BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Re-accreditation
Candidacy / Stage 2 Inspection

NAME OF PROVIDER: Institute of Development Studies

ADDRESS: Andrew Cohen Building
                                University of Sussex
                                Brighton
                                East Sussex
                                BN1 9RE

HEAD OF PROVIDER: Professor Melissa Leach

DATE OF INSPECTION: 18 & 20 May 2021

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

☐ Accreditation awarded for six months

☒ Decision on accreditation deferred

☐ Award of accreditation to be withdrawn

  DATE: 19 July 2021

PART A – INTRODUCTION

1. Background to the provider

The Institute of Development Studies (IDS/the Provider) is an independent research institute based on the campus of the University of Sussex (the University) in Falmer, Brighton. The Provider has close links with the University, but it is financially and constitutionally independent. It has charitable status and is a company limited by guarantee. It has its own premises and staff.

IDS works with 79 contractual research, learning and funding partners to address global challenges. Its mission is to transform the knowledge, action and leadership needed for better lives through world-class research, learning and teaching globally. Its vision is of equal and sustainable societies, where everyone can live secure, fulfilling lives free from poverty and injustice. The Provider aims to engage excellence, work locally and globally within a universal framing of development and in doing so, create an institute that thrives financially and organisationally, and has living values.

IDS is managed through its Board of Trustees, supported by a Senior Leadership Group (SLG) headed by the Director. It offers programmes leading to Doctor of Philosophy (PhD) and master's degrees validated by the University. It also provides short courses, both in the United Kingdom (UK) and abroad, in a range of subject areas of interest to professionals working in the field of development. These include open application courses and bespoke courses designed for specific organisations, such as The United Nations Children's Fund (UNICEF) or the World Bank.

IDS was founded in 1966, when teaching for the PhD programme began. This provision expanded to include master's courses from 1971. For thirty years IDS ran a short course training programme for professionals with a range of courses lasting up to three months. This ended in the late 1990s due to the changing international funding climate. The current short course programme began in 2012.

2021 is the fifth consecutive year in which IDS, together with University of Sussex, is rated number one in the world for courses in development studies by Quacquarelli Symonds (QS) World University Rankings.

2. Brief description of the current provision

IDS is a research-driven organisation which offers a PhD programme and eight master's programmes.
For the purposes of the teaching, supervision and examining of the attending participants it is a partner of the University. In line with its strategic aims, and independently of the University, each year IDS offers around eight short courses for professionals. These usually last between three and five days and are delivered face to face outside of term times at the IDS premises. BAC accreditation covers only these short courses.

The subjects currently offered are: Participatory Video Processes, Social Protection, Transforming Nutrition, Participatory Monitoring and Evaluation of Learning, Building Effective Public and Civil Society Partnerships for Teaching and Research, and Participatory Action. The average number of participants for each course is 18 with a total capacity at IDS of 440.

At the time of the inspection, there were no participants enrolled or booked for future face to face courses due to restrictions on international travel. In the previous year of delivery, 2019 to2020, eight courses were delivered with a total of 150 participants. Participants came from a wide range of countries. The majority were European, with significant groups from countries in Africa and Asia. The majority were male and all were over the age of 18. Courses have specific start dates and entry criteria. Applications are completed online and participant selection is made by the course convenor.

3. Inspection process

The inspection was carried out remotely by one inspector over two days. Meetings took place with the short course Programme Manager, the Professional Development and Learning Convenor, a group of short course convenors, the Director of Communications and Engagement, the Director of Finance and Operations, a Joint Director of Human Resources (HR) and the Senior HR Officer. A virtual tour of the premises was undertaken and a wide range of documentation was reviewed. The Institute cooperated fully with the inspection.

4. Inspection History

Inspection Type	Date
Stage 2	19 March 2012
Stage 3	18 March 2013
Interim	23 June 2014
Re-accreditation	27-28 June 2016
Interim	3 May 2018

PART B - JUDGEMENT 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
The numbers below refer to the standards as presented in the short course provider scheme document

	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 including those working at the delivery venue or remotely.	☒ Yes	☐ No
	1.4	The provider has a written statement of its mission and goals that effectively guides its activities, is communicated to all stakeholders and is effectively implemented and regularly reviewed.	☒ Yes	☐ No
	1.5	The provider has a written risk management strategy, which includes financial planning and is effectively implemented and regularly reviewed.	☒ Yes	☐ No

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

Comments

The management structure of IDS is clearly defined and documented on the IDS website and staff intranet. IDS's status as a charity and its governance arrangements are outlined on the website and the role of the trustees is detailed in the IDS annual report, also published on the website.

