

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Reaccreditation Inspection

ORGANISATION: The London College of Style

ADDRESS:

Company head office:	Teaching venue:
88b Eton High Street	The Worx
Eton	8-10 Heathmans Road
Berkshire	London
SL4 6AF	SW6 4TJ

HEAD OF ORGANISATION: Wendy Elsmore, Director

DATE OF INSPECTION: 29 February - 1 March 2016

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

- Reaccreditation awarded for the full four-year period.
- Decision on accreditation deferred.
- Accreditation to be withdrawn.

Date: 14 Apr 2016

1. Background to the organisation

The London College of Style (LCS /the 'College'), established in 2010 is a private limited company which commenced teaching in 2011. Established in London, it is at the centre of the international fashion industry. Its programme is focussed exclusively towards the fashion specialisms of personal styling, business and marketing. Courses are directed towards both newcomers as well as those with previous experience in the fashion industry. Graduates qualify for membership of the LCS Stylist Club which has a programme of fashion-related events. Since achieving BAC accreditation in 2012, participant numbers have increased substantially, from 10 to a current total of 80. Some 98% of applicants are female and whilst a small proportion of applicants are mature students undertaking a career change, the majority are in the 18-30 age group. Around 50% of participants are from the UK whilst 10% are from other EU countries and 40% from overseas, including Asia, US and Australia. An extensive internship, careers and post-graduate employment programme is managed by a part-time Head of Industry Relations who is responsible for extending and also maintaining the extensive network of key brands and agencies. The effectiveness of this programme, which involves liaison with over 150 internship host companies, combined with the extensive industry contacts managed by the Directors provides the College with an effective basis for guaranteeing industry experience for its participants, both during and following study. LCS expansion plans include establishing a third marketing link, additional to the current partnerships with companies in India and Dubai, increasing the number of courses, possibly to include those aimed at under 18's, which will require compliance with Safeguarding legislation, and the eventual consolidation of teaching and administration within new stand-alone premises. A development was undertaken in 2015 involving running a single 12 week course in a venue in Manchester but due to differences between the requirements of the industry there and in London it was decided not to continue this operation.

2. Brief description of the current provision

The programme comprises nine courses of differing durations: a three month Fashion & Personal Styling Foundation Diploma which runs three times each year; a twelve week Editorial Styling Advanced Diploma which runs three times each year; a twelve week E-Learning Fashion & Personal Styling Foundation Diploma ; a one week Personal Styling Diploma which runs six times each year; a six month Combined Study: Foundation and Advanced Diploma; a one week Fashion Styling Summer Course; a one day Personal Styling course: a one day Business Masterclass; a one day Fashion Styling Masterclass; and a one day Colour Analysis Masterclass. At the time of the inspection the first three courses were taking place. All courses offer an internal award and those of more than one day's duration are modular in structure, with continuous assessment. Three and six month courses incorporate an internship of between one week and three months duration. The College also provides an Expert Mentoring service aimed at both LCS graduates as well as industry personnel, offering one-to-one career advice.

3. Inspection process

One inspector, with a BAC inspector monitor, visited the training centre in London for one day, followed by one day at the head office in Eton. Meetings were arranged with the two Directors, the Head of Industry relations and the Administrator. Inspectors also met with a group of six students. Training observation took place of one class with the two Directors team teaching.

This inspection is for UK provision only.

4. Inspection history:

Inspection type	Date
Full Accreditation	April 2012
Interim	June 2013

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 provider.

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="radio"/> Yes <input type="radio"/> 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="radio"/> Yes <input type="radio"/> No |
| 1.3 | There are clear channels of communication between the management and staff and those working at the delivery venue/s. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

LCS is managed by two Directors, one of whom was also the founder. Both have extensive experience in the fashion industry including in fashion media and fashion styling. The Directors are jointly responsible for overseeing course delivery, general management, development of the curriculum and academic quality assurance. Since the achievement of BAC accreditation the efficiency of the management has been enhanced. However, the management of quality needs to be developed further than is currently the case. (See 8 below)

2. The administration of the provider is effective

- | | | |
|-----|---|---|
| 2.1 | Administrators are suitably qualified or experienced and understand their specific responsibilities and duties. | <input checked="" type="radio"/> Yes <input type="radio"/> 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="radio"/> Yes <input type="radio"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.5 | Data collection and collation systems are effective. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.6 | Administrative offices are adequate in size and resources for the effective administration of the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

Hard-copy student files are kept at the Eton administrative offices, additional to electronic files on Dropbox. Data on Dropbox is held on a server sited at the Eton offices, with off-site back-up maintained on a regular basis. Archive material is retained in the Director's house in Windsor.

