



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Re-accreditation Inspection

NAME OF PROVIDER: Spirit Studios

ADDRESS: 65–69 Downing Street
Manchester
M1 7JE

HEAD OF PROVIDER: Ian Hu

DATE OF INSPECTION: 21, 22 & 24 March 2023

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

- Re-accreditation awarded for the full four-year period
- Probation accreditation
- Decision on accreditation deferred
- Award of accreditation to be withdrawn

DATE: 28 September 2023

1. Background to the provider

Spirit Studios (the Provider) was established in 1980 as a privately owned organisation offering a range of programmes as well as short training courses in music production and sound engineering.

Spirit Studios' premises are located in central Manchester in a large, modern building that includes a number of recording studios, a live venue, and teaching and learning spaces. All training takes place in person at the Provider's premises.

Spirit Studios' aim is to equip participants with the specialist skills, experience, contacts and opportunities to build a career in the music and music-related industries.

The founder of Spirit Studios is the Managing Director and is based outside the United Kingdom (UK). The Managing Director delegates the overall management of the Provider to the Director, who is based in Manchester. The Director is supported by a full-time Curriculum and Quality Manager who is responsible for the management and oversight of quality assurance, curriculum development and course delivery.

A Programme Manager for each training course is responsible for a small team of tutors. The Curriculum and Quality Manager oversees the day-to-day administration of the training courses, supported by a full-time Student Recruitment and Outreach Officer and a part-time Student Services and Attendance Officer. There is also a Facilities Manager and a small team of Studio Assistants, Technicians and Welfare Support staff based at the premises to support staff and participants as needed.

Since the previous inspection, all training courses have been reviewed and updated to meet current industry requirements.

2. Brief description of the current provision

Spirit Studios offers short, non-accredited, specialist training courses in music, music production, music technology and sound engineering in the UK. The courses are delivered in person at the Manchester premises.

The training courses that are provided offer a choice of Creative Media Production, Studio Production, Mastering and Sound for Visual Media and Live Sound Engineering. Each course runs over 48 weeks during an overall time period of 12 months. In addition, there is a one-week summer school that runs as a taster course.

Training courses are open to UK and international applicants over the age of 18. The summer school, a one-week course, is open to UK participants aged 16 and above.

The Provider has capacity for up to 100 participants for in-person training at its Manchester premises. Individual courses are typically restricted to a maximum of 20 participants per group for reasons of quality of training delivery and appropriate access to resources.

At the time of the inspection, two part-time, in-person training courses in Creative Music Production and in Studio Production and Mastering were being delivered, with 28 participants enrolled. All participants were over the age of 18 and from the UK. The majority of participants were male.

Enrolment for the main training courses is in September and March. For the summer school, enrolment takes place in August.

The entry requirements for the courses relate to an appropriate level of competence in Information Technology (IT) and communication skills. These aspects are discussed with potential applicants prior to registration. On

completion of any of the training courses, participants receive a certificate of attendance and there is no formal assessment of learning carried out.

3. Inspection process

The inspection was conducted over two days on site and one day remotely by one inspector. Meetings were held with the Director, the Curriculum and Quality Manager, Programme Leaders, the Facilities Manager, tutors, the Student Recruitment and Outreach Officer, Studio Assistants, Technicians, Welfare Support staff and participants. A tour of the head office premises and training areas was carried out, as well as observations of the training sessions. The inspector scrutinised various documentation. The availability of the information provided was excellent, and the Provider co-operated very well throughout the inspection process.

4. Inspection history

Inspection type	Date
Full Accreditation	25–26 May 2010
Interim	31 January 2012
Supplementary	10 November 2014
Re-accreditation	11–12 November 2014
Interim	22 August 2016
Random Spot Check	12 April 2017
Re-accreditation	5 & 11 December 2018

PART B – JUDGEMENT AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the organisation.