The Institute is led by the Senior Leadership Group (SLG), headed by the Director. Specific responsibilities are appropriately delegated to committees and steering groups. The Director and senior managers are well qualified and suitably experienced for their roles. Clear lines of reporting and regular, minuted meetings ensure effective communication between management and staff at all levels. The effectiveness of management is evidenced in the Provider's continued excellence in the field of international development research.

The Short Course Unit (SCU) works with academic staff across the full range of subject clusters to deliver courses for external participants. A suitably experienced Programme Manager is responsible for the operations of the SCU.

The IDS mission statement and goals are published on its website, on the intranet and in the annual reports. They underpin the strategy and operations of the Provider and are reviewed, along with the strategy, at five-yearly intervals. The role of the SCU is closely linked to the IDS mission and is communicated to staff in all departments, who collaborate effectively to ensure the success of its courses.

The Resources, Audit and Risk Committee (RARC) is responsible for reviewing key strategic and operational risks. A suitably detailed Risk Management Policy, which includes financial planning, informs the Provider's governance and management, with responsibilities clearly assigned to the Board of Trustees, the SLG, Committees and Managers. It is reviewed annually. Financial reports and advice from the Provider's auditors support appropriate financial strategy and planning.

	2.	**The administration of the provider is effective**		
	2.1	Administrators are suitably qualified and/or experienced, understand their specific responsibilities and duties and are effective in carrying them out.	☒ 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	Administrative policies, procedures and systems are up-to-date, thorough, well-documented and effectively disseminated across the provider.	☒ Yes	☐ No
2.5	Data collection and collation systems are effective in supporting the administration of the provider.	☒ Yes	☐ No
2.6	Participants' and trainers' personal records are sufficiently detailed and regularly updated.	☒ Yes	☐ No
2.7	The provider has a robust security system with policies in place for protecting the data of its participants and trainers.	☒ Yes	☐ No

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

Comments

Administration of short courses is carried out by the Programme Manager and Short Course Coordinator, with part-time support from an Assistant Project Accountant and a Communications and Marketing Officer. All staff are suitably qualified and experienced for their roles and have received relevant training at IDS to enable them to carry out their responsibilities effectively. The Course Coordinator role is vacant at the present time, but as the on-site delivery of courses is currently suspended, the size of team is sufficient.

Job descriptions clearly define the administrative responsibilities of each role and these are understood by all relevant staff. Administrative policies and procedures are clear and well documented. Course convenors confirm that procedures for setting up short courses are effective and that administrative procedures work well to support participant recruitment and the smooth delivery of their courses. Inspection findings support this view.

Appropriate data collection and collation systems are in place. Applicant data is held on a central database which accommodates records of contacts with applicants through to enrolment. All required participant information is recorded in this database and is appropriately updated. Each trainer's personal records are held and regularly updated by the HR department.

Data of participants and trainers is appropriately protected in line with the IDS General Data Protection Regulation Policy. All staff have received training in data protection and are aware of their responsibilities in this regard.

3.   The provider recruits appropriate staff

3.1	There are appropriate policies and effective procedures for the recruitment of suitably qualified and experienced staff which include, for self-employed staff, the development of a signed performance service level agreement.	☒ Yes	☐ No	
3.2	Experience and qualifications are appropriately checked and verified before recruitment and records are accurately maintained.	☐ Yes	☒ No	
3.3	The recruitment process for trainers working remotely includes a face-to-face online interview.	☐ Yes	☐ No	☒ NA
3.4	There is an effective system for regularly reviewing the performance of all staff, which, for trainers, includes regular, scheduled course delivery observations.	☒ Yes	☐ No	
3.5	Managerial and administrative staff are appropriately supported in their continuing professional development.	☒ Yes	☐ No	

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

Comments

IDS follows an appropriate recruitment procedure, which is published on its website. It secures well qualified and experienced staff. It does not contract on a self-employed basis. The HR department maintains staff records, which include up-to-date contracts, evidence of identity and right to work in the UK and employer references.

