



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM VISIT (Short Course Provider)

PROVIDER: Summit Education Enterprise

ADDRESS: 30 St Giles
Oxford
OX1 3LE

HEAD OF PROVIDER: Dr Samuel Chen

DATE OF VISIT: 29 July 2017

ACCREDITATION COMMITTEE DECISION AND DATE: Continued accreditation 19 October 2017

PART A - INTRODUCTION

1. Background to the provider

Summit Education Enterprise (SEE/the Provider) was founded in February 2012 and is a private limited company. The two owners are both former postgraduate students of the University of Oxford and also work in academic posts at the university. They have contacts with a number of university teaching staff who are utilised on SEE programmes and projects.

SEE aims to serve its students and their families from within the UK and overseas to help them explore and make good use of a rich variety of excellent education and other investment opportunities.

Close relations are maintained with the Chinese Central South University which sends students on SEE's programmes. Central South University's academic staff attend SEE programmes in a monitoring capacity.

All courses are delivered on University of Oxford or its colleges' premises. The provider has recently moved to its own small rented administrative office in central Oxford.

2. Brief description of the current provision

SEE provides residential educational summer and winter short courses at various colleges of the University of Oxford for groups of students from Chinese universities. It also works with the University to run a tailored week-long summer school. In addition, SSE is also involved in consultancy and project management activities for a variety of educational and commercial clients. This latter business forms a minority of SEE's business and is outside the remit of this inspection and not accredited by BAC.

Teaching on all short courses is conducted by academics who hold posts within the University of Oxford and/or one of its colleges. Residential accommodation is arranged within colleges, except when courses coincide with Oxford University's normal term times, when home stay arrangements are in place.

SEE does not enrol any students who are under the age of 18.

3. Inspection visit process

The inspection was conducted by one inspector over half a day. Meetings were held with the senior staff of SEE and those responsible for day-to-day operations. There was also a short observation of a teaching session.

4. Inspection history

Full inspection: 30 July and 17 August 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

SEE now has its own small administrative office in central Oxford and is considering moving to larger premises in the future. The interim inspection was conducted on the site where the summer programme was running. No visit to the new administrative office was included because BAC had not been advised of the fact that this had been acquired. The owners are now aware of the need to notify BAC of any such changes in the future.

2. Response to action points in last report

6.1 SEE must develop and publish a policy on attendance.

Participants are made aware of the requirement to attend and be punctual for sessions. Some students may not be accommodated on the main site, where the teaching is held. In this case, course assistants will go to the accommodation for the first few days in order to accompany the students to the main site in time for the first session.

6.2 SEE must keep records of student attendance and punctuality so as to enable a review of attendance and punctuality to take place.

Appropriate attendance records are maintained. Anyone who misses more than three sessions, during the two-week programme, will not receive a certificate to confirm their participation in the course.

8.1, 8.2 and 8.3 SEE must develop a systematic approach to review its activities across all of its programmes. This review should result in the production of a performance report, listing all review and action points. This review and report should happen at least annually and be made available for all interested parties, such as students and stakeholders.

There are strong and thorough systems for gathering feedback from participants to enable the provision to be effectively reviewed. The owners of SEE are fully aware of the need to review and take a more strategic approach to the planning of their activities. However, their focus to date has been on the delivery of regular programmes and the establishment of new ones.

They will, therefore, shortly be employing an experienced consultant to review and make recommendations on the company's performance and structure in the light of the potential for future development. Since this requires the appointment of an additional member of staff and will be a substantial piece of work, the resulting action point priority level has been marked as medium so that it can be reviewed at the next inspection.

3. Response to recommended areas for improvement in last report

SEE is advised to review its administrative resource and structure in the event of planned expansion of provision and student numbers.

SEE has recruited two additional members of administrative staff, who are an Operations Officer and a Marketing and Business Development Officer. It is open to the possibility of recruiting additional staff to address gaps in skills and capacity, subject to the planned review referred to above.

4. Compliance with BAC accreditation requirements

4.1 Management, Staffing and Administration (spot check)

	Met	Partially met	Not met	
The standards are judged to be		✓		
<p>Comments</p> <p>The Provider has a small administrative team whose members work together flexibly to oversee the effective delivery of the courses.</p> <p>SEE's website is significantly out of date. It gives prominence to the minor part of its business, which is the range of educational consultancy services aimed at students from China. There is no mention of the short course programme. However, this is not a major problem in terms of the recruitment of participants as this takes place through Chinese universities or, in the case of the programme run with a University department, through the University's website.</p>				

4.2 Teaching, Learning and Assessment (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p>Comments</p> <p>Speakers are established academics at the University of Oxford and include some senior professors. They are appropriately briefed on the overall objectives and shape of the programme and the requirements for their own session.</p> <p>Participants complete a short research project. This provides an opportunity to put the critical thinking skills that they are encouraged to develop into practice. They are effectively supported in this project through group workshops on research skills and with individual supervision.</p> <p>In lectures, participants ask informed questions and are well prepared for the topic. They engage well with the material being presented to them.</p>				

4.3 Participant Welfare (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p>Comments</p> <p>Particular attention is paid to the need to orientate the international participants effectively. The Orientation Programme covers cultural differences and encourages the students to be open to new experiences. Each morning, the Operations Office talks participants through a short introduction to the day. This ensures that the participants know what to expect and settle into the programme quickly.</p> <p>Assistants are employed to mix with the students and encourage them to get the most from the social programme. They are also the first contact point for any required welfare support. The assistants refer questions and issues, which they cannot handle, on to the more senior SEE staff.</p>				

4.4 Premises and Facilities (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
Comments Teaching takes place in the well-appointed premises of Oxford University and its colleges.				

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

STRENGTHS
<p>The owners of SEE are committed and experienced academics, who fully recognise the importance of maintaining standards of quality in the content of their programmes. They engage fully with the development and delivery of the programmes. This enables them to exercise effective oversight of the quality of the programmes and to be readily accessible should there be any welfare issues.</p> <p>The Provider has good personal and professional links with the University of Oxford and some of its colleges. It uses these links to good effect, to enhance the content of its programmes.</p> <p>A team of assistants provides appropriate support to participants, both socially and in support of the work that they do on their research projects.</p>

ACTIONS REQUIRED	Priority H/M/L
The proposed review of the company's performance and structure must be completed and clear plans for the implementation of the measures necessary to maintain its viability and the quality of the provision must be developed.	M
The website must be up-dated to provide accurate information on SEE's current provision.	M

RECOMMENDED AREAS FOR IMPROVEMENT
SEE's proposal to relocate to larger office premises should be implemented when budget and the availability of a suitable space permits. The Provider should then consider how it can improve the presentation of SEE within the larger space in order to better market its provision.
It is recommended that SEE reviews the wide range of educational services that it currently offers, but which make up a small part of its business, and consider whether it wishes to concentrate more on the provision of short courses, for which it currently has a growing demand.

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