INSPECTION AREA – MANAGEMENT, STAFFING AND ADMINISTRATION

1. The provider is effectively managed

1.1	The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body.	<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 that includes financial planning and that 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

Spirit Studios has a well-defined and documented management structure that is well understood. It includes senior management staff and staff involved with course management and course delivery.

The Director and the Curriculum and Quality Manager are appropriately qualified and experienced and have a clear vision for the Provider, its staff and its participants. This ensures the effective management of the Provider. Programme Managers and tutors form an effective and close-working curriculum team. All staff roles and reporting hierarchies are clearly documented for full- and part-time staff, ensuring that all responsibilities are well understood across all levels of the Provider.

There are effective channels of communication between management and staff. Formal curriculum and quality meetings that include all staff are scheduled at least monthly, and additional smaller team meetings are scheduled at least weekly for subject-specialist staff. Meetings are supported by regular telephone calls and emails. All communications are recorded and disseminated to ensure there is an audit trail of decisions made.

The Provider's written statement of its aims and goals is communicated to all stakeholders and effectively implemented by the Director and the curriculum team.

A range of secure reporting mechanisms ensures there is an effectively implemented risk management strategy, including financial planning, which is regularly reviewed by the Director.

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 checked="" type="checkbox"/> Yes <input 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

The Student Recruitment and Outreach Officer is a qualified and experienced administrator, who works closely with the Student Services and Attendance Officer. These roles are supported at curriculum level by the Programme Managers and tutors, who provide curriculum-level administrative support to ensure consistency in the administration processes from initial application to course completion.

The Director and the Curriculum and Quality Manager are well supported regarding administrative responsibilities. The size of the administrative team is sufficient for the number of staff and participants and ensures the effective day-to-day running of the Provider. Administrative responsibilities are clearly identified and understood by all staff.

There are clear policies covering administrative procedures and systems. These are reviewed annually by the Director and the Curriculum and Quality Manager. The policies are included in the staff handbook and disseminated to staff during their induction. They are also accessible to all staff through the Provider's secure online system.

Data collection and collation systems are effective. Policies have been reviewed and updated, and the Director and the Curriculum and Quality Manager have undertaken recent training to ensure that there is full compliance with all data-collection policies and regulations.

All administrative records, including those containing staff and participant information, are stored on a secure central database and updated as appropriate. The database ensures that all staff have access to up-to-date records and documentation as required. As a result, there are effective administrative procedures in place to support staff and participants and to ensure the efficient day-to-day running of the Provider.

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 checked="" type="checkbox"/> Yes <input 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

The Provider recruits appropriate staff. The Director oversees all staff recruitment. Spirit Studios has detailed and appropriate staff recruitment policies, including a signed contractual agreement. The policies include legal checks, academic references and the verification of qualifications.

The recruitment of all staff is dependent on their academic qualifications and experience within their subject specialisms. Staff experience and qualifications are appropriately verified by the Director prior to employment contracts being issued.

All tutors are contracted to work on site, and there are no tutors working remotely.

The Provider has a structured annual performance review process for all staff. The outcomes of the review process are recorded as part of the staff annual appraisal. The appraisal process is suitably documented. For all tutors, this includes ongoing peer observations and at least one scheduled training session observation by the Curriculum and Quality Manager for each course. As a result, tutors understand what they do well and what they need to do to improve.

The performance of all staff is reviewed by the Director. Feedback on staff performance is communicated to staff in review meetings as part of the annual appraisal process. This process includes the identification of Continuing Professional Development (CPD) needs. The delivery of CPD and any other identified support is effectively overseen by the Director.

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.	<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

Spirit Studios’ printed, online and digital promotional materials provide an accurate depiction of the method of delivery, location, premises, facilities, resources and courses offered.

Spirit Studios’ website is well maintained and is regularly updated to include all the course details. The information provided prior to and at the start of courses is relevant, accurate and up to date.

The website also provides access to relevant policies and associated information.