3.2 Staff files do not contain copies of qualifications.

Good procedures are in place to regularly review the performance of staff. All staff are appraised annually by their line manager. Appraisal reports include clear targets linked to an agreed Continuous Professional Development (CPD) plan. In addition, Fellows of IDS undergo a detailed review of their work at four yearly intervals, which supports their career development. Delivery of short courses is regularly observed by the Programme Manager, who provides helpful feedback and areas for development to those involved. Suitable records are kept, and areas for development are reviewed in subsequent observations. This process, together with analysis of feedback from participants, is effective in driving improvements to teaching and learning.

Managerial and administrative staff are provided with access to good CPD training, including Information Technology (IT) and project management training and relevant academic courses. This promotes career progression.

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4. **Publicity materials, both printed and online, provide a comprehensive, up-to-date and accurate description of the provider and its courses**

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
4.3	The provider's key policies are accessible through the website.	☐ Yes	☒ No

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

Comments

The IDS website provides comprehensive information on the work of the Provider and on its courses. Short courses are described in a specific section of the website and in a printed brochure. Information on the Provider's location on the University's campus can be found on the University's website. Detailed information on the location, facilities and resources at IDS are provided to participants during the application process.

4.1 No information or images of the IDS premises, facilities or resources are available on the website, so prospective applicants for courses are not sufficiently informed of the learning environment.

Sufficient, accurate and up-to-date information on short courses is provided on the website to enable prospective applicants to make an informed choice. Key HR policies are accessible on the website.

4.3 There are no participant policies on the website, which means that applicants are unable access them in advance of enrolment.

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5. **The provider takes reasonable care to recruit and register suitable participants for its courses**

5.1	The provider ensures that the specific courses on which participants are registered are likely to meet the participants' expectations and needs.	☒ Yes ☐ No
5.2	Entry requirements for each course, including those relating to language ability, where applicable, are set at an appropriate level and clearly stated in the course descriptions read by prospective participants.	☒ Yes ☐ No ☐ NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	☒ Yes ☐ No ☐ NA
5.4	Applicants are provided with sufficient information to enable them to make a judgment on the suitability of the courses and their delivery methods and can discuss any concerns before registration.	☒ Yes ☐ No

5.5	The provider replies to all application enquiries in line with its appropriate target response times and all stakeholders are briefed properly on the nature and requirements of its programmes.	☒ Yes ☐ No
5.6	Overseas recruitment agents are properly selected, briefed, monitored and evaluated.	☐ Yes ☐ No ☒ NA
5.7	The provider has effective systems to identify participants who have special educational needs and disabilities requiring additional learning support or other assistance.	☒ Yes ☐ No

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

Comments

Participant recruitment procedures ensure that participants enrol on courses which meet their needs and expectations.

IDS is an internationally recognised provider which has worked with governments and the United Nations and has carried out research for international clients for several decades. Its short courses are designed for professionals working in the field of international development and are publicised on platforms used by target applicants. Course descriptions are clear and accurate. Selection criteria include relevant academic or professional qualifications, suitable work experience and a level of English equivalent to that required for entry onto an undergraduate course.

Applications which meet the entry criteria are evaluated by the course convenor, who requests further information if there is a doubt over suitability. The Programme Manager and Course Coordinator respond promptly to any applicant questions or concerns. As a result, applicants are able to make an informed decision on whether to take up a place on their chosen course if accepted.

Applicants are sent an automatic acknowledgement on submission of their online form and are told whether they have been accepted within two weeks of their initial submission. They are then briefed on the logistics of attending the course and how to apply for a visa if this is required.

Special educational needs and disabilities and any other specific requirements, are elicited during the application stage. Where suitable adaptations can be made, they are planned in advance of participant registration.

The effectiveness of recruitment procedures is reflected in high levels of satisfaction with courses and course administration, confirmed in participant evaluations.

6.	**There is an appropriate policy on participant attendance and punctuality and effective procedures and systems to enforce it**	
6.1	There is a clear policy on participant attendance and punctuality, which is communicated to all participants and other stakeholders.	☒ Yes ☐ No
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and regularly reviewed.	☒ Yes ☐ No ☐ NA
6.3	Participant absences are followed up promptly and appropriate action is taken.	☒ Yes ☐ No ☐ NA

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

Comments

A clear policy on attendance and punctuality is published in the participant handbook. A minimum of 80 per cent attendance is required to obtain a certificate of participation. The duration of courses is a week or less and there are small numbers of participants, who are mature and highly motivated. As a result, absence and lateness are rare.