2.5 it is recommended that data streams within Dropbox separate streams related to general management from academic matters.

A part-time administrator was first appointed in 2015.

3. **The provider employs appropriate managerial and administrative staff**

- 3.1 There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff. Yes No
- 3.2 Experience and qualifications claimed are verified before employment. Yes No
- 3.3 There is an effective system for regularly reviewing the performance of staff. Yes No

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

Comments

See 9 below.

4. **Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the provider and its programmes**

- 4.1 Text and images provide an accurate depiction of the provider's location, premises, facilities and the range and nature of resources and services offered. Yes No
- 4.2 Information on the courses available is comprehensive, accurate and up to date. Yes No

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

Comments

The oversight of the website, which was re-launched early in 2016, is by the Directors. The BAC report of 2013 required that the quantity of information on the website should be increased and inspectors confirmed that this has now been achieved.

4.2 It is recommended that selected content, currently contained only in the student handbook should also be included on the website.

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

- 5.1 Entry requirements for each course, including those relating to language ability, are set at an appropriate level and clearly stated in the course descriptions seen by prospective participants. Yes No NA
- 5.2 A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified. Yes No NA
- 5.3 The provider replies to all application enquiries promptly and appropriately and briefs all stakeholders properly on the nature and requirements of its programmes. Yes No NA
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated. Yes No NA

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

Comments

Applicants to the College are interviewed by a Director to ensure that they apply for a course suitable for their background and aspirations.

Marketing contracts, with companies in India and Dubai are managed by the Directors, and these maintain close contact with the fashion industries across these two geographical areas.

6. **There is an appropriate policy on participant attendance and effective procedures and systems to enforce it**

- 6.1 There is a clear and published policy on participant attendance and punctuality. Yes No
- 6.2 Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and reviewed. Yes No NA
- 6.3 Participant absences are followed up promptly and appropriate action taken. Yes No

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

Comments

The attendance policy is published in student handbooks. Records demonstrate that the minimum required attendance of 80% is being satisfactorily achieved. This policy represents a positive response to the Action Point recommending the adoption of an attendance policy in the BAC report of 2013. Hard copy records of attendance are taken at the start and end of the day and these are transferred to DropBox for analysis by the Directors.

7. **The provider regularly obtains and records feedback from participants and other stakeholders and takes appropriate action where necessary**

- 7.1 The provider has effective mechanisms for obtaining feedback from participants and other stakeholders (such as staff, partner providers and employers) on all aspects of the provider's provision, including formal participant representation where appropriate. Yes No
- 7.2 Feedback is obtained, recorded and analysed on a regular basis. Yes No
- 7.3 The feedback is reviewed by management and action is taken where necessary. Yes No
- 7.4 There is a mechanism for reporting on the provider's response to the feedback to the participant body. Yes No

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

Comments

Student representatives, within the longer, three month courses, provide participant feedback to the Directors. Feedback is analysed regularly within end-of-term meetings between Directors and trainers.

7.1 End-of-course feedback must be obtained from trainers, which will make a positive contribution to quality assurance processes currently being developed.

7.1 Feedback from internship hosts, currently obtained informally, must be obtained on a formal basis as a means of enhancing quality assurance.

8. **The provider has effective systems to review its own standards and assess its own performance with a view to continuing improvement**

- 8.1 There are effective systems for monitoring and periodically reviewing all aspects of the provider's performance. Yes No
- 8.2 Reports are compiled which present the results of the provider's reviews and incorporate action plans. Yes No
- 8.3 Action plans are implemented and regularly reviewed. Yes No

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

Comments

Systems for monitoring participant performance, over the period since the start of LCS operations and recorded on DropBox, take place through Directors meetings.

Course reviews take place through end-of-term meetings between trainers and Directors.

Periodic review of overall performance takes place by Directors at meetings which are recorded.

8.1 The College must develop a more formal and robust academic quality assurance cycle which places data on participant achievement at the centre of the programme for trainer employment and support, and which integrates course delivery with course development.

INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

9. **Programme management is effective**

- 9.1 There is a suitably qualified and experienced programme manager or management team with responsibility for teaching, learning and assessment and the management of the body of trainers. Yes No
- 9.2 Classes are timetabled and rooms allocated appropriately for the courses offered. Yes No
- 9.3 The allocation of trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency. Yes No
- 9.4 There is an appropriate policy and effective procedures for the acquisition of teaching and learning resources. Yes No

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

Comments

Responsibility for the management of teaching, learning and assessment lies with the Directors.