As a result, prospective participants have access to good information to enable them to make informed choices about the most relevant course to 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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.7	The provider has effective systems to identify participants who have special educational needs and/or 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

The Provider takes reasonable care to recruit suitable participants. Spirit Studios undertakes sufficient research across the industry to ensure that it offers training courses that are up to date and meet participants' needs. Effective systems are in place to ensure that regular participant feedback is used to ensure training courses are meeting participants' expectations. Detailed course descriptions on the Spirit Studios' website clearly state what participants can achieve at the end of each course and how courses can contribute to professional development within the industry.

The entry requirements for the courses relate to an appropriate level of competence in Information Technology (IT) and communication skills, which are discussed with potential applicants. All courses are delivered in English, and participants are advised of the required level of English prior to enrolment. Although this information is not published on the Prover website, non-published course descriptions are read by participants.

A formal application process ensures that participants provide all the required information before enrolment. This information is verified at registration and before participants commence any course. The Student Recruitment and Outreach Officer arranges further communication between the prospective participant and members of the training team, if required.

Applicants are provided with comprehensive information to enable them to make an informed judgement about the suitability of the training courses offered by the Provider. There are opportunities for applicants to discuss courses and delivery methods with the training team prior to registration. Spirit Studios produces detailed course information packs that include training agendas, module information, resources, learning aims and session plans.

All applications and general enquiries are promptly dealt with by the Student Recruitment and Outreach Officer, who communicates regularly with the training team to ensure that all information on the training courses is accurate.

No overseas recruitment agents are used since all recruitment takes place in the UK directly with the Provider.

The Provider has effective systems in place to identify participants who have special educational needs and/or disabilities and who may require additional learning support or other assistance. Participants have a range of opportunities to disclose any specific needs prior to enrolment and while undertaking their training course.

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, clear and published policy on participant attendance and punctuality. The policy is communicated to participants before they start their course, at induction and in the student handbook.

Attendance registers and records are maintained using the Provider's secure, central administrative system. Attendance and punctuality are reviewed as part of each course evaluation by the Curriculum and Quality Manager and the Director.

Tutors and the Student Recruitment and Outreach Officer are responsible for monitoring participant attendance and following up any absences promptly. Absences are reported by tutors to the Student Recruitment and Outreach Officer for each session so that appropriate action can be taken and recorded.

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

Spirit Studios' annual reporting process is used effectively to monitor all aspects of its performance. The review process considers both staff and participant feedback.

The Provider has a clear approach to obtaining feedback from participants. All participants are asked to complete a questionnaire at the half-way stage and towards the end of each course. In addition, group discussions with tutors and the Director take place during course delivery to check participant satisfaction.

Feedback from tutors is formally requested at various times during the year, for example at the end of a training course and prior to delivery of the next course. All feedback is reviewed by the Director and effectively informs the Provider's action-planning.

The Provider's responses to feedback are communicated to participants during and after each course, in person and online.

Spirit Studios produces a number of reports, including appropriate action plans, at least annually to review its aims, intentions and progress. These reports make use of appropriate data and are used to ensure that the Provider works with stakeholders in monitoring its standards, driving improvements and implementing action plans across all aspects of the training provision.

INSPECTION AREA – TEACHING, LEARNING AND ASSESSMENT

8. Course management is effective

- | | | |
|-----|---|---|
| 8.1 | There is a suitably qualified and/or experienced course manager or management team with responsibility for course delivery and the management of the trainers. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.2 | Training sessions are timetabled, and rooms are allocated appropriately for the courses offered. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.3 | The allocation of trainers to courses provides a consistent learning experience, and delivery is monitored to ensure consistency across all provision. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.4 | The commissioning of individual course materials is managed effectively, and the content and style of the materials are checked to ensure standardisation across the provision. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8.5 | There are appropriate policies and procedures for the acquisition of teaching/training and learning resources, which ensure that all trainers have access to the appropriate quantity and quality of resources on the day(s) of the course for the benefit of the participants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

Course management is effective. The Curriculum and Quality Manager oversees all aspects of the curriculum and teaching and learning. The Curriculum and Quality Manager is supported by the Director, Programme Leaders and a small team of experienced and well-qualified tutors, resulting in very effective management of the training courses.