Accurate records of attendance and punctuality are maintained through a signing in sheet used for both morning and afternoon sessions. These are kept centrally. The Programme Manager or Course Coordinator follows up an absence

immediately in case of any welfare needs. If a participant cannot attend a session, they are given individual support to cover what they have missed.

7.	**The provider has effective systems to monitor its own standards and assess its own performance with a view to continuous improvement**	
7.1	There are effective systems for monitoring and periodically reviewing all aspects of the provider's performance.	☒ Yes ☐ No
7.2	The provider has effective mechanisms for obtaining feedback from participants and other relevant stakeholders, such as staff, partners and employers, on all aspects of the provider's provision, including formal participant representation where appropriate.	☒ Yes ☐ No
7.3	Feedback is obtained, recorded and analysed on a regular basis.	☒ Yes ☐ No
7.4	The feedback is reviewed by management and appropriate action is taken.	☒ Yes ☐ No
7.5	There is a mechanism for reporting to the participants what the provider has done in response to their feedback.	☒ Yes ☐ No
7.6	Reports are compiled at least annually, which include the results of the provider's performance reviews, an analysis of appropriate data, including participant feedback, and action plans.	☒ Yes ☐ No
7.7	Action plans are implemented and regularly reviewed with outcomes reported to management.	☐ Yes ☒ No

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

Comments

A course evaluation meeting takes place after each short course, chaired by the Programme Manager and attended by the convenors and all support staff. Participant and staff feedback is reviewed, possible changes to content and delivery are considered and operational and financial effectiveness are evaluated. A report is completed, summarising areas for development. This informs the planning of subsequent courses and results in continuous improvements.

Effective mechanisms are in place to obtain feedback from participants. The Course Coordinator or Programme Manager attend most course sessions, allowing them to obtain and respond to feedback as it arises. Convenors make adaptations in line with participant feedback during the course, for example by altering the balance of activities or changing case studies to reflect participants' interests. Participants are made aware of these responses.

At the end of the course, participants complete an online form with questions covering all relevant aspects of provision. This produces useful quantitative data and a record of comments and suggestions. Feedback is provided by all staff during the evaluation meeting. The SCU does not currently elicit feedback from the sponsors of participants.

Feedback from each course is collated and analysed in an annual report, which is presented at the annual review meeting, attended by the Programme Manager and relevant support staff, the Convenor of Professional Development, the Directors of Finance and Operations and the Director of Communications and Engagement. The meeting is used to plan for the following year and results in clear areas for development aligned to the current institutional strategy. The report is sent to the Director of IDS, who shares its findings with the Board of Trustees.

Areas for development are identified in course evaluations and in the annual report, and actions are noted in minutes of meetings. Progress against actions is reviewed at quarterly SCU meetings.

7.7 Actions are not collated in a central action plan. This makes it difficult for managers to track progress made and can result in actions being overlooked, for example those arising from previous inspections.

INSPECTION AREA – PARTICIPANT WELFARE

16.   Participants receive welfare support appropriate to their age, background and circumstances

16.1	There is at least one named staff member responsible for participant welfare who is suitably trained and/or experienced, accessible to all participants and available to provide advice.	☒ Yes	☐ No	
16.2	Participants receive appropriate information, advice and guidance before the start of the course.	☒ Yes	☐ No	
16.3	Participants receive an appropriate induction and relevant information at the start of the programme.	☒ Yes	☐ No	
16.4	Participants are issued with a contact number for out-of-hours and emergency support.	☒ Yes	☐ No	☐ NA
16.5	The provider has policies to avoid discrimination and a procedure for dealing with an abusive behaviour, including cyberbullying, and these are effectively implemented.	☒ Yes	☐ No	
16.6	Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults, which are regularly reviewed.	☐ Yes	☐ No	☒ NA
16.7	A suitable policy and effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	☐ Yes	☒ No	
16.8	There is an e-policy in place that references any existing staff and participant codes of conduct and covers participants' on-site use of social media and devices such as mobile telephones, tablets and cameras.	☒ Yes	☐ No	☐ NA
16.9	The provider collects contact details for participants and their next of kin and appropriate staff can access the information quickly and easily, in and out of normal operating hours.	☒ Yes	☐ No	

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

Comments

The Course Coordinator and the Programme Manager are responsible for participant welfare. They have e-mail contact with participants during the application process and welcome them on arrival. At the induction meeting, the Course Coordinator makes herself known as the first point of contact for any participant concerns or support needs. The Programme Manager has suitable experience in welfare support and is covering the Course Coordinator role while it is vacant. A member of the SCU team is available at all times during the course and reception staff are also able to provide guidance during office hours.

