

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

College Reaccreditation Inspection

INSTITUTION: Emerson College

ADDRESS: Hartfield Road,
Forest Row,
East Sussex
RH18 5JX

HEAD OF INSTITUTION: Mr Steve Briault

DATE OF INSPECTION: 24-25 October 2016

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

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- Accreditation to be withdrawn.

Date: 15 Dec 2016

1. Background to the institution

Emerson College (the College) is an international centre for adult education. It was founded in 1962. The College is a charitable company, with Trustees elected by an Association whose members, who number 59 in total, include past and present members of staff and other stakeholders, who have a close interest in the College. The College occupies a site comprising of 15 buildings, over 23 acres, approximately five miles south of East Grinstead.

Over the years, the College has built up a programme of courses, which are based on the work of Rudolf Steiner, whose philosophy, known as anthroposophy, describes pathways of personal development and finds practical applications in education, art, science, language, history and agriculture. For fifty years, graduates of these courses have gone on to found, and work in, Steiner Waldorf schools, biodynamic farms and centres of learning of anthroposophy all over the world.

Following financial problems in 2010, a new Trustee Board, with four members, created a devolved federated structure for the running and administration of the courses. It began to develop non-educational activities, on the campus, for organisations, who have a compatible ethos with that of the College. The College also hosts independent courses. In 2013 and 2014, five Trustees were appointed by the Association and, together with the two Directors, they form the Board. The Board fulfils the duties of the Head of Institution.

2. Brief description of the current provision

The College currently offers a Visual Arts and Sculpture course, over three years and which is accredited by the Crossfields Institute at Levels 4 and 5. Students can select a shorter option from a choice of a Level 4 Diploma in Visual Arts (Year 1) and Sculpture (Years 2 and 3) and a Level 5 Diploma in Visual Arts and Sculpture. In addition, the College offers a Holistic Baby and Childcare course, which is accredited by CACHE at Level 3 and is offered over thirteen months. It also offers an Anthroposophic Healthcare Education and Training (AHCET) course, which is validated by Pearson and a course on Geotheanism, a series of short workshops, which is not accredited. The Psychotherapy, Medical section of School of Spiritual Science - General Anthroposophical Society is a short course, which takes place over seven weeks and over two years. It is not accredited but a certificate of participation is given to graduates.

Whilst there are other short courses offered by the College, some, such as Story Telling, Clowning and English as a Foreign Language are hosted and publicised by the College, but not directly overseen by the College insofar as curriculum and accreditation are concerned.

Presently, there are 13 students studying full-time and 137 students studying on a part-time basis. There are four Tier 4 students on the Visual Arts and Sculpture course from South Korea, China and the United States (US). The rest of the students are from the United Kingdom (UK) and the European Union (EU). There are no students under the age of 18.

3. Inspection process

The inspector spent one and a half days at the College and interviewed the Head of Academic Administration and the Director of Operations. The inspector visited a sculpture class and spoke with tutors and students about their work. The inspector was also given a tour of the campus by the College's Site Manager.

4. Inspection history:

Inspection type	Date
Full Accreditation	22 November 1995
Re-accreditation	8 May 2001
Interim	17 January 2006
Re-accreditation	4-5 December 2007
Supplementary	1 October 2008
Supplementary	20 November 2008
Supplementary	20 July 2010
Re-accreditation	18-19 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 institution.

INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

1. The institution 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 institution 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The management structure, including detailed job descriptions, is well documented. The College is governed by a Board of Trustees which, together with the Director of Operations and the Director of Development, acts as the Head of Institution.

Senior managers meet once a month and the facilities group meets once a week. Action points are agreed at meetings and managers report to the Senior Management Group, as and when required. The Trustees meet quarterly. Action points are discussed at that time.

2. The administration of the institution is effective

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|-----|--|---|
| 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 institution. | <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 institution. | <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 |

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

Comments

There are eleven part-time administrators at the College, some of whom are also teachers.

Policies and procedures are well documented and are available online to staff and students.

3. **The institution 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

In addition to the administration staff, there are staff responsible for hosting including residential accommodation, catering, reception and bookings, site maintenance, external communications including the website and promotional brochures and educational development. All administrative staff are suitably qualified and many have been employed by the College for a substantial length of time.

An annual review of staff performance is carried out by the management team. The College's recruitment policy is shown in the staff handbook and on the College's website.

