



## BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

### Short Course Provider (SCP) Candidacy / Stage 2 Inspection

**NAME OF PROVIDER:** College for International Co-Operation and Development

**ADDRESS:** Winestead Hall  
Patrington  
Hull  
HU12 ONP

**HEAD OF PROVIDER:** Karen Barsoe

**DATE OF INSPECTION:** 19 & 21 October 2021

**ACCREDITATION STATUS AT INSPECTION:**

**DECISION ON ACCREDITATION:**

- Accreditation awarded for six months
- Decision on accreditation deferred
- Award of accreditation refused

DATE: 27 January 2022

### 1. Background to the provider

The College for International Co-Operation and Development (CICD/the Provider) is a not-for-profit company offering training in sustainability, climate change and development. It was founded in 1998 as a company limited by guarantee.

CICD is based at Winestead Hall, Patrington, East Yorkshire, in the United Kingdom (UK).

The Provider aims to provide training allowing participants to carry out front-line development work in low-income countries. Participants are also trained to work on environmental and climate-related projects.

There are four members of the Board of Directors, including CICD's Principal. The Principal is supported by the Deputy Principal and the Enrolment Manager.

The courses that are offered include both practical and theoretical learning. Many courses include a supervised service period for participants to work as development volunteers, known as development instructors, in low-income countries. CICD is currently in the process of developing new programmes that do not include overseas travel.

### 2. Brief description of the current provision

CICD currently offers six programmes, most of which are residential and taught in person. The one exception is the Gaia programme, which is partially taught online.

Courses offered include the Gaia programme, a six-month combination of practical actions, studies, investigations, and presentations. The course includes practical projects focusing on humanitarian and environmental issues and it enables participants to raise a scholarship for other courses. The Poverty Activist programme is a 12-month course, including six months working on a development project in Africa or India. The Fighting with the Poor course is a 10-month course with six months of service.

There is also a five-month Climate Activist course that includes 11 weeks' service relating to climate issues, and a three-month Climate Activist (UK) course. The Climate Activist summer programme is new for 2021. It runs from June to September and participants may join for two weeks or for one, two or three months.

A six-month People 4 Change programme is being developed. This programme will start in August 2022 and will focus on planet protection issues and include investigations and actions in Europe.

At the time of the inspection, no programmes were running. There are six teams from various different courses and 33 participants, who are enrolled but have not been able to complete their course due to travel restrictions. Some of them have still to complete the final month of their programme, the focus of which is preparation for their project.

Participants on all programmes are over the age of 18. Those currently enrolled come from Lithuania, Hungary, Brazil, Italy, Chile, Japan and Portugal, with the largest contingent from Spain. A small majority of participants are female. Participants are between 19 and 60 years of age, with most aged 20 to 30.

CICD caters for a maximum of 75 participants. The Development Instructor and Climate Activist programmes have fixed starting dates. The Gaia programme has continuous enrolment. Entry requirements include basic competency in the English language.

Participants' suitability for their chosen programme is assessed through the application process, which includes personal statements and several interviews. Potential participants whose level of English is not sufficient for the other programmes can join the Gaia programme, which offers English language support.

### **3. Inspection process**

The inspection was carried out remotely by one inspector over two days. Meetings were held with a member of the Board of Directors, the Principal, the Deputy Principal, the Enrolment Manager, administrators and trainers. Documentation was scrutinised. The premises and facilities were inspected by means of a video tour. The Provider co-operated fully with the inspection.

## PART B – JUDGEMENT AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.3	There are clear channels of communication between the management and staff, including those working at the delivery venue or remotely.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.5	The provider has a written risk management strategy, which includes financial planning and is effectively implemented and regularly reviewed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

The Provider is effectively managed. The organisational chart is clear, and the management structure is clearly defined and documented. The Board has an effective oversight role and meets two or three times a year. It receives reports and makes strategic decisions. All Board meetings are recorded. As a result, senior managers are clear about the Provider's strategic direction and priorities.

The head of the Provider and other senior managers are well qualified and very experienced. Their roles are clearly defined and carried out effectively.

Communication between managers and staff is excellent. Senior managers meet daily to discuss issues arising and deal with any challenges quickly. There are online meeting systems for trainers who travel with teams. As a result, operational management decisions are well understood and implemented efficiently.

