



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **SPOT CHECK INSPECTION (Short Course Provider)**

**PROVIDER:** Hammersmith Training Consult Limited

**ADDRESS:** Unit 4, Cambridge Court  
210 Shepherds Bush Road  
Hammersmith  
London, W6 7NJ

**HEAD OF PROVIDER:** Mr Adeel Lodhi

**DATE OF INSPECTION:** 21 November 2016

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued accreditation 17 February 2017

## **PART A - INTRODUCTION**

### **1. Background to the provider**

Hammersmith Training Consult (HTC) was founded in 2013. Its main business is the provision of short courses, typically from one to two week's duration, in areas such as human resources, leadership and management and communications. It is established as a private limited company.

The HTC's Director and his small team of administrators also work for its sister college, Hammersmith Management College (HMC), which is the subject of a separate BAC Supplementary Inspection report. In addition, the Advisory Board operates across both institutions. The Advisory Board comprises of four United Kingdom (UK) based consultants, whose role is to act as the Governing Body.

HTC's Director has previous employment experience in the commercial and industrial business sectors. He uses his practical knowledge and network of similarly experienced people, who are capable of both developing and delivering regular and bespoke training material, to facilitate the running of the college's training courses.

The aims and objectives of HTC include the need to develop the skills of their students and to deliver training solutions in line with best practice. These objectives assist international, open-course students to fulfil their own career aspirations as well as intending to fulfil the needs of their employers.

HTC has occupied several administrative offices in the past, always located in the Hammersmith area of London. In two previous cases, this accommodation has included some classroom training space. The current office accommodation also includes some space for small-group training. However, most training is accommodated in local hotels or hosted in other local training providers' premises. For individual clients, HTC has run bespoke training courses, within the client's nominated premises in the UK or overseas.

### **2. Brief description of the current provision**

HTC is comprised of various 'course faculties' which are the basis of their training programmes. These include Human Resources, Leadership and Management, Communications and Public Relations, Finance and Accounting, Public Governance, Law and Compliance, Legislature, and Oil and Gas Facility.

Course fees are inclusive of an iPad, induction handbook, training material, knowledge and study guides, lunches, teas and coffees. Overnight accommodation is funded by the delegates' employer or the delegate.

The HTC Prospectus shows an extensive set of provisional, open short-courses offered in London, Amsterdam, Dubai, Houston, Istanbul and Madrid. However, most courses are bespoke, to meet particular clients' needs. The specific course material is developed by HTC's staff and trainers from their case-studies, together with on-line resources from contractual providers.

The courses are delivered by facilitators and trainers, at venues nominated or agreed by the client, and often based outside the UK for example, in Dubai, United Arab Emirates (UAE) and Nigeria, as well as in the UK. There is potential future business in the Netherlands, and Turkey. Trainers and facilitators are UK based, and travel to these venues for the duration. In Nigeria, HTC has a small staff, who carry out marketing activities and act as a co-ordinator for the training, that is delivered there. The courses are technology-based, and well supported by HTC's in-house resources of knowledge and study guides.

BAC's accreditation relates to courses delivered in the UK only.

### **3. Background to spot-check**

The Accreditation Committee (AC) requested a spot check inspection of HTC, at its meeting on 14<sup>th</sup> July 2016. Although continuing accreditation was awarded by the AC, the view was that it would be good to establish how HTC operates in practice, given that it shares its Advisory Board, staff and premises with its sister company, HMC.

### **4. Inspection process (including staff interviewed)**

The spot check was carried out by one inspector. A meeting was held with the Managing Director and some relevant documentation was scrutinised.

### **5. Inspection history**

Full inspection:	11 - 12 November 2013
Interim inspection:	25 February 2015
Supplementary inspection	20 April 2016

## **PART B – JUDGMENTS AND EVIDENCE**

*The following judgments and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the provider.*

### **1. Significant changes since the last inspection**

There have been no significant changes since the last inspection.

### **2. Findings from inspection**

HTC was set up in order to meet the demand of its customers for short specialised courses rather than the longer accredited programmes, which were offered by the sister company, HMC. In addition, HTC targets corporate clients outside the UK, for example in the countries of West Africa. This provision focuses on courses in areas such as leadership and management skills, communication, project management and strategic planning, as well as specific sectors such as oil and gas. Due to the different course offering and target markets, it was felt that it would be better to establish a separate brand using the term 'consult' rather than 'college' to differentiate between the two organisations. Another factor was that, originally, HTC was proposing to offer human resources consulting services so this title was more appropriate.

HTC is registered, separately from HMC, as a private limited company. Whilst both companies share staff for example, with regard to strategic and financial management, other staff have clear differentiated responsibilities for either HTC or HMC. In addition, HTC is currently more active than its sister company. Therefore, staff tend to focus their work accordingly. For example, the staff members, who are responsible for quality assurance and participants' enrolment are currently more occupied with the work of HTC.

With regard to the sharing of the premises, this is a cost-effective solution for the two organisations and does not lead to any identified problems regarding space.

### **3. Conclusion**

The spot check indicates that there are clear reasons for the establishment of two separate, albeit small organisations and that they operate effectively and cost effectively sharing staff and premises.

**PART C – SUMMARY OF ACTION POINTS**

<b>ACTIONS REQUIRED</b>	<b>Priority H/M/L</b>
None	

<b>RECOMMENDED AREAS FOR IMPROVEMENT</b>
None

<b>COMPLIANCE WITH STATUTORY REQUIREMENTS</b>	
<b>Declaration of compliance has been signed and dated.</b>	<b>YES</b>
<b>Further comments, if applicable</b>	
None	