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

- 4.1 Text and images provide an accurate depiction of the institution'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 College website is updated regularly and provides relevant and appropriate information for students.

5. **The institution takes reasonable care to recruit and enrol suitable students for its courses**

- 5.1 Entry requirements for each course are set at an appropriate level and clearly stated in the course descriptions seen by prospective students. Yes No
- 5.2 A formal application process ensures that students meet the entry requirements and any claimed qualifications are verified. Yes No
- 5.3 Students are properly briefed on the nature and requirements of the courses for which they apply, and all application enquiries responded to promptly and appropriately. Yes No
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated. Yes No NA
- 5.5 Students receive a proper initial assessment which includes language ability to confirm their capability to complete the courses on which they are enrolling. Yes No

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

Comments

There is an application form and a formal process for prospective students. Visa questions, in relation to Student Visitor Visas and Tier 4 visas, are discussed in detail. Applicants are contacted within a week of enquiry. Applicants are interviewed by the course leaders in person, by phone or video and the scope of the course is discussed.

English language test information is available on the College's website together with student resources. The applicant is asked to provide a brief history and background and this is discussed in the interview. In addition, photographs of the prospective student's art work are required for the Visual Art course.

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

- 6.1 There is a clear and published policy on student attendance and punctuality, requiring that they attend at least 80% of their scheduled classes. Yes No NA
- 6.2 Accurate and secure records of attendance and punctuality at each session are kept for all students, collated centrally and reviewed at least weekly. Yes No NA
- 6.3 Student absences are followed up promptly and appropriate action taken. Yes No NA

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

Comments

There is a clear attendance policy, which requires full attendance at the College and procedures are in place to deal with attendance, non-attendance and punctuality. Accurate attendance records are kept.

Students are required to inform the course leader if they are expecting to be absent. Course leaders take action as required and the Head of Educational Development and House Manager are informed if necessary.

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

- 7.1 The institution has effective mechanisms for obtaining feedback from students and other stakeholders (such as staff, partner institutions and employers) on all aspects of the institution's provision, including formal student 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 institution's response to the feedback to the student body. Yes No

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

Comments

Feedback is taken whilst students are on the College's courses. The College's facilities, teaching and programme content are evaluated regularly. The College actions feedback promptly so that students can see their comments have been addressed.

As the College offers a number of short courses, it is recommended that the College's responses to student feedback should be shown on the website so that students and short course participants can see that their comments have been addressed.

8. **The institution 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 institution's performance. Yes No
- 8.2 Reports are compiled at least annually which present the results of the institution's reviews and incorporate action plans. Reports include analysis of year-on-year results on student satisfaction, retention, achievement, examination results and completion rates. Yes No
- 8.3 Action plans are implemented and regularly reviewed, with outcomes reported to the management. Yes No

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

Comments

On the accredited courses, students' work is assessed by an Internal Quality Assessor and by an External Quality Assessor at the end of the academic year.

A report on the performance of the College is given to the Board of Trustees and the Association.

INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

9. Academic management is effective

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|-----|---|---|
| 9.1 | There is a suitably qualified and experienced academic manager or academic management team with responsibility for teaching, learning and assessment. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.2 | Classes are timetabled and rooms allocated appropriately for the courses offered. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.3 | The allocation of teachers to classes provides for a consistent learning experience. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.4 | There is an appropriate policy and effective procedures for the acquisition of academic resources. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

There is an experienced and well qualified academic management team. Teaching programmes are well managed and planned. Each course has a course manager, who is responsible for all aspects of the course, including resource allocation.

Resources are centralised and readily available to the College's staff. Budgets are devolved to course managers at the beginning of the year, after discussion.

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

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|------|--|---|
| 10.1 | Courses are designed and delivered in ways that allow students to develop the knowledge and skills which will be required for final examinations or assessments. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.2 | Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.4 | Students are encouraged and enabled to develop independent learning skills. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.5 | Full-time courses requiring students to attend for 15 hours or more per week are time tabled over at least three days. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.6 | Any required coursework and revision periods are scheduled in advance. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.7 | The academic backgrounds and particular needs of students are taken into account in the classroom delivery of the course. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

Lessons are well prepared, the space for activities is appropriate and students are clear about their progress. The sculpture class, which was visited on the day of the inspection, showed considerable interaction between staff and students.