In 2021, in response to market research and participant feedback, most course delivery was changed from six months' duration to 48 weeks across 12 months. However, the Provider could potentially run any of the training courses in a bespoke format to allow for international participant applications, should there be sufficient demand.

Timetables are carefully planned, with suitable consideration of the method of delivery, equipment requirements, duration and participant needs.

The allocation of tutors to courses is carried out systematically, ensuring that participants receive a consistent learning experience. Tutors are suitably allocated to courses based on their subject expertise and vocational experience. Training delivery is regularly and effectively monitored. These processes result in high-quality delivery of training and learning, with high rates of participant satisfaction.

Course content and course materials are regularly reviewed as part of the quality assurance cycle undertaken by the curriculum team. This ensures the consistent good quality of course content and materials across the provision that meets the needs of participants and other stakeholders.

Course management systems and processes are supported by appropriate policies to ensure that participants receive a high-quality learning experience. Policies include those relating to the effective acquisition of training resources, ensuring that all tutors have access to an appropriate quantity and quality of resources for the benefit of all participants.

9. The courses are planned and designed in ways that enable participants to succeed

- | | | |
|-----|--|---|
| 9.1 | The courses' design and content reflect current knowledge and practice and are regularly reviewed and revised. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|-----|--|---|

9.2	Courses are designed in ways that allow participants to develop the knowledge and skills required for final examinations and/or assessments or that meet the needs of their employers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
9.3	Course materials are designed for a specific and clearly stated level of study and include appropriate support material.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
9.4	Course materials are appropriately presented and sufficiently comprehensive to enable participants to achieve the course objectives.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.5	Teaching/training sessions maintain an appropriate focus on any assessment objectives or statement of intended learning outcomes established by the awarding and/or examination body.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
9.6	The courses are designed so that participants are encouraged and enabled to develop independent learning skills.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
9.7	The academic and/or professional backgrounds and particular support needs of participants are taken into account in the planning and design of the course.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This standard is judged to be:

Met Partially Met Not Met

Comments

All courses are carefully planned and designed to reflect participants' needs and industry specialist areas. Courses are regularly reviewed and updated to ensure they are appropriate in meeting current industry requirements.

None of the courses have final examinations and/or assessments or a specified level of study and there are no courses accredited by an awarding body or examination body.

Course design and delivery methods are highly effective. Spirit Studios continuously reviews its resources to ensure participants have access to the latest materials to support their professional development and to meet the course objectives. In addition, Spirit Studios has invested in a range of digital technologies to ensure delivery is of a high standard.

Training methods include small-group and independent study, with individual support and access to self-study activities. The courses are structured so that participants develop independent learning skills.

Participants' academic, professional and support needs are fully considered in course design and planning. There is an effective quality assurance system in place to ensure that all course content undergoes relevant and appropriate checks prior to delivery.

10. Trainers are suitable for the courses to which they are allocated and are effective in their delivery

10.1	Trainers have a level of subject knowledge and pedagogic and communication skills that allows them to deliver courses effectively.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.2	Trainers are supported in their continuing professional development and are enabled to develop further pedagogic techniques to enhance the learning of participants.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
10.3	Trainers respond to the different backgrounds and particular support needs of participants in their delivery of the teaching/training sessions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.4	Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This standard is judged to be:

Met Partially Met Not Met

Comments

Course tutors have excellent knowledge and experience, which they use to deliver courses highly effectively. Observations of training sessions confirmed that tutors have very effective pedagogic skills in delivering high-quality sessions using clear and instructive communication.

All tutors are current practitioners or researchers, or both. Tutors are supported in their CPD, including on the use of industry-standard software and equipment in their teaching. This includes the use of effective strategies to ensure all participants are fully involved in training sessions and that participants' understanding is regularly checked.

Tutors are well informed as to participants' backgrounds and support needs, and this appropriately informs their teaching and checking of participants' understanding.

