



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM VISIT (Short Course Provider)

PROVIDER: Hammersmith Management College

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

HEAD OF PROVIDER: Mr Sirjeel Khan

DATE OF VISIT: 15 June 2017

ACCREDITATION COMMITTEE DECISION AND DATE: Continued Accreditation 27 July 2017

PART A - INTRODUCTION

1. Background to the provider

Hammersmith Management College (HMC/the Provider) was founded in 2004. It provides short courses, typically from one to two week's duration, in areas such as human resources, leadership and management and communications.

For its short courses, HMC makes use of a panel of tutors with a range of skills and knowledge. Their subject areas include Human Resources, Leadership and Management, Communications, Information Technology (IT), Public Relations, Finance and Accounting, Public Governance and Law and Compliance.

The HMC's Director and his small team of administrators also work for its sister college, Hammersmith Training Consult Limited (HTC). In addition, the Advisory Board operates across both institutions. The Advisory Board comprises of four consultants, who are based in the United Kingdom (UK). The role of the Advisory Board is to act as the governing body.

The aims and objectives of HMC are to develop participants' skills and to deliver training solutions in line with best practice, so that participants fulfil their own career aspirations as well as fulfilling their employers' needs.

The Provider occupies office accommodation, which is located close to Hammersmith underground station in London. The premises include space for small-group training. Most of the training is accommodated in local hotels or hosted in other local training providers' premises. For individual clients, HMC runs bespoke training courses, within the client's nominated premises in the UK or overseas.

The nature and structure of HMC was reviewed in early 2016. As a result, job descriptions and contracts of employment are now more clearly defined than previously for the executive, management, and administrative roles, including the tutor coordinators. The impact of this is that HMC has maintained its reputation in the education and training market and enrolment has gradually risen. The open courses have been popular and successful, with delegate numbers of up to 400, including participants from the UK, Europe and other countries.

2. Brief description of the current provision

The Provider offers short courses of one to two weeks, for a mix of home and overseas participants. HMC is also able to offer courses of up to 12 weeks for overseas clients. A short course in change management is scheduled for early August 2017. Four participants are currently enrolled.

In 2016, HMC reviewed its target market and its open courses offering. In order to maintain a viable business, HMC decided to broaden its provision and delivery methods by offering open courses and a new international distance learning package in English, which is both paper and IT based. The programme is offered in conjunction with the independent Kolegji AAB College in Kosovo and is jointly assessed and certificated. This course is not yet in operation.

The Provider has previously run the Computer Literacy and Information Technology (CLAiT) programme at Level 2, accredited by Oxford, Cambridge and Royal Society of Arts (OCR). It has the resources to offer this in the future, should there be a demand.

3. Inspection visit process

This inspection was carried out by one inspector over half a day. The inspector visited HMC's administrative office in Hammersmith and discussed its operations with the Programme Director/Owner, another director, a senior manager and an administrator. No courses or programmes were in operation, at the time of the inspection so feedback from participants on a programme that had taken place the previous month was scrutinised. The staff were very co-operative at all times and relevant documents were readily available.

4. Inspection history

Full Accreditation inspection:	24 July 2006
Interim visit:	4 June 2007
Re-accreditation inspection:	27 - 28 September 2010
Supplementary inspection:	19 August 2011
Re-accreditation inspection:	26 - 27 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(s) during the inspection and from documentation provided by the provider

1. Significant changes since the last inspection

There are no significant changes since the last inspection.

2. Response to action points in last report

7.4 HMC must introduce a representative or student-body group for academic, social, and other matters as student numbers increase.

This action point is not currently relevant because the Provider is offering short courses. It should be kept under review in the event that the provision changes.

3. Response to recommended areas for improvement in last report

All staff CVs should be complete and updated at regular intervals.

All CVs are complete and have been up-dated.

4. Compliance with BAC accreditation requirements

4.1 Management, Staffing and Administration (spot check)

	Met	Partially met	Not met	
The standards and are judged to be	✓			
Comments Directors and senior managers form a close-knit and well-focused team. Their roles are clearly and accurately defined.				

4.2 Teaching, Learning and Assessment (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
Comments The necessary resources are readily available to participants and tutors. Training plans are of a high quality. Participant feedback, relating to the May 2017, programme was very positive with regard to the quality of the trainers.				

4.3 Participant Welfare (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p>Comments Participants are effectively made aware of attendance and punctuality requirements.</p> <p>A sightseeing day forms part of the organised timetable for all overseas participants. This represents good practice.</p>				

4.4 Premises and Facilities (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p>Comments None</p>				

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

STRENGTHS
Directors, staff and tutors show considerable commitment and are flexible in managing their various and changing roles to suit the new and developing business.
Trainers’ good practical background gives credibility to their theoretical knowledge and skills. This is verified by feedback from participants.
Current office accommodation and hotel provision are well suited to the current programmes.

ACTIONS REQUIRED	Priority H/M/L
None	

RECOMMENDED AREAS FOR IMPROVEMENT
None

COMPLIANCE WITH STATUTORY REQUIREMENTS	
Declaration of compliance has been signed and dated.	YES
Further comments, if applicable	