Records show that effective support is provided for students who fall behind with their work or have difficulties. All assessment are written and approved by the Crossfields Institute, which is regulated by Ofqual. An Individual Learning Plan (ILP) is completed before the course starts and it is followed up as the course proceeds. Tutorials and feedback sheets inform this process.

It is recommended that a more detailed scheme of work should be produced for the Visual Arts and Sculpture course, similar to that produced for the painting element of the course.

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

- 11.1 Teachers are appropriately qualified and experienced. Yes No
- 11.2 Teachers 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 teaching staff incorporate regular classroom observation. Yes No
- 11.4 Teachers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of students. Yes No
- 11.5 Teachers respond to different learning needs of students where appropriate, taking various learning styles into account in their planning and delivery of lessons. Yes No
- 11.6 Teachers employ effective strategies to involve all students 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

There are two full-time and 40 part-time members of the teaching staff, some of whom have an administrative role. Teaching is of a high quality. This was shown in the lessons observed by the inspector. The course managers and teachers are very competent in their subjects and are well respected by their students.

During a lesson observed on the Holistic Baby and Child Care course, students were encouraged to contribute to a class discussion. The teacher recognised and responded to each of the students' contributions. Students were also actively participating in a Visual Arts and Sculpture lesson, completing pieces of work and explaining how these had developed.

11.4 the College does not currently discuss the need for Continuous Professional Development (CPD) with its staff.

It is recommended that the teachers on the Visual Arts and Sculpture course up-date their Curriculum Vitae (CVs) with information about the teaching they have done and the teaching qualifications they have gained.

12. **The institution provides students and teachers with access to appropriate resources and materials for study**

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

Comments

Each course at the College has its own budget, which is agreed in conjunction with course staff. This covers all materials and resource needs. The College provides internet facilities, libraries, a bookshop, brushes, paint, paper, clay, wood, stone and tools. Teaching aids such as a piano, overhead projectors, flip charts, boards are provided for teachers.

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

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|------|---|--------------------------------------|--------------------------|
| 13.1 | Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to students and teachers. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 13.2 | Assessment outcomes are monitored to enable the identification of students who are not making satisfactory progress and prompt intervention where appropriate. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 13.3 | Students are made aware of how their progress relates to their targeted level of achievement. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 13.4 | The institution takes appropriate steps to identify and discourage cheating and other misdemeanours, and to penalise offenders. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 13.5 | Additional support or advice on alternative courses is provided to students who are judged not to be making sufficient progress to succeed. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 13.6 | Oral and written feedback is given to individual students on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 13.7 | Students have appropriate access outside class time to teachers or personal tutors for academic support. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

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

Comments

All the modules follow the assessment criteria, as set out by the Crossfields Institute, the validating body. The Crossfields Institute provides guidelines and support for the validated courses.

Students have a one-to-one meeting with the course leader at the beginning and end of each year. All units delivered follow the assessment structures for each module and procedures are clearly explained.

Verbal and written assessment feedback is provided for each student on a regular basis and informally every week. Students receive feedback on their practical work each time they perform a task. Teachers are available in person and by phone and email.

It is recommended that a more detailed scheme of work should be created for the sculpture element of the Visual Arts and Sculpture course. This could be similar to the scheme of work for the painting element of the course.

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

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|------|--|--------------------------------------|--------------------------|-------------------------------------|
| 14.1 | For courses leading to the award of a UK degree, the institution has a formal agreement with a recognised UK degree-awarding body. | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> NA |
| 14.2 | For courses leading to other UK awards, the awarding body is recognised by the relevant regulator. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| 14.3 | For courses leading to the award of an overseas degree, the institution has a formal partnership agreement with the overseas degree-awarding body, which is itself accredited by a recognised national agency. | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> NA |

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 students 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

These are personal development courses. The courses and student performance are monitored regularly by the course manager and separately by an independent Trustee.

An explanation of the Regulated Qualifications Framework (RQF) is given on the College's website.

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

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

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

Comments

No formal written examinations are held at the College.

17. **There is appropriate provision of advice for students intending to proceed to employment or higher/further education**

- 17.1 Students have access to advice from appropriate staff member on further study and career opportunities. Yes No
- 17.2 If the institution offers courses preparing students for higher education, they have access to prospectuses and to 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

Comments

The next steps, for students, are part of the tutorials in the final year of each course. A worldwide alumni network is available to all graduates, to provide advice and further training and internship opportunities. The Arts Newsletter on the College's website gives insight into career possibilities in the world of art, through teaching and artistic work in various fields.