Tutors employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content. Tutors are very confident in using a range of digital and online technologies that support the effective delivery of teaching and learning. This results in a high-quality learning experience for all participants. Observations of training sessions confirmed this effective delivery.

11.	Participants receive appropriate assessment and feedback on their performance and progress, both of which are effectively monitored	
11.1	Courses include a schedule of assessments, the procedures and criteria for which are available in writing and are provided in advance to participants and trainers.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
11.2	Ongoing assessments appropriately reflect the content and standards of final assessments.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
11.3	Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention takes place if required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
11.4	Participants are made aware of how their progress relates to their target level of achievement.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
11.5	Additional support and/or advice on alternative programmes are provided to participants who are judged not to be making sufficient progress .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
11.6	Feedback is given to individual participants on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.7	Participants have appropriate access to trainers outside the scheduled course delivery time.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
11.8	The provider takes appropriate steps to identify and discourage cheating and plagiarism and penalises offenders.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
11.9	Realistic deadlines are set and communicated well in advance to participants, and any required coursework and revision periods are scheduled in advance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
11.10	Prompt action is taken when participants miss deadlines or when the work submitted is not of a satisfactory standard.	<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

Participants receive appropriate feedback on their performance and progress.

There are no assessments involved with the courses offered and the participants do not have target levels of Achievement.

Regular communications, including one-to-one support, ensures participants are fully involved in their courses and are making appropriate progress. Additional advice on alternative programmes is provided to participants as needed and as early as possible to support any transfer arrangements. For example, progress meetings are scheduled at various stages

for participants who are judged not to be making sufficient progress to ensure any additional support or transfers can be implemented to support the successful completion of any course.

Developmental feedback is provided to participants on a regular basis in training sessions and online communications. Participants confirmed that this approach is highly supportive and provides consistent links to their individual professional practice, preparing them for work in the industry.

Participants have secure and regular access to course tutors outside the scheduled course training sessions through online communications such as emails as well as text messages, this ensures tutors and participants are up to date with all aspects of any training course.

Although the Provider ensures participants are made aware of the importance of plagiarism, as there are no assessment requirements for any courses offered, this information is provided as guidance only and as a subject specific to industry requirements.

There are no set deadlines that participants must adhere to.

12. The provider offers courses leading to accredited awards granted by recognised awarding bodies

This standard is judged to be:

Met Partially Met Not Met NA

Comments

13. There is a clear rationale for courses leading to unaccredited or internal awards, i.e. awards that are made on the basis of the outcomes of formal internal assessment methods

13.1 There is a clear statement of the level claimed relative to the RQF, CQFW or SCQF and evidence that participants who receive the award meet the stated requirements for that level. Yes No NA

13.2 There is evidence of the extent to which the awards are accepted for the purposes of employment or further study. Yes No NA

13.3 External moderators are involved in the assessment process. Yes No NA

This standard is judged to be:

Met Partially Met Not Met NA

Comments

14. There are satisfactory procedures for the administration of examinations and other means of assessment

14.1 The provider complies with the requirements of the relevant awarding bodies in terms of examination security and administration. Yes No NA

14.2 For internal awards, there are effective systems in place for examination security and administration. Yes No NA

14.3 For internal awards, there are clear procedures for participants to appeal against their marks. Yes No NA

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

Comments

15. There is appropriate provision of advice for participants intending to proceed to employment or higher/further education

15.1 Participants have access to advice from an appropriate staff member on further study and career opportunities. Yes No NA

15.2 If the provider offers courses preparing participants for higher/further education, they have access to prospectuses and advice from a designated staff member both on selecting courses and institutions and on the application process. Yes No NA

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

Comments

Participants have access to further study and careers advice from their course tutors and other members of staff. All staff are experienced within the music and music-related industry, and most are current practitioners, providing a highly valuable resource for participants.