CICD has a clear, but very long mission statement that is effectively implemented by staff and participants. There are plans to review and refine the wording to improve clarity.

The risk management strategy includes financial planning and programme development. It is effectively implemented and regularly reviewed.

#### 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.2	The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.3	The administrative support available to the management is clearly defined, documented and understood.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.4	Administrative policies, procedures and systems are up to date, thorough, well documented and effectively disseminated across the provider.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2.5	Data collection and collation systems are effective in supporting the administration of the provider.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

2.6	Participants' and trainers' personal records are sufficiently detailed and regularly updated.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.7	The provider has a robust security system with policies in place for protecting the data of its participants and trainers.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

Administrators are well qualified for their roles. The members of the small and highly committed team are very experienced and carry out their duties well. The size of the team is sufficient to ensure that operational management is effective.

The administrative support is clearly defined and understood. Roles and responsibilities are well documented in job descriptions.

The staff are very committed to the ethos of the organisation and are familiar with the processes.

2.4 However, policies, systems and procedures are not always well documented, and some are not included in staff and participant handbooks. As a result, important issues may be missed and confusion can occur, especially as the provision grows.

Data collection systems are not yet fully in operation. Courses are not currently running, and the Provider is working to set up systems that will enhance efficiency. There is an effective system to record enquiries and applications and participant data is recorded efficiently.

Sufficiently detailed personal records are maintained for participants and trainers. This information is held within a single central record. This central record provides a clear overview and is regularly updated to ensure that all the information is accurate.

Security systems are effective in protecting data. The Provider has appropriate policies in place for protecting the data of its participants and trainers in line with General Data Protection Regulations (GDPR)..

**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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Experience and qualifications are appropriately checked and verified before recruitment and records are accurately maintained.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3.3	The recruitment process for trainers working remotely includes a face-to-face online interview.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.5	Managerial and administrative staff are appropriately supported in their continuing professional development.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

CICD recruits appropriate staff who are committed to achieving the mission of the Provider. They are well experienced in the practical work undertaken.

Most staff have been employed for a number of years and staff turnover is low. New staff are often well known to the Provider before they are recruited. Self-employed contracted staff receive a signed service level agreement.

3.2 However, the records relating to staff recruitment are not consistently maintained. References are not always formally taken up and recorded and qualifications are not verified. This could adversely affect the security of the staff recruitment system.

There is an effective system for regularly reviewing the performance of staff. Templates for staff appraisals and the observation of teaching and learning have been introduced which will identify strengths and areas for development and inform improvement.

Staff are appropriately supported in their Continuing Professional Development (CPD). This includes regular attendance at conferences where relevant issues are discussed and explored with other organisations with similar goals.

**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, and facilities and the range and nature of resources and services offered.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	Information on the courses available is comprehensive, accurate and up to date.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.3	The provider's key policies are accessible through the website.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

**Comments**

Publicity materials provide an accurate description of CICD and its courses. Text and images give an accurate depiction of the premises, resources and services offered.

Course information is comprehensive, accurate and up to date. Key policies are available on the website.

As a result of this, potential participants have the information they need to make informed choices as to whether the Provider's courses will meet their needs.

**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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
5.4	Applicants are provided with sufficient information to enable them to make a judgement on the suitability of the courses and their delivery methods and can discuss any concerns before registration.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.6	Overseas recruitment agents are properly selected, briefed, monitored and evaluated.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

## Comments

Great care is taken to recruit and enrol suitable participants. CICD has comprehensive procedures to ensure that potential participants fully understand the practical implications of enrolling on a programme, and that the programme will fulfil their expectations. Participants receive a thorough introduction through written materials, the website and video interviews. They also speak with current or former participants to enable them to form a clear picture of the programmes and what is involved. This ensures that participants fully understand the demands and challenges of the programmes.

Entry requirements are made very clear on the website and through direct contact with participants. Application and enrolment procedures are extremely thorough and well managed. The suitability of potential participants is assessed through the application process. This includes personal statements and several video interviews and discussions.

Comprehensive information is provided to applicants and there are opportunities to ask for further information. As a result, potential participants are able to make informed decisions as to the suitability of the programmes and the delivery methods.