Participants receive appropriate information on the course and practical advice relating to their stay in advance of arrival. The induction meeting provides a suitable introduction to the course and the staff involved. It covers all necessary health and safety issues, information on the premises and facilities and arrangements for meals and social gatherings. Participants are issued with an out-of-hours emergency number and the participant code of conduct, which incorporates policies on discrimination, harassment and abusive behaviour.

IDS has an appropriate policy to protect participants from the risks associated with radicalisation and extremism.

16.7 However, staff have not received training in identifying and mitigating these risks and the Provider has not conducted a suitable risk assessment. This limits staff's ability to deal with such risks.

A suitable policy on the use of Information Technology (IT), social media and devices such as mobile phones, forms part of the terms and conditions accepted by the participant at the time of enrolment.

The SCU collects contact details for participants and their next of kin during the enrolment process and these can be accessed by staff holding suitable permissions outside of normal operating hours.

17.   International participants are provided with specific advice and assistance

17.1	International participants receive appropriate advice before their arrival on travelling to and living in their host country.	☒ Yes	☐ No

17.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	☒ Yes ☐ No
17.3	Information and advice specific to international participants continues to be available throughout their course of study.	☒ Yes ☐ No
17.4	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

International participants are sent a pre-arrival pack with suitable information on accommodation options, travel to the UK and to Falmer. They receive a map of the campus, although most opt to be met at the station by SCU staff. The pack includes information on applying for a visa and the support that SCU staff can provide. The Course Coordinator responds to individual travel and visa queries and helps with booking accommodation, where appropriate. The pack has the SCU out-of-hours mobile number and links to a number of useful websites with information on travel within Brighton, shopping and the weather. This meets the needs of international participants during their short stay.

Induction is the same for all participants. It includes issues relating to the local area and the facilities available to participants on the University campus.

IDS is highly experienced in working with international participants in its role as a postgraduate and research centre. The University has multi-faith prayer facilities and an additional room is allocated for prayer within the IDS centre for the duration of short courses. Catering at the Provider is responsive to cultural and religious considerations. Participant feedback indicates high levels of satisfaction with the support they receive.

18.   The fair treatment of participants is ensured

18.1	Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions, which include appropriate refund arrangements and a cooling-off period	☒ Yes ☐ No
18.2	Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course.	☐ Yes ☒ No
18.3	Participants are advised of BAC's complaints procedure.	☒ Yes ☐ No ☐ NA

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

Comments

Enrolment contracts are usually between IDS and a sponsoring organisation, although a small number of participants are self-funding. Fair terms and conditions are clearly set out in a document accompanying the payment form.

18.2 The Provider does not have a suitably detailed complaints procedure. Information on how to make an initial complaint is provided in the participant handbook, but there is no information on further stages or timeframes.

The participant handbook makes reference to BAC's complaints procedure and provides a link to the BAC website.

19.   Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised

19.1	Any residential accommodation is clean, safe and of a standard which is adequate to meet the needs of participants.	☒ Yes ☐ No
19.2	Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted.	☐ Yes ☐ No ☒ NA
19.3	Clear rules regarding fire safety and other health and safety procedures are in place and appropriate precautions are taken for the security of participants and their property.	☒ Yes ☐ No

| 19.4 | A level of supervision is provided which meets the needs of participants. | ☒ Yes ☐ No |
| 19.5 | Appropriate measures are in place to ensure that participants under the age of 18 and those over the age of 18 are separated when allocating accommodation. | ☐ Yes ☐ No ☒ NA |

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

Comments

The majority of participants choose to stay in one of two good quality, centrally located hotels with which IDS has negotiated preferential rates.

They may also choose to stay in participant accommodation at the IDS centre when it is available. The eight en suite study bedrooms are clean, well maintained and suitably furnished. Fire safety follows the same principles as the rest of the centre, with suitable signage and equipment. Rooms are located in an area of the ground floor which can be accessed only by residents and rooms are lockable. A warden lives on site and is available to provide out-of-hours support. Security is maintained by University security staff.