Although the Provider does not prepare participants specifically for further or higher education, it does request information from participants, via participant feedback, regarding their intended progression and career path. This ensures that the Provider implements appropriate individual support while participants are enrolled on training courses. Participants confirmed that this approach is highly supportive and motivational.

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 any 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. | <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

The Curriculum and Quality Manager and Welfare Support and Deputy Safeguarding Officer are responsible for participant welfare for all training courses. Both are experienced and appropriately trained to provide information, advice and guidance, safety and well-being advice, and counselling if required. This ensures participants are effectively supported while undertaking training with the Provider.

The Student Recruitment and Outreach Officer provides all participants with detailed information, advice and guidance before the course begins during an in-person meeting and tour of the premises. Once enrolled, participants are invited to join the Provider's secure online hub, which provides a wide range of resources to support participant welfare, as well as the contact details of key staff.

The Provider produces detailed participant information packs for all its training courses, including detailed course information packs that include training agendas, module information, resources, learning aims and session plans.

All participants receive an induction either prior to, or as part of the first session of any training course. This is a standardised activity that can be amended to suit the participants and delivery methods. The induction activity is welcoming, engaging and informative. It includes appropriate information about participants' expected behaviour and health and safety. Participants confirmed that the induction process was a positive experience and was planned and implemented effectively.

The Student Recruitment and Outreach Officer responds to any enquiries efficiently and promptly by means of email or telephone calls prior to participants applying or registering for a training course.

All participants are provided with contact details for the Curriculum and Quality Manager and Welfare Support and Deputy Safeguarding Officer for support or assistance, including an emergency contact for use outside normal working hours.

The Provider's policies and procedures clearly state that abusive behaviour, including cyberbullying, is not tolerated. All participants receive a student handbook that includes all the policies to ensure that participants are aware that any discriminatory or abusive behaviour is unacceptable.

Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults. These are supported by a policy and are regularly reviewed. All staff undergo a mandatory enhanced Disclosure and Barring Service (DBS) check, and accurate records are maintained.

A suitable policy, risk assessment and effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism. All staff have received up-to-date training on how to protect participants from the dangers of radicalisation and extremism, and accurate training records are maintained.

The Provider has a suitable e-policy that includes participants' safe and responsible use of social media and digital devices, such as mobile telephones, tablets and cameras.

The Provider securely stores contact details for all participants, including a next-of-kin contact. All relevant staff can access this information.

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 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 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 type="checkbox"/> Yes <input type="checkbox"/> No |
| 17.4 | Provision of support takes into account cultural and religious considerations. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met NA

Comments

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. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 18.2 | Participants have access to a fair complaints procedure, of which they are informed in writing at the start of the course. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 18.3 | Participants are advised of BAC's complaints procedure. | <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 a fair and transparent enrolment procedure for all training courses. Participants are provided with clear contractual terms and conditions that are signed and dated, and there is an appropriate refund policy in place.

Participants have access to a fair complaints procedure, about which they are informed during induction. The complaints procedure is also accessible from the Provider's website and student handbook and includes clear reference to the BAC complaints procedure.

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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19.2 | Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19.4 | A level of supervision is provided that meets the needs of participants. | <input type="checkbox"/> Yes <input type="checkbox"/> 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |

This standard is judged to be:

Met Partially Met Not Met NA

Comments

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 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 Director and curriculum team work collaboratively to design a wide-ranging social programme for participants based on course content and current industry practice.

Participants are kept informed of the social programme by secure online and social media communications. Participants confirmed that the programme meets their needs, although, because courses are studied part time and in the evenings, other commitments may mean their attendance at social events is not always possible.

The social programme includes cultural activities in the local area, invitations to internal professional performances, participation in external performance events, and a weekly programme of subject lectures, webinars, masterclasses, and industry guest speakers throughout the training courses.

All activities within the social programme are chosen with consideration for their affordability for all participants, and most are free of charge or included in the course fees.

On- and off-site social activities are supervised by experienced and qualified staff, who undertake an appropriate risk assessment so that suitable safeguards can be put in place.