A single class observation by the inspector took place with the Directors team-teaching in a studio teaching session. Whilst all trainers have appropriate industry experience, previous teaching experience across the teaching team is limited. Teaching experience, developed over the period since the College started in 2011 has created the basis for the establishment of appropriate teaching standards, and these are monitored by the Directors through periodic team-teaching with others in the trainer team. Directors undertake 'shadowing' of all new teaching staff over a period of weeks, to establish their suitability.

10. **The courses are planned and delivered in ways that enable participants to succeed**

- 10.1 Courses are designed and delivered in ways that allow participants to develop the knowledge and skills which will be required for final examinations or assessments or which meet stakeholders' requirements. Yes No NA
- 10.2 Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body. Yes No NA
- 10.3 Formative assessments appropriately reflect the nature and standards of summative examinations. Yes No NA
- 10.4 Participants are encouraged and enabled to develop independent learning skills. Yes No NA
- 10.5 The academic backgrounds and particular needs of participants are taken into account in the classroom delivery of the course. Yes No

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

Comments

The presentation of course and module handbooks is currently being developed in accordance with the format found elsewhere in the education sector, and only a proportion of documents could therefore be fully evidenced.

10.1 Priority must be given to LCS completing its current course document development programme, to ensure that information is more clearly presented, according to stakeholders requirements.

Lesson plans reviewed were inconsistent in showing the relationship between learning objectives, assessment outcomes and assessment criteria.

The LCS programme is directed towards participants who have both a low and a high level of previous fashion industry experience. The College ensures that individual participant's needs are taken into account through limiting class sizes to a maximum of 25 and providing one-to-one support in the classroom.

Students interviewed confirmed that the standard of teaching enabled them fully to achieve course outcomes.

11. **Trainers are suitable for the courses to which they are allocated and effective in delivering them**

- 11.1 Trainers are appropriately qualified and experienced. Yes No
- 11.2 Trainers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively. Yes No
- 11.3 The appraisal procedures for trainers incorporate regular classroom observation. Yes No
- 11.4 Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants. Yes No
- 11.5 Trainers respond to different learning needs of participants where appropriate, taking various learning styles into account in their planning and delivery of lessons. Yes No
- 11.6 Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content. Yes No

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

Comments

In line with the College mission, which is to combine industry-linked training with individualised support beyond the participant's study period, the College places emphasis on the importance of its regular part-time, 11 person training team being fully embedded within the editing, branding, creative and business sections of the fashion industry. An additional team of 11 photographers and make-up artists, who are employed on a temporary, part-time basis, and termed the Arts Team, contribute to practical studio teaching sessions.

11.3 As a means of enhancing quality assurance the College must develop, for publication in the staff handbook, a formal programme of trainer observation which is linked both to staff appraisal and the dissemination of good teaching practice.

12. **The provider provides participants and trainers with access to appropriate resources and materials for study**

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

Comments

Resource allocation is managed by the two Directors, based on course delivery requirements arising through end-of-course feedback meetings.

13. **Participants receive appropriate assessment and feedback on their performance and progress, which are effectively monitored**

- | | | |
|------|---|--|
| 13.1 | Feedback is given to individual participants tailored to meet their specific needs and constructive in its nature and delivery. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.2 | Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to participants and trainers. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.3 | Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention where appropriate. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.4 | Participants are made aware of how their progress relates to their targeted level of achievement. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.5 | Additional support or advice on alternative courses is provided to participants who are judged not to be making sufficient progress to succeed. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.6 | Participants have appropriate access to trainers outside class time. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

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

Comments

Comprehensive written feedback to participants is provided by trainers at the end of the course whilst oral feedback is provided in the classrooms on a regular basis.

Continuous assessment of modules enables the identification of participants who are not making satisfactory progress.

Participants receive the telephone number of one of the Directors and can access both Directors and trainers by e-mail or by using social media sites arranged by the College.

It is recommended that information related to assessment procedures, already available in student handbooks is also included in staff handbooks.