20. **The welfare of participants in homestay accommodation is ensured and the provider's relationship with the hosts is properly managed**

20.1	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.	☐ Yes ☐ No
20.2	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
20.3	The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.	☐ Yes ☐ No
20.4	Appropriate advice and support is given to both hosts and participants before and during the placement.	☐ Yes ☐ No
20.5	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

21. **Participants have access to an appropriate social programme and information on leisure activities in the local area**

21.1	Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest.	☒ Yes ☐ No
21.2	The social programme is responsive to the needs and wishes of participants.	☒ Yes ☐ No ☐ NA
21.3	Any activities within the social programme have been chosen with consideration for their affordability for the majority of participants.	☐ Yes ☐ No ☒ NA
21.4	The activities organised by the provider are effectively supervised by a responsible adult representative with suitable qualifications and/or experience.	☐ Yes ☐ No ☒ NA
21.5	Off-site social activities are subject to an appropriate risk assessment and suitable safeguards are put in place as a result.	☐ Yes ☒ No ☐ NA

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

Comments

The pre-arrival pack includes links to websites with information on local free time activities and places of interest. SCU staff provide information on specific issues such as the late opening day for shopping. The Provider has an on-site restaurant and bar where participants can meet. As the courses are short, organised social activities are limited to one or two evening dinners in central Brighton restaurants. This meets the interests of participants.

21.5 Risk assessments are not carried out for the external restaurant visits to support the health and safety of participants.

INSPECTION AREA – PREMISES AND FACILITIES

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

22.1	The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises.	☒ Yes ☐ No
22.2	The provider has access to suitable external premises of a temporary or occasional nature for training purposes.	☐ Yes ☐ No ☒ NA

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

Comments

The IDS premises are leased from the University of Sussex until September 2068.

23. **The premises provide a safe, secure and clean environment for participants and staff**

23.1	Access to the premises is appropriately restricted and secured.	☒ Yes ☐ No
23.2	The premises are maintained in an adequate state of repair, decoration and cleanliness.	☒ Yes ☐ No
23.3	There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors.	☐ Yes ☐ No ☒ NA
23.4	General guidance on health and safety is made available to participants, staff and visitors.	☒ Yes ☐ No
23.5	There is adequate signage inside and outside of the premises and notice boards for the display of general information.	☒ Yes ☐ No
23.6	There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors.	☒ Yes ☐ No
23.7	There are toilet facilities of an appropriate number and level of cleanliness.	☒ Yes ☐ No
23.8	There is adequate heating and ventilation in all rooms.	☒ Yes ☐ No

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

Comments

The IDS premises are purpose built and have been extended since construction in the 1960s to provide all the facilities required for the Provider's operation. There are four levels: the canteen and bar are on the lower ground floor; the reception with a large seating area, short course rooms and residential accommodation are on the ground floor; the first floor has a range of teaching rooms, a convening space, an extensive participant study space and offices, and there are further teaching rooms and offices on the second floor. All floors have one or more sets of male and female toilets,

which are regularly cleaned. The entrance to the building is monitored by reception staff. Teaching rooms, offices and residential accommodation are appropriately secured.

The premises are clean and well maintained. Due regard is paid to health and safety. Fire and first aid procedures are explained during induction. Visitor entry is by invitation only and the host is responsible for communicating health and safety information to their guests. Signage, including that for fire safety, is well located and clear throughout the premises. Notice boards situated on each floor display photographs and contact numbers of the trained first aiders and fire wardens.

The building is well designed to allow free circulation of participants and staff. The reception provides a suitable area in which to meet visitors and for the participants to congregate prior to the first session of their course. Heating and air conditioning is adequate in all rooms and blinds have been installed to limit direct sunlight in a number of rooms which had been uncomfortable in the summer.

24. Training rooms and other learning areas are appropriate for the courses offered

24.1	Training rooms and other learning areas provide adequate accommodation for the teaching/training sessions allocated to them.	☒ Yes ☐ No
24.2	Training rooms and any specialised learning areas, for example, laboratories, workshops and studios, are equipped to a level which allows for the effective delivery of each course.	☒ Yes ☐ No
24.3	There are facilities suitable for conducting the assessments required for each course.	☐ Yes ☐ No ☒ NA

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

Comments

As short courses are run outside of term time, access to accommodation for all course activities is excellent. Teaching rooms are very well equipped with up-to-date teaching technology including computers, projectors, interactive white boards, cameras and software for recording sessions, and hearing loops. There is a telephone in each room to contact the IT support team when necessary.