INSPECTION AREA - STUDENT WELFARE

18. Students receive pastoral support appropriate to their age, background and circumstances

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|------|---|--------------------------------------|--------------------------|
| 18.1 | There is at least one named staff member responsible for student welfare who is suitably trained, accessible to all students and available to provide advice and counselling. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 18.2 | Students receive appropriate advice before arrival. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 18.3 | Students receive an appropriate induction and relevant information upon arrival. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 18.4 | Students are issued with a contact number for out-of-hours and emergency support. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 18.5 | The institution 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

A contact number is displayed in all student houses, classrooms and the main house. An emergency number is also shown in the student handbook. Information about the College's Senior Management Team and Trustees is included in the student handbook. The College has a clear equal opportunities policy and a published procedure for dealing with abusive behaviour is provided in the student handbook.

All students are given detailed travel directions to the College and a mobile phone number for use in an emergency. There is an induction weekend for all students, which covers issues such as health and safety, fire and emergencies and medical care.

The inspector briefly met 18 female students, from the UK and overseas, on the Holistic Baby and Childcare course. They had found out about the course on the internet or it had been recommended by others working in childcare provision. They were all enjoying the course and found the teachers to be knowledgeable and approachable. They felt that the course met their needs in terms of instruction and qualification provision and they liked the way the tutors demonstrated a holistic approach to learning. They felt the course was good value for money and found it easy to contact their tutors.

19. International students are provided with specific advice and assistance

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|------|--|--------------------------------------|--------------------------|
| 19.1 | International students receive appropriate advice before their arrival on travelling to and staying in the UK. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 19.2 | International students receive an appropriate induction upon arrival covering issues specific to the local area. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 19.3 | Information and advice specific to international students continues to be available throughout the course of study. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 19.4 | Provision of support takes into account cultural and religious considerations. Where possible, students 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

International students receive appropriate advice before they travel to the UK. This includes information about visa requirements, health care, the cost of living and job opportunities. The College also provides contact details for local estate agencies and English language teachers. Students are also provided with an emergency contact number, which they can use whilst travelling.

The College's student handbook and induction sessions also provide students with a wide range of information about studying and living in the UK. The staff at the College also speak a wide range of languages including Portuguese, Italian, Japanese, French, German, Dutch, Norwegian and Hebrew. They provide effective support for the students during their stay.

20. **The fair treatment of students is ensured**

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

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

Comments

The student handbook and website give detailed information about the College's complaints and appeals procedure. Links are also provided to the BAC's on-line complaints procedure.

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

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

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

Comments

There are several blocks of residential student accommodation available at the College. The College's Site Manager checks student accommodation on a weekly basis to ensure that the accommodation is clean and that any necessary repairs are completed in a timely manner.

There are no students under the age of 18.

22. **Where home-stay accommodation is organised, the welfare of students is ensured and the institution's relationship with hosts is properly managed**

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|------|--|--|
| 22.1 | Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for students and is appropriately located for travel to the institution and back. | <input type="radio"/> Yes <input type="radio"/> No |
| 22.2 | Any home-stay accommodation is inspected before students are placed and is subject to regular re-inspection by a responsible representative or agent of the institution. | <input type="radio"/> Yes <input type="radio"/> No |
| 22.3 | The institution has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. | <input type="radio"/> Yes <input type="radio"/> No |
| 22.4 | Appropriate advice and support is given to both hosts and students before and during the placement. | <input type="radio"/> Yes <input type="radio"/> No |
| 22.5 | Clear monitoring procedures are in place with opportunities for student feedback and prompt action taken in the event of problems. | <input type="radio"/> Yes <input type="radio"/> No |

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

Comments

23. **The institution provides an appropriate social programme for students and information on leisure activities in the area**

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|------|--|--|
| 23.1 | Students are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 23.2 | The social programme is responsive to the needs and wishes of students. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 23.3 | Any activities within the social programme have been chosen with consideration for their affordability by the majority of students. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 23.4 | Any activities organised by the institution are supervised by a responsible representative with suitable qualifications and experience. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

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

Comments

The social programme complements the studies, which the students are undertaking. There are talks and performances in storytelling, music and drama. In addition, there are evening and weekend activities, festival celebrations, public lectures and visits. The College has its own choir which students are encouraged to join. A lot of the activities are free and at least one staff member is present during all activities.