Initial enquiries are made through the website and receive an immediate response.

The recruitment agents, who are contracted to provide introductions for potential participants, have formerly undertaken the one of the Provider's programmes. Recruitment agents are well briefed and effectively monitored. Consequently, agents fully understand the demands of the programmes and are effective in introducing potential participants.

The Provider asks participants to complete a health form and to disclose any additional support needs as part of the application process. This ensures that participants receive any additional help that they need.

## 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and regularly reviewed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
6.3	Participant absences are followed up promptly and appropriate action is taken.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA

**This standard is judged to be:**

Met  Partially Met  Not Met

## Comments

There is an appropriate policy on attendance and punctuality contained in the participant handbook. Expectations regarding attendance and punctuality are made clear to participants during induction. Lateness is recorded and trainers make use of highly effective ways to emphasise the importance of arriving on time.

Attendance records for the summer programme are clear and accurate. This is the only course which has been able to run since the pandemic. A new electronic system will collate attendance information centrally. This will ensure that attendance data is accurate and readily available for review.

All CICD programmes are residential and there are effective procedures in place for following up participant absences which can be quickly identified. Any non-attendance is followed up very quickly to check why participants are absent and to resolve any issues.

## 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N
7.3	Feedback is obtained, recorded and analysed on a regular basis.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.4	The feedback is reviewed by management and appropriate action is taken.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.5	There is a mechanism for reporting to the participants what the provider has done in response to their feedback.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.7	Action plans are implemented and regularly reviewed with outcomes reported to management.	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

This standard is judged to be:

Met    Partially Met    Not Met

### Comments

As CICD is a new provider and courses are not currently running, judgements can only be made about the systems. Impact should be assessed at the next inspection.

CICD is developing systems to monitor its own standards and performance to inform continuous improvement. A participant satisfaction survey template has been drawn up but not yet used as no courses are currently running. There are effective arrangements to assess participant learning and progress.

CICD uses daily staff meetings plus a weekly timetabled 'common meeting' with staff and participants to discuss issues and find solutions to any matters raised. Participant representatives are elected in each team who provide feedback and raise issues. Templates have been produced to collect feedback from stakeholders such as project leaders overseas. Currently, there are no participants. These feedback procedures will be used when it is safe for courses to start and participants to travel. Feedback will then be recorded and analysed, and appropriate actions taken.

Procedures are in place for staff to respond to participant feedback through the weekly common meeting for staff and participants and report actions taken at the subsequent meetings.

Annual reports are currently compiled and reviewed at Board meetings. A thorough self-evaluation report successfully identified areas for future development. Appropriate data is not yet available. Plans are in place to compile annual reports based on data analysis to inform action-planning for improvement.

Planning has begun to use action plans with specific and measurable action points, responsibilities, timeframes and success criteria, together with regular evaluation of progress by management. When data is available, action plans will be based on performance reviews, participant and stakeholder feedback, and enrolment, attendance, retention, completion, achievement and progression data.

## 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16.2	Participants receive appropriate information, advice and guidance before the start of the course.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16.3	Participants receive an appropriate induction and relevant information at the start of the programme.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

16.4	Participants are issued with a contact number for out-of-hours and emergency support.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
16.5	The provider has policies to avoid discrimination and a procedure for dealing with any abusive behaviour, including cyber-bullying, and these are effectively implemented.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
16.6	Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults, which are regularly reviewed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
16.7	A suitable policy and effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

**This standard is judged to be:**

Met     Partially Met     Not Met

### Comments

Participants receive appropriate welfare support. Each team has its own trainer with a pastoral role, who is responsible for welfare. The trainers have the necessary qualifications and practical experience of development work, which enables them to provide relevant advice. They are also residential and available to provide welfare support when needed.

Participants receive exceptionally thorough information, advice and guidance before their course begins and during the comprehensive week-long induction programme. There is input from staff on health and safety, study skills, practical application, responsibilities for cooking and cleaning, and the rules of the Provider, such as no alcohol.

An emergency telephone number is issued to all participants for out-of-hours support. Staff are always available to provide support as they are resident on site.

There are effective policies to avoid discrimination and for dealing with abusive behaviour. It is made very clear that any infringements will compromise any participant's ability to continue the programme as bad behaviour will not be tolerated.