25. There are appropriate additional facilities for participants and staff

25.1	Participants have access to sufficient space, which could include a library and suitable Information Technology (IT) facilities so that they can carry out their own private work and/or study.	☒ Yes ☐ No
25.2	Trainers have access to sufficient personal space for preparing teaching/training sessions, marking work and relaxation.	☒ Yes ☐ No ☐ NA
25.3	Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink, including facilities that are located outside the premises.	☒ Yes ☐ No
25.4	There are individual offices or rooms in which teachers/trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings.	☒ Yes ☐ No
25.5	Administrative offices are adequate in size and are resourced for the effective administration of the provider.	☒ Yes ☐ No

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

Comments

Participants have access to a spacious study area equipped with large screen monitors which they can link to their own laptops. IT support is also accessible there. There is no need for a library on short courses as all relevant reference material is provided via the learning portal. Trainers have their own lockable, suitably equipped offices.

There are very good facilities for relaxation and the consumption of food and drink. The ground floor has a large area of comfortable seating by the reception, and staff and participant common rooms. The bar is open for participants through to the evening. All refreshments are provided on the short courses. Lunch is served in the IDS canteen, which provides a selection of hot and cold food that takes into account cultural preferences and individual dietary requirements. There are drinks machines in the reception area and on each floor and participants and staff have use of a kitchen on each floor where they can prepare hot drinks and microwave food. The University campus also has a variety of food outlets and shops.

Private meetings can be held in staff offices and there is access to a range of bookable rooms on site which can accommodate groups of any size.

Administrative offices vary according to function, with some open plan rooms accommodating large specialist teams such as IT, together with other individual or shared offices such as that of the small SCU. All staff members have their own desk equipped with IT. This provides a suitable work environment.

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated ☒ Yes ☐ No

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

Numbering of action points aligns with that of the minimum standards

MANAGEMENT, STAFFING AND ADMINISTRATION

Provider's Strengths

The Institute of Development Studies is a leading global provider for development research.
The role of the SCU within IDS is understood by staff across the Institute and they contribute effectively to securing its goals.
Robust procedures for reviewing and evaluating the work of the SCU result in continuous improvements to provision.
Appropriate and well documented administrative procedures support the effective delivery of courses.

Actions Required	Priority H/M/L
3.2 HR records on staff must contain evidence of checks made on qualifications, including teaching qualifications where appropriate.	☐ High ☒ Medium ☐ Low
4.1 The website must include sufficient images of the IDS premises to inform potential applicants of the quality of the learning environment.	☐ High ☒ Medium ☐ Low
4.3 Key policies relevant to participants must be readily accessible on the website.	☐ High ☒ Medium ☐ Low
7.7 The Provider must improve action planning by maintaining a central record of actions to facilitate tracking of progress of all actions through to completion.	☐ High ☒ Medium ☐ Low

PARTICIPANT WELFARE

Provider's Strengths

Long experience in meeting the needs of international participants, resulting in high levels of participant satisfaction.
Comprehensive support is available to participants prior to arrival and throughout the course.

Actions Required	Priority H/M/L
16.7 A suitable risk assessment must be undertaken to protect participants from the risks associated with radicalisation and extremism, and relevant training provided to all staff involved in the SCU.	☐ High ☒ Medium ☐ Low
18.2 A comprehensive written complaints policy must be incorporated into the participant handbook.	☒ High ☐ Medium ☐ Low
21.5 Risk assessments must be completed for off-site social events.	☐ High ☒ Medium ☐ Low

PREMISES AND FACILITIES

Provider's Strengths

Excellent location on the University of Sussex campus.
High quality, purpose-built premises providing all appropriate amenities.
Well-equipped teaching rooms, which support high quality course delivery.
Safe, secure environment with good social facilities for participants and staff.

Actions Required	Priority H/M/L

None	☐ High ☐ Medium ☐ Low

RECOMMENDED AREAS FOR IMPROVEMENT
To be reviewed at the next inspection

The SCU should consider eliciting feedback from organisations which sponsor participants to further enhance course review.

COMPLIANCE WITH STATUTORY REQUIREMENTS