14. **The provider offers courses leading to accredited awards granted by recognised awarding bodies wherever appropriate**

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

Comments

15. **There is a clear rationale for courses leading to unaccredited or internal awards**

- 15.1 There is a clear statement of the level claimed relative to the NQF/QCF and evidence that participants who receive the award meet the stated requirements for that level. Yes No NA
- 15.2 There is evidence of the extent to which the awards are accepted for the purposes of employment or further study. Yes No NA
- 15.3 External moderators are involved in the assessment process where appropriate. Yes No NA

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

Comments

Evidence that awards are acceptable for the purposes of employment is demonstrated through the satisfactory rate of graduate employment, through the increase in the number of companies involved with the College as internship hosts and through the rise in applications over the last three years, reflecting the increasing reputation of the College as an educational provider.

15.3 To enhance quality assurance the College must take steps to appoint an external moderator.

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

- 16.1 The provider complies with the requirements of the relevant awarding bodies in terms of examination security and administration where appropriate. Yes No NA
- 16.2 For internal assessment and awards, there are effective systems in place for examination security and administration, and clear procedures for participants to appeal against their marks. Yes No NA

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

Comments

INSPECTION AREA - PARTICIPANT WELFARE

17. Participants receive pastoral support appropriate to their age, background and circumstances

- | | | | | |
|------|---|--------------------------------------|--------------------------|--------------------------|
| 17.1 | There is at least one named staff member responsible for participant welfare who is suitably trained, accessible to all participants and available to provide advice. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| 17.2 | Participants receive appropriate advice before the start of the programme. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 17.3 | Participants receive an appropriate induction and relevant information at the start of the programme. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 17.4 | Participants are issued with a contact number for out-of-hours and emergency support. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| 17.5 | The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |

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

Comments

Welfare for participants is currently provided by the Directors. Students interviewed confirmed that the level of both the academic as well as pastoral support they receive from the College was very satisfactory.

18. International participants are provided with specific advice and assistance

- | | | | | |
|------|--|--------------------------------------|--------------------------|--|
| 18.1 | International participants receive appropriate advice before their arrival on travelling to and staying in the UK. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.2 | International participants receive an appropriate induction upon arrival covering issues specific to the local area. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.3 | Information and advice specific to international participants continues to be available throughout the course of study. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.4 | Provision of support takes into account cultural and religious considerations. Where possible, participants have access to speakers of their own first language. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |

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

Comments

Pre-arrival information for international students, including those recruited through the India and Dubai marketing agencies is comprehensive and the content reinforced through the induction programme.

The College is fully aware of the cultural considerations connected to the fashion industry and they take care to ensure that courses take into account participants' cultural sensitivities.

19. **The fair treatment of participants is ensured**

- 19.1 Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions. Yes No
- 19.2 Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course. Yes No
- 19.3 Participants are advised of BAC's own complaints procedures. Yes No

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

Comments

A proportion of students interviewed were aware of BAC's complaints procedures.

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

- 20.1 Any residential accommodation is clean, safe and of a standard which is adequate to the needs of participants. Yes No
- 20.2 Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated. Yes No NA
- 20.3 Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of participants and their property. Yes No
- 20.4 A level of supervision is provided appropriate to the needs of participants. Yes No
- 20.5 Separate accommodation blocks are provided for participants under 18. Yes No NA

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

Comments

21. **Where home-stay accommodation is organised, the welfare of participants is ensured and the provider's relationship with hosts is properly managed**

- 21.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back. Yes No
- 21.2 Any home-stay accommodation is inspected before participants are placed and is subject to regular re-inspection by a responsible representative or agent of the provider. Yes No
- 21.3 The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. Yes No
- 21.4 Appropriate advice and support is given to both hosts and participants before and during the placement. Yes No
- 21.5 Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems. Yes No

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

Comments

22. **The provider provides an appropriate social programme for participants and information on leisure activities in the area**

- 22.1 Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. Yes No
- 22.2 The social programme is responsive to the needs and wishes of participants. Yes No NA
- 22.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants. Yes No NA
- 22.4 Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience. Yes No NA

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

Comments

The programme of social and educational visits is managed by Directors and visits are to fashion shows and fashion-related exhibitions. Guest lecturers are a regular feature of all courses.