INSPECTION AREA - PREMISES AND FACILITIES

24. The institution has secure possession of and access to its premises

24.1 The institution has secure tenure on its premises. Yes No NA

24.2 Where required, the institution has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature. Yes No NA

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

Comments

The College owns the land and the buildings. Planning permission has been obtained to update some of the residential accommodation on the campus, installing en-suite bathrooms and creating double rooms. The present allocation of 86 bedrooms will be downsized to 56 to accommodate the changes. The College has also received planning permission to convert one of its residential blocks, Westwood, into six flats which will be sold subject to a 999 year lease and a covenant where the residents commit to participating in the community at the College. The College anticipates starting this development in 2017.

Some of the buildings/offices/classrooms on campus are rented out to individuals and organisations associated with the College.

25. The premises provide a safe, secure and clean environment for students and staff

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

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

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

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

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

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

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

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

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

Comments

The health and safety policy is included in the student handbook and on the College's website.

All areas visited during the inspection, including the administrative, teaching, residential and refectory accommodation were safe, secure and clean. The buildings are fit for purpose and well maintained.

25.3 The induction sessions do not include information about health and safety procedures in the studios. A document must also be created for the students to sign confirming that they have received the appropriate training.

26. Classrooms and other learning areas are appropriate for the courses offered

- 26.1 Classrooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them. Yes No
- 26.2 Classrooms 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
- 26.3 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

Classrooms are allocated appropriate to the class size. The classrooms, art and sculpture studios and performing arts facilities are more than adequate for the courses on offer. There is also an ongoing programme of improvements to the teaching accommodation by the maintenance team.

27. There are appropriate additional facilities for students and staff

- 27.1 Students have access to sufficient space and suitable facilities for private study, including library and IT resources. Yes No
- 27.2 Teaching staff have access to sufficient personal space for preparing lessons, marking work and relaxation. Yes No
- 27.3 Students and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate. Yes No NA
- 27.4 Students and staff have access to storage for personal possessions where appropriate. Yes No NA
- 27.5 There are individual offices or rooms in which academic staff and senior management can hold private meetings and a room of sufficient size to hold staff meetings. Yes No
- 27.6 Administrative offices are adequate in size and resources for the effective administration of the institution. Yes No

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

Comments

Each student has a single room with a desk for quiet study. There are two libraries and wifi is available in both buildings. Most classrooms and studios are not locked and can be used by students after class and at the weekend. However, offices are locked and provide storage facilities when required.

Adequate staff offices are available in the College together with small rooms for private meetings with individual students. The Reception area is open to all staff for photocopying and access to the internet. A small cafe is also available for students and staff. Students and staff are encouraged to dine together in the dining room at lunchtime. There are ample facilities in the main College building for relaxation, dining and private study. All accommodation is clean and well maintained.

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

Institution's strengths

There is a well established management team, which is committed to the College and the development of its course provision.

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

TEACHING, LEARNING AND ASSESSMENT

Institution's strengths

The College has a well qualified, enthusiastic teaching team.

The College has robust assessment procedures, which follow the requirements of an external accreditation authority.

Actions required	Priority H/M/L
11.4 The College must discuss the need for Continuous Professional Development (CPD) with its staff and formulate a suitable programme.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

STUDENT WELFARE

Institution's strengths

The residential accommodation provided for the College's students is of a good standard and will shortly undergo refurbishment to offer more facilities such as en-suite bathrooms.

The administrative staff and teaching team provide students with the appropriate support to ensure that they fulfil their programme of studies.

The students enjoy their time at the College and the social events which are provided.

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

PREMISES AND FACILITIES

Institution's strengths

The premises and facilities are of a high standard for the courses provided.

There is a continuous programme of accommodation improvement by the College's maintenance team.

Actions required	Priority H/M/L
25.3 The induction sessions must include information about health and safety procedures in the studios. A document must also be created for the students to sign confirming that they have received the appropriate training.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

RECOMMENDED AREAS FOR IMPROVEMENT

As the College offers a number of short courses, it is recommended that the College's responses to student feedback should be shown on the College website so that students and short course participants can see that their comments have been addressed.

A more detailed scheme of work should be created for the sculpture element of the Visual Arts and Sculpture course, this could be similar to the scheme of work for the painting element of the course.

Teachers on the Visual Arts and Sculpture course should up-date their CVs with information about the teaching they have done and the teaching qualifications they have gained.

COMPLIANCE WITH STATUTORY REQUIREMENTS