There is a suitable policy and risk assessment for the prevention of radicalisation and extremism. Staff have received appropriate in-house training.

There is a suitable e-policy that covers the on-site use of mobile devices and social media.

Contact details for participants and next of kin are recorded and these are readily accessible to appropriate staff who can access the information easily and quickly if necessary.

### 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17.3	Information and advice specific to international participants continue to be available throughout their course of study.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17.4	Provision of support takes into account cultural and religious considerations.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

This standard is judged to be:

Met  Partially Met  Not Met  NA

### Comments

International participants have access to appropriate help and advice before arrival. This is provided through the participant handbook and in online meetings. The help and advice include information on travelling, what to bring and what to expect whilst studying at CICD.

The induction programme is thorough and comprehensive. Helpful information on the local area, visitor attractions, shops, healthcare and local history is included.

The provision of information and support for international participants continues throughout their course of study. This takes religious and cultural considerations into account, and sensitive provision is made for participants' needs, according to their particular circumstances. This includes dietary requirements and there is a vegetarian menu with vegan options.

### 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

This standard is judged to be:

Met  Partially Met  Not Met

### Comments

Participants are treated fairly. There is a fair and transparent refund policy that is stated in the enrolment contracts. CICD takes great care to ensure that participants fully understand all the terms and conditions.

The complaints procedure is fair and is contained in the participant handbook, which all participants receive.

### 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 that 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 that 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 residential accommodation is fit for purpose, clean, well maintained and appropriately supervised. There are two residences, one with 25 bedrooms and one with 15 bedrooms. One residence has an entrance ramp to ensure accessibility, and accessible facilities for anyone with mobility problems. Staff have private apartments in the buildings.

Procedures are in place to mitigate the risk of fire and other hazards and include fire extinguishers, fire drills and clear exit signs.

19.3 However, there are no signs regarding first aiders or the location of first-aid boxes. Signs regarding emergency assembly points are inconsistent and information regarding the assembly point is often missing. There is closed-circuit television (CCTV) at the entrance doors, but access is not sufficiently secure to ensure the security of participants and their property.

The level of supervision, which is provided by staff who live in the residential accommodation, meets the needs of the participants.

**20. The welfare of participants in home-stay 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 that both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.3	The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.4	Appropriate advice and support are given to both hosts and participants before and during the placement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.5	Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 that may be of interest.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
21.2	The social programme is responsive to the needs and wishes of participants.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.3	Any activities within the social programme have been chosen with consideration for their affordability for the majority of participants.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.4	The activities organised by the provider are effectively supervised by a responsible adult representative with suitable qualifications and/or experience.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.5	Off-site social activities are subject to an appropriate risk assessment and suitable safeguards are put in place as a result.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> NA

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

**Comments**

Participants have access to an appropriate social programme and information on local leisure activities. This includes trips to local beauty spots and visitor attractions, local sports and cultural activities, and in-house music and debates.

There is a team budget for each group and participants make suggestions on appropriate activities. Processes are in place to ensure that there is agreement on which activities will take place. Most of the social programme is organised by the participants, such as sports and cultural activities.

Activities that are closely related to the study programmes are organised by the Provider. Participants on programmes of more than six months have the opportunity to travel to Denmark to work with a partner school. All activities are supervised by a member of staff.

21.5 Risk assessments are carried out for international trips, but not for local off-site activities.

## 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 22.2 | The provider has access to suitable external premises of a temporary or occasional nature for training purposes. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |

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

#### Comments

CICD has formal arrangements in place to ensure access to its premises. There is a lease that is in place until 2038.

### 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.  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No                             |
| 23.2 | The premises are maintained in an adequate state of repair, decoration and cleanliness.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.3 | There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 23.4 | General guidance on health and safety is made available to participants, staff and visitors.   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No                             |
| 23.5 | 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  |
| 23.6 | 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  |
| 23.7 | There are toilet facilities of an appropriate number and level of cleanliness.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.8 | 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

The premises provide a clean and safe environment for participants and staff. CCTV is in operation.

23.1 However, access to the premises is not sufficiently restricted and secured.

The buildings are clean, well decorated and adequately maintained. Participants and staff take responsibility for the cleaning and maintenance as part of their training.

