ☐ No ☐ NA

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

Comments

INSPECTION AREA – PREMISES AND FACILITIES

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 academic or non-academic purposes of a temporary or occasional nature.	☐ Yes	☐ No	☒ NA

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

Comments

The premises are secured by means of a lease until 2022.

The current facilities are large and spacious and there is plenty of scope for the business to extend into additional areas of the building if required.

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

The premises are very secure with number pad entry systems throughout the building. In addition, there is a very secure electronic sign-in system that fully controls who has access to the facilities.

All training areas are well decorated and in an excellent state of repair providing an inviting and welcoming environment. There is an exceptional level of cleanliness and this provides a healthy environment for work, study and relaxation.

Health and safety have the highest prominence across every aspect of the provision. All visitors are given a thorough induction in general health and safety as well as in targeted areas, for example, in workshops and on the training vessels. Every area has specific health and safety posters, guidance and instructions relating to the use or purpose of the facility and there is comprehensive signage across the premises and information on noticeboards, in rooms, corridors and relaxation areas.

First aid information, kits and equipment are clearly visible in every area and participants confirm that they are fully aware of what is required, who to call in an emergency and where to find equipment.

All areas have excellent ventilation and heating and provide a safe and comfortable environment.

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/or 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 ☐ NA
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

Training rooms are very comfortable with plenty of space to move around and work with others. All classrooms are very well ventilated and have air conditioning to further provide a comfortable working environment.

Specialist training rooms are very well organised with specific health and safety instructions and signs. The engineering workshop is scrupulously maintained to ensure ease of use as well as meeting stringent health and safety requirements.

Specialist equipment areas and storage facilities are secure and well managed ensuring participants are able to find and use Personal Protective Equipment (PPE) easily. These areas are maintained to an exceptional level of tidiness and safety.

Assessments areas are not required for the programme.

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
26.6	Administrative offices are adequate in size and resources for the effective administration of the provider.	☒ Yes ☐ No

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

Comments

Facilities for private and independent study are extensive and include a library, break out and rest room, a kitchen and cafeteria area with seating for twenty people. The library has a wide range of books and resources and a dedicated computer with specialist weather recording software. There is a simulator room for participants to practice ROV skills.

All trainers have their own desks in shared offices, with plenty of room to plan their lessons in comfort.

Relaxation areas are intended for joint use with participants to encourage team working and professional dialogue.

The centre provides lockers in a secure room for private possessions and equipment.

There are sufficient rooms of differing sizes to support and facilitate small and large team meetings.

The administrative areas are large and provide comfort and space to enable effective working. Offices are secure with access via a managed entry system.

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

There is highly effective organisational oversight that significantly contributes to the very high standards. The centralised system for Human Resource oversight and management results in the maintenance of highly controlled and accurate records.	
Actions Required	**Priority H/M/L**
None	☐ High ☐ Medium ☐ Low

TEACHING, LEARNING AND ASSESSMENT

Provider's Strengths

The curriculum is tightly controlled with high levels of quality control and quality assurance.	
Actions Required	**Priority H/M/L**
11.3 The Provider must undertake formal lesson observations that are used to contribute to the annual appraisal process.	☐ High ☒ Medium ☐ Low
11.4 The Provider must provide opportunities for trainers to develop their teaching and learning practice and incorporate the outcomes into the annual appraisal process.	☐ High ☒ Medium ☐ Low

PARTICIPANT WELFARE

Provider's Strengths

The systems and processes to control, monitor and maintain health and safety practice are outstanding with highly effective safeguards in place as well as exceptional levels of compliance.	
Actions Required	**Priority H/M/L**
17.7 The Provider must ensure there are effective arrangements to protect participants from the risks associated with radicalisation and extremism.	☐ High ☒ Medium ☐ Low

PREMISES AND FACILITIES

Provider's Strengths

Training areas and specialist working areas are of a very high quality and provide participants with outstanding learning opportunities.	
Actions Required	**Priority H/M/L**
None	☐ High ☐ Medium ☐ Low

RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

It is recommended that the Provider makes course details and information more prominent on the corporate website. The Provider should consider using course feedback to set individual performance targets for trainers.

COMPLIANCE WITH STATUTORY REQUIREMENTS