



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM INSPECTION (College)

INSTITUTION: UK Sailing Academy (UKSA)

ADDRESS: Arctic Road
Cowes
Isle of Wight
PO31 7PQ

HEAD OF INSTITUTION: Mr Ben Willows

Accreditation status: Accredited

Date of inspection: 28 January 2016

ACCREDITATION COMMITTEE DECISION AND DATE: 14 March 2016

PART A - INTRODUCTION

1. Background to the institution

The UK Sailing Academy (UKSA) was founded in 1987 following the closure of the National Sailing Centre which was formerly on the same site, on the west bank of the River Medina about a mile from the centre of West Cowes. UKSA is a registered charity and is administered by a board of seven trustees who are also directors, since UKSA is also a company limited by guarantee.

The UKSA has 18 yachts and motor yachts, 65 dinghies and 20 rigid inflatable boats and small motor vessels. It also has 60 windsurfing boards and 40 kayaks. Onsite residential accommodation for 280 individuals is available, with comprehensive facilities including a heated indoor pool, multi-gym, bar, shop and Internet café. Each year, over 3,000 young people take part in residential water sports activities at UKSA and over 400 individuals are trained for professional careers in the yachting and marine industry. UKSA has over one hundred (full time equivalent) members of staff. Its work is seasonally structured in relation to customer demand.

UKSA's activities are focused in six main areas:

- Maritime career training
- Residential water sports for schools and other groups of young people
- Leisure water sports and yachting activities for everybody
- Provision of corporate marine experiences to encourage business development and individual growth
- Youth yacht racing activities
- Provision of opportunities afloat for young people from local communities

2. Brief description of the current provision

The maritime career training courses at UKSA provide training in ocean sailing, navigation, seamanship, marine engineering, hospitality skills, deck officer training, dinghy sailing, windsurfing, kite-surfing and kayaking. The courses range from one week in length to a three-year Ocean Cadetship programme. This incorporates an industrial work placement which can be studied in conjunction with a Foundation Degree in Yacht Science from Cornwall College (Falmouth Marine School). Overseas students are often enrolled onto the 23-week full-time Ocean Graduate course, which is a discrete programme but also forms part of the Foundation Degree.

3. Inspection process

The interim inspection was carried out over a half day. The inspector met with the new Chief Executive, with the Director of Youth Development, and with the Head of Business Services. Other senior staff assisted with information as requested. A brief tour of the premises was included in the inspection visit.

4. Inspection history

Full accreditation inspection:	12 and 13 November 2009
Interim inspection:	23 November 2010
Reaccreditation inspection:	23 and 24 January 2014

PART B – JUDGEMENTS AND EVIDENCE

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

1. Significant changes since the last inspection

There have been changes in staffing at the senior management level, notably the appointment of a new Chief Executive, a Director of Finance and a new Head of Business. The development and improvement of the premises has progressed, with a full refurbishment of some of the residential accommodation. New approaches to the management of the organisation have been introduced, particularly with regard to financial management and the capital plan, to workforce development planning and to quality management. A formal appraisal system for staff was introduced in 2015 and is being cascaded through the organisation. Initiatives are under way to strengthen in-house training. A quality management group is working to develop an evaluation framework broadly in line with the European Foundation for Quality Management (EFQM) model.

2. Response to actions points and recommendations in last report

There were no actions required in the last report (reaccreditation 2014). UKSA has responded actively and constructively to the recommendations made in that report. All the relevant points were discussed during the interim inspection visit. Specifically recommended matters identified in the last report were:

Evaluation of induction

Newly appointed staff are asked to evaluate the induction process at the one-month post-appointment appraisal (one of three meetings in their first year of employment).

'Sign off' process at senior level for public information

All published information and website content is seen and agreed by the Head of Sales and Marketing; a process for formal authorisation is in place, with 'sign off' by the CEO, for key information.

Feedback on website content from stakeholders

Students give feedback on online pre-course information and analysis of customer feedback is carried out.

Standardisation of induction documents and staff handbooks, document control, mini guide

Document version control has been introduced. Staff handbooks have been coordinated. A new version of the mini guide for all students, with contact details for key staff, has been published and distributed

Security-related recommendations

A full fire risk assessment has been completed, new labelling of doors completed. Lister building now has code-locked doors, as recommended. Only authorised staff have entry keys to the swimming pool, where great care is taken to ensure safety.

Health and Safety

Notices are now displayed in a number of locations across the site premises

3. Compliance with BAC accreditation requirements – spot check

3.1 Management, Staffing and Administration

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments This continues to be a strong area; the appointment of new senior staff together with some management changes are likely to support further UKSA's effective organisational management and administration.				

3.2 Teaching, Learning and Assessment

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments The range of programmes, the number of customers, and the success of students with UKSA qualifications all continue to attest to the achievements of UKSA in this area. There was no direct evaluation of teaching staff, student classes or student work on this occasion.				

3.3 Student Welfare

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments There was no evidence of any problems or concerns that had arisen in this area, which was commended in the last report. A supportive mentoring system for career students is in place.				

3.4 Premises and Facilities

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments The Head of Business now has specific responsibility for premises and facilities and planned improvement and refurbishment is on-going. UKSA has installed sophisticated ship's bridge navigation simulators for use in its advanced training programmes.				

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

Institution’s strengths

On the basis of this brief interim inspection, the many positive findings of the previous report were confirmed, indicating that UKSA continues to be well managed in all of the areas addressed by the BAC Standards. This is a reflective and responsive organisation, committed to development and improvement.

Actions required	Priority H/M/L
NONE	

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated.	YES
Further comments, if applicable	