INSPECTION AREA - PREMISES AND FACILITIES

23. The provider has secure possession of and access to its premises

23.1 The provider has secure tenure on its premises. Yes No NA

23.2 Where required, the provider has access to suitable external premises for training purposes of a temporary or occasional nature. Yes No NA

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

Comments

LCS administrative offices are in modern, self-contained offices in Eton whilst training takes place in Parsons Green, London within three studios leased in multi-occupancy premises called the Worx. Sited close to Kings Road fashion outlets and used as an established venue for photographic fashion shoots, these premises provide a highly appropriate environment for the College. Both the offices in Eton and the Worx are retained on a five year lease; the lease on studios in the Worx having been most recently renewed in August 2015

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

24.1 Access to the premises is appropriately restricted and secured. Yes No

24.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes No

24.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to participants, staff and visitors. Yes No NA

24.4 General guidance on health and safety is made available to participants, staff and visitors. Yes No

24.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information. Yes No

24.6 There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors. Yes No

24.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes No

24.8 There is adequate heating and ventilation in all rooms. Yes No

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

Comments

The premises are set in a cul-du-sac in a residential area and provide a safe environment for participants. The reception area in the Worx is used by other occupiers of the building, and is permanently manned during College opening hours.

BAC report of 2013 required that the College arranges for the landlord's fire risk assessment to be updated. An up to date fire risk assessment together with full fire-drill records was inspected.

It was noted by the inspector that the toilet on the ground floor of the Worx, designated as being a disabled toilet, did not have a hand-dryer and circulation space for a wheelchair was extremely limited. The Director indicated that negotiations with the landlord, to improve disabled provision within the building had been underway since the issue was raised in the BAC report of 2012.

24.6 The College must pursue further, with the Worx landlord, the matter of disabled access to the building, seeking specialist advice as necessary.

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

- 25.1 Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them. Yes No
- 25.2 Training rooms and any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course. Yes No NA
- 25.3 There are facilities suitable for conducting the assessments required on each course. Yes No NA

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

Comments

Whilst the College currently leases three studio classrooms on the ground floor of the Worx arrangements are in place for the College to lease further studios should this be necessary at a future date.

The Worx provides the majority of equipment used by the College in the studios, such as chairs, tables and photo-shoot colouramas. Photographers, within teaching teams, contribute cameras and computer equipment and the College hires models for photo shoots.

26. **There are appropriate additional facilities for participants and staff**

- 26.1 Participants have access to sufficient space and suitable facilities for private study, including library and IT resources. Yes No NA
- 26.2 Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation. Yes No NA
- 26.3 Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate. Yes No NA
- 26.4 Participants and staff have access to storage for personal possessions where appropriate. Yes No NA
- 26.5 There are individual offices or rooms in which trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings. Yes No

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

Comments

A canteen, where hot and cold food can be ordered by participants, is available on the ground floor of the Worx and this can also be used for private study or meetings between participants and trainers.

Accessed through one of the leased studios is a separate office area which is used by the Directors and trainers as a temporary office and for private meetings with participants.

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 high level of commitment by the Directors to all aspects of participant support.

Actions required	Priority H/M/L
7.1 End-of-course feedback must be obtained from trainers which will make a positive contribution to quality assurance processes currently being developed.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
7.1 Feedback from internship hosts, currently obtained informally, must be obtained on a formal basis as a means of enhancing quality assurance.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
8.1 The College must develop a more formal and robust academic quality assurance cycle which places data on participant achievement at the centre of the programme for trainer employment and support, and which integrates course delivery with course development.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

TEACHING, LEARNING AND ASSESSMENT

Provider's strengths

The emphasis placed on trainers having current involvement in the fashion industry ensures the currency of their teaching.
Comprehensive and clear assignment feedback provided by trainers to participants.

Actions required	Priority H/M/L
10.1 Priority must be given to LCS completing its current course document development programme, to ensure that information is more clearly presented, according to stakeholders requirements.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
11.3 As a means of enhancing quality assurance the College must develop, for publication in the staff handbook, a formal programme of trainer observation which is linked both to staff appraisal and the dissemination of good teaching practice.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low
15.3 To enhance quality assurance the College must take steps to appoint an external moderator.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

PARTICIPANT WELFARE

Provider's strengths

The easy-accessibility of personal support available to participants.

Actions required	Priority H/M/L
	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

PREMISES AND FACILITIES

Provider's strengths

--

Actions required	Priority H/M/L
24.6 The College must pursue further, with the Worx landlord, the matter of disabled access to the building, seeking specialist advice as necessary.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

RECOMMENDED AREAS FOR QUALITY IMPROVEMENT

<p>It is recommended that data streams within Dropbox separate streams related to general management from academic matters.</p> <p>It is recommended that selected content, currently contained only in the student handbook should also be included on the website.</p> <p>It is recommended that information related to assessment procedures, already available in student handbooks is also included in staff handbooks.</p>
--

COMPLIANCE WITH STATUTORY REQUIREMENTS

Compliance form was signed.