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 Provider has secure tenure agreements for its head office premises.

External premises are not required as all training takes place at the head office.

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 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

There is appropriate, secure access to the Provider's premises through the main entrance and reception area, which is staffed at all times. The reception area provides more than adequate space in which to receive visitors.

The premises are spacious, effectively maintained and clean, providing sufficient circulation space for the number of staff, participants and visitors accommodated. There are appropriately located toilet facilities that are clean and maintained daily. There is good heating and ventilation in all rooms and training areas.

There are no hazardous areas, for example science laboratories, that require specific safety rules.

General guidance on health and safety is provided to staff and participants at their induction and to visitors at reception. There are clear notices and signage regarding fire and other health and safety procedures throughout the building, including the reception area and each floor of the premises.

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 that 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

Spirit Studios provides excellent access to professional recording studios, training rooms and other learning areas that are appropriate for the courses offered.

Participants have access to both large, spacious and smaller sized training rooms depending on course requirements. All training rooms have individual workstations that are equipped with all the necessary hardware and software. The training rooms also have modern teaching and learning audio-visual resources.

There are flexible spaces that allow for guest speakers, performance activities and collaborative work. These facilities support in-person delivery effectively.

No assessments take place at the Provider's premises.

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

The training rooms and common study areas are of a sufficient size to allow for independent study. There are several smaller studio spaces that can be booked for private study. There is secure online access to the Provider's comprehensive online library and digital resources throughout the premises and externally.

Course tutors have access to the training rooms when not in use and a staff room that provides a personal space for preparing training sessions and for relaxation. In addition, there is a kitchen area for staff to use at breaktimes, if desired.

Participants have access to a large, communal relaxation space on the ground floor where food and drink may be consumed. As a result of the premises' location in central Manchester, there is a wide range of outlets nearby to purchase food and drink and allow for relaxation.

The training rooms and other staff rooms can be used as flexible spaces to hold group or smaller private meetings. In addition, there is access to a conference room for more formal meetings.

The staff room allows all full- and part-time members of staff to undertake administrative duties effectively. All the necessary administrative resources, such as a secure internet connection, printing facilities and stationery, are provided for all staff.

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

All staff are enthusiastic and committed to providing an excellent learning experience for participants, resulting in very positive participant feedback and a high number of participants being employed within the industry.

Spirit Studios produces detailed course information packs that allow participants to make an informed choice of an appropriate course that meets their needs and aspirations.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

TEACHING, LEARNING AND ASSESSMENT

Provider's strengths

Tutors are well-known practitioners within the music industry, providing participants with current knowledge and an advanced training experience.

Participants have access to regular progression and careers advice from their course tutors as well as other members of staff, providing a highly valuable service to guide participants to make informed choices.

The Provider requests information from participants regarding their intended progression and career path to ensure it implements appropriate individual support.

There is an efficient and effective mechanism in place for reporting to the participants what the Provider has done in response to their feedback, and this ensures participants feel listened to and valued.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

PARTICIPANT WELFARE

Provider's strengths

Flexible timetables and access to the facilities allow participants to organise their studies around their personal and professional commitments.

There is excellent specialist technical support in place, including Studio Assistants, Technicians and Receptionists, who are all well qualified to support staff and participants.

A wide range of high-quality, interactive learning resources allows participants to develop subject-specialist skills independently outside the class timetables.

The weekly social and professional programme has an impressive range of subject-specific events and activities to encourage networking for staff and participants within the music and music-related industry.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

PREMISES AND FACILITIES

Provider's Strengths

The Provider has modern and spacious premises that allow participants to develop creatively.
Participants have full access to industry-standard equipment and resources, as well as highly experienced subject-expert staff to ensure they are well prepared for employment within the industry.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

It is recommended that the required level of English for each course is published on the Provider's website.

COMPLIANCE WITH STATUTORY REQUIREMENTS

--

THE INSPECTION WAS CARRIED OUT BY:

Lesley Davis	Lead Inspector
--------------	----------------