



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **SUPPLEMENTARY INSPECTION NEW / ADDITIONAL PREMISES (Short Course Provider)**

**PROVIDER:** Knightsbridge Trading Academy

**ADDRESS:** 52-54 Broadwick Street  
London  
W1F 7AH

**HEAD OF PROVIDER:** Mr James Lawrence

**ACCREDITATION STATUS:** Accredited

**DATE OF INSPECTION:** 9 September 2020

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued accreditation, 1 October 2020

## **PART A – INTRODUCTION**

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

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Knightsbridge Trading Academy (KTA/the Provider) is a private limited company with a total of three shareholders. It was established in September 2015 and offers short accredited courses in financial trading.

KTA provides online and classroom-based learning to a number of universities and business schools. This prepares individuals for the Chartered Institute of Securities and Investment (CISI) Level 3 Introduction to International Securities and Investment examination.

KTA has signed the Armed Forces Covenant and is committed to supporting ex-service men and women in their reintegration into civilian life. This is done by enabling interested service leavers to gain commercial experience and build a career in financial markets, following completion of an online or classroom-based programme.

The Provider's administrative office is located in a Georgian town house in central London, close to Piccadilly Circus. It occupies office space on the third floor of the building. The face-to-face training is delivered at the London Stock Exchange and at the David Game College.

The aim of KTA is to provide the highest calibre of financial trading learning by equipping participants with the latest financial skills, strategies and understanding of technology with a vision to become the sector leader.

The Provider has two Directors, who are both shareholders. One Director has responsibility for online teaching and learning and a second Director is responsible for corporate governance and stakeholder relationships. Administrative and information technology (IT) support is provided by the Relationship Manager. There are also six part-time, self-employed tutors, including the Head of Faculty.

KTA moved to its current administrative premises in June 2020. It has started running online courses for its clients.

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

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KTA offers a range of training programmes, both online and classroom based. These include the Introduction to Investing and the Introduction to Financial Markets courses at beginner level. At intermediate level, the Provider offers the Forex course that deals with trading in foreign exchange markets, and at professional level, there is an online Institutional Trading Programme (ITP). All these courses are delivered online.

Classroom-based courses include a two-day Forex Bootcamp, where live trades are conducted to enable participants to learn how to read the markets. The Provider also offers a classroom-based ITP that is offered in association with the London Stock Exchange Academy.

All the courses are accredited through the Continuing Professional Development Certification Service (CPD Certification Service). The ITP courses are also accredited by the Chartered Institute of Securities and Investments (CISI).

At the time of this inspection, the online ITP course was being delivered to one participant. The participant was male, over the age of 18 and from the United Kingdom (UK). This profile reflects the Provider's participants' profile as a whole. KTA's total capacity for the delivery of face-to-face courses at any one time is 30 participants.

Participants are enrolled on the online programmes on a continuous basis. The classroom-based courses have specific start- and end-dates and are developed for a specific client on a bespoke basis.

Participants are carefully vetted before being enrolled. This process covers their financial security and their reasons for wanting to participate in the programme of study. Participants with little or no prior experience of financial markets can enrol, but the vetting process serves to ensure that their reasons for doing so are genuine and considered.

### **3. Inspection process**

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The inspection was carried out over half a day by one inspector. A virtual tour of the premises was carried out and meetings were held with one of the Directors and the Relationship Manager. A range of relevant documentation was scrutinised. The Provider's staff co-operated very well with the inspector throughout the inspection.

### **4. Background to the supplementary inspection**

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The previous premises included space that was not needed by KTA. The new premises provide a more appropriate size of office for the size of the team working there, and therefore a better use of resources. In addition, the location of the premises in the West End of London provides a greater variety of local facilities for staff and visitors.

### **5. Inspection history**

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<b>Inspection type</b>	<b>Date</b>
Full Accreditation	5-6 June 2018
Interim	27 November 2018

## PART B – JUDGEMENTS AND EVIDENCE

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

### 1. Compliance with BAC accreditation requirements

#### 1.1 Premises and Facilities (full inspection)

The numbers below refer to the standards as presented in the short course provider scheme document and main full inspection report.

### 23. The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises

- |      |  |   |                             |                             |
|------|--|---|-----------------------------|-----------------------------|
| 23.1 | The provider has secure tenure of 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |                             |

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

KTA has signed an agreement for the use of the office space. The agreement is renewable annually. The Provider makes use of appropriate external premises for the delivery of its training provision at the London Stock Exchange and at the David Game College.

### 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

Access to the Georgian building is appropriately secured through the use of a door key fob held by those authorised to enter the building. The fob is also used to access the Provider's premises on the third floor. Visitors use a buzzer system to alert the Provider to their presence and a member of staff goes to the front door to let them in. Visits to the Provider are normally pre-arranged.

The administrative premises are fit for purpose. They are in a good state of decoration and are well maintained.

General guidance on health and safety is made available to staff and visitors to keep them safe. There is very good health and safety signage throughout the building. This includes very clear evacuation plans on every floor, with information about what to do in the event of an emergency and useful contact details. The plan references fire exits and the location of call points and fire extinguishers. Fire exits are clearly signed.

In addition, the Provider has an information sheet that is provided to staff as part of their induction and to visitors. This contains appropriately detailed information relating to fire and emergency procedures. Staff sign to confirm they have received and read the information.

There are sufficient and clean toilet facilities throughout the building.

The staff confirm that they like the premises and their location and that these provide a pleasant working 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.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25.2 | Training rooms and any specialised learning areas (e.g. laboratories, workshops & studios) are equipped to a level which allows for the effective delivery of each course. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25.3 | There are facilities suitable for conducting the assessments required on each course.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

**Comments**

The administrative premises that were inspected are not used for training purposes. There has been no change to the external premises that are used for the delivery of the training.

**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 |  |
| 26.4 | Participants and staff have access to storage for personal possessions where appropriate.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |  |
| 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 organisation.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |  |

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

**Comments**

There are basic kitchen facilities throughout the building and a refrigerator in the Provider's office space. These facilities enable the staff to make hot drinks and consume food on the premises. There are also many varied food and drink outlets in the local area.

On the ground floor, there is a well-furnished rest area that can be used by the staff for relaxation and for meetings with visitors. The building managers also have a meeting area, with a large boardroom, in a building located near to the Provider's premises. This can be used by the Provider as required, including for meetings with clients. In addition, local cafeterias are used for small, informal meetings.

The administrative office is adequate in size and resources for the effective administration of KTA. The office is open plan, light and airy and well equipped with eight workstations and very good computer facilities to enable effective working.

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## 1.2 Compliance Declaration

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

Yes     No

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

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**STRENGTHS**

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The new premises are located in an area with excellent local facilities and transport links.

**ACTIONS REQUIRED**

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None

High    Medium    Low

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

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None

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

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