Appropriate health and safety guidance is made available to participants and staff at induction.

23.4 Procedures for ensuring the health and safety of visitors are insufficient. There are no effective signing in procedures for visitors and they are not consistently provided with health and fire safety information.

There is adequate signage inside and outside the premises. There are signposts and a campus map to point the way to specific areas of the campus. Notice boards contain useful general information on courses and events. Fire exits are clear.

There is good circulation space for participants and suitable areas in which to receive visitors. Common areas are large and airy.

Toilets are clean and sufficient in number. There are windows that provide natural light and ventilation in all rooms. Heating arrangements are sufficient.

#### **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.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 24.2 | Training rooms and any specialised learning areas, for example, laboratories, workshops and studios, are equipped to a level that allows for the effective delivery of each course. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 24.3 | There are facilities suitable for conducting the assessments required for each course.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |

**This standard is judged to be:**

Met  Partially Met  Not Met

#### **Comments**

The premises are very suitable for the courses offered. Classrooms are large, airy and well ventilated. Other learning areas, such as the grounds and the walled garden, are also suitable for the practical skills that form part of the participants' training.

Learning areas are well equipped. Participants use their own laptops and multimedia projectors are available. As a result, participants have access to the necessary resources that allow them to be successful on their chosen programmes.

Suitable facilities for conducting assessments are available.

#### **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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 25.2 | Trainers have access to sufficient personal space for preparing teaching/training sessions, marking work and relaxation.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> 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.           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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.                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 25.5 | Administrative offices are adequate in size and are resourced for the effective administration of the provider.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |

**This standard is judged to be:**

Met  Partially Met  Not Met

#### **Comments**

Additional facilities for participants and staff are very good. There is sufficient space for a range of activities and a well-equipped library. Most participants use their own laptops, but there are computers available for those who need them. There are many spaces suitable for private study.

Trainers have their own personal space in their apartments for work and relaxation. Space is also available in the administrative office. There are many areas that can be used for the preparation and marking of work.

The kitchen has a range of suitable equipment. Staff and participants prepare and cook for the participants who are all residential and they learn skills in cooking and breadmaking as part of their training. There are comfortable areas for relaxation.

A large recreation area is used for evening programmes and social activities. There are very large grounds in which to walk, exercise or eat at picnic tables.

Individual offices and other rooms provide spaces for staff meetings and private meetings. Administrative offices are of sufficient size and well resourced. Consequently, CICD provides an environment that is conducive to teaching and learning.

#### **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 strong management team and committed staff work well as a team and provide clear educational direction.

The provision of excellent information, advice and guidance prior to enrolment gives participants an accurate picture of the demands and challenges of the courses.

Thorough enrolment processes ensure that potential participants are enrolled on courses that meet their needs and aspirations.

Actions required	Priority H/M/L
2.4 CICD must ensure that all policies, systems and procedures are documented and disseminated.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
3.2 Experience and qualifications must be checked, verified and recorded prior to the appointment of staff.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

### PARTICIPANT WELFARE

#### Provider's strengths

A strong welfare network ensures that participants are well supported academically and pastorally.

Participants are encouraged to develop expertise and management skills by taking responsibility for a range of activities, such as cooking meals for the group or organising the social programme.

Actions required	Priority H/M/L
21.5 CICD must conduct written risk assessments for all off-site activities.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

### PREMISES AND FACILITIES

#### Provider's strengths

Access to a 30-acre estate and walled garden provides excellent opportunities for the development of practical skills.

Participants are encouraged to take responsibility for tasks such as cleaning, cultivation, and cooking. As a result, participants are well prepared for their work in low-income countries.

Actions required	Priority H/M/L
19.3 CICD must provide clear rules regarding all health and safety procedures and put in place appropriate precautions to ensure the security of participants and their property in the residential accommodation.	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
23.1 The Provider must ensure that access to the premises is restricted and secured.	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
23.4 CICD must provide general guidance on health and safety to visitors.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

### RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

The Provider should improve communication by refining the wording of the mission statement to ensure clarity and focus.

CICD is recommended to fully implement plans to evaluate performance and inform effective quality improvement action plans, based on robust data, which are regularly reviewed.

**COMPLIANCE WITH STATUTORY REQUIREMENTS**