



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

SUPPLEMENTARY INSPECTION NEW/ADDITIONAL PREMISES (Short Course Provider)

PROVIDER: London School of Executive Training

ADDRESS: 94 New Walk
Leicester
LE1 7EA

HEAD OF PROVIDER: Mr Prasenjit Kumar

DATE OF INSPECTION: 18 September 2017

ACCREDITATION COMMITTEE DECISION AND DATE: Continued accreditation 14 December 2017

PART A – INTRODUCTION

1. Background to the provider

London School of Executive Training (LSET/the Provider) offers short training courses in areas such as leadership and management. It aims to offer highly specialised short-term executive courses to a variety of audiences, including business leaders, politicians, lawyers and bankers.

LSET was established in December 2013 as a private limited company. It is owned by the Chairman, who is the sole shareholder. LSET has a Board of Governors, which meets regularly and is responsible for its long-term strategic direction. The members of the Board include representatives, who have distinguished backgrounds in politics, international development and diplomacy.

The Provider has moved its registered and administrative office to Leicester from London. The Leicester premises are the subject of this inspection. It is also intended that short courses will be held in the Leicester premises and an arrangement is in place with Eaton Business School, which is based in the same building, to use their training facilities, when required. In addition, LEST is still offering courses in central London in a training room that is hired from the London Academy of Diplomacy (LAD). This organisation also assists LSET in promoting its courses.

In response to the current uncertainty in the global short-course market, LSET are translating their internet pages into Russian in preparation for promoting LSET in the Russian market.

All previous links with Dudley, where the owner had another college, have been severed as the college there has been sold.

2. Brief description of the current provision

LSET offers short training programmes in a variety of subject areas, including leadership and management, entrepreneurship and sales and marketing. Its target market consists of executives from the United Kingdom (UK), the rest of Europe and Asia.

LSET's website lists available topics and programmes, although the Provider prefers to negotiate the specific content of programmes with interested enquirers in order to better tailor the programmes to meet their specific needs.

In 2017, two courses have been delivered. These were a one-week management course for 13 participants and a two-week course for 17 participants. These programmes were delivered in London. There were no courses running in either London or Leicester at the time of the inspection. The head of the provider is currently planning programmes for 2018. The administrator at the office in Leicester deals with enrolments, which are submitted by e-mail.

Courses are run either for delegates sponsored by a specific company or individuals who respond to advertised courses.

3. Inspection process

The inspection was conducted by one inspector over half a day. Discussions were held with the Chairman, who is also the proprietor and the administrative member of staff based at Leicester. The inspector also scrutinised the website and documentation provided by the proprietor. A tour was made of the new premises.

4. Inspection history

Accreditation inspection: 11-12 September 2014

Interim inspection: 13 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

The numbers below refer to the standards as presented in the short course provider scheme document and main full inspection report

INSPECTION AREA – PREMISES AND FACILITIES

23. The provider has secure possession of and access to its premises

| | | |
|--|--|------------------------------|
| 23.1 | The provider has secure tenure of its premises. | YES |
| 23.2 | Where required, the provider has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature. | YES |
| | | Met Partially met Not met NA |
| | This standard is judged to be | ✓ |
| Comments | | |
| LSET has an agreement with Eaton Business School to hire their training room for short courses in Leicester. | | |

24. The premises provide a safe, secure and clean environment for participants and staff

| | | |
|---|--|------------------------------|
| 24.1 | Access to the premises is appropriately restricted and secured. | YES |
| 24.2 | The premises are maintained in an adequate state of repair, decoration and cleanliness. | YES |
| 24.3 | There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to participants, staff and visitors. | NA |
| 24.4 | General guidance on health and safety is made available to participants, staff and visitors. | YES |
| 24.5 | There is adequate signage inside and outside of the premises and notice boards for the display of general information. | YES |
| 24.6 | There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors. | YES |
| 24.7 | There are toilet facilities of an appropriate number and level of cleanliness. | YES |
| 24.8 | There is adequate heating and ventilation in all rooms. | YES |
| | | Met Partially met Not met NA |
| | This standard is judged to be | ✓ |
| Comments | | |
| The premises in Leicester are currently only used for administrative purposes. They are fit for purpose and are adequately maintained and decorated. There is no notice board for the display of general information. This is not a problem at this stage. However, if courses are offered in Leicester then there will be a need for a notice board. | | |

25. Training rooms and other learning areas are appropriate for the courses offered

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|---|--|------------------------------|
| 25.1 | Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them. | YES |
| 25.2 | Training rooms 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 |
| 25.3 | There are facilities suitable for conducting the assessments required on each course. | YES |
| | | Met Partially met Not met NA |
| | This standard is judged to be | ✓ |
| Comments | | |
| There is an arrangement with Eaton Business School, which is based on the floor above the Provider, to hire their training rooms if required. These facilities are appropriate and are suitably equipped. | | |

26. There are appropriate additional facilities for participants and staff

| | | |
|---|---|---|
| 26.1 | Participants have access to sufficient space and suitable facilities for private study, including library and IT resources. | YES |
| 26.2 | Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation. | YES |
| 26.3 | Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate. | YES |
| 26.4 | Participants and staff have access to storage for personal possessions where appropriate. | YES |
| 26.5 | There are individual offices or rooms in which trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings. | YES |
| 26.6 | Administrative offices are adequate in size and resources for the effective administration of the organisation | YES |
| | | Met Partially met Not met NA |
| | This standard is judged to be | ✓ |
| <p>Comments</p> <p>The premises, which are leased by LSET in Leicester include an appropriate office, which is equipped with a desk, filing cabinet, shelves, a computer and printer plus a large open space which can be used in a variety of ways, but it is not at present furnished. It will be furnished appropriately when courses are being run. Any trainers teaching in Leicester would have access to suitable personal space.</p> <p>There is an appropriate internet connection.</p> | | |

PART C – SUMMARY OF ACTION POINTS

| ACTIONS REQUIRED | Priority H/M/L |
|-------------------------|---------------------------|
| None | |

| RECOMMENDED AREAS FOR IMPROVEMENT |
|--|
| None |

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