

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## Short Course Provider (SCP) Reaccreditation Inspection

**ORGANISATION:** Prometheus Medical

**ADDRESS:** The Old Rectory  
Hope Under Dinmore  
Herefordshire  
HR6 0PW

**HEAD OF ORGANISATION:** Dr Malcolm Russell

**DATE OF INSPECTION:** 10-11 October 2017

**ACCREDITATION STATUS AT INSPECTION:** Accredited

### DECISION ON ACCREDITATION:

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- Accreditation to be withdrawn.

Date: 14 Dec 2017

## PART A - INTRODUCTION

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### 1. Background to the organisation

Prometheus Medical Limited (the Provider) was established in 2006. It aims to be the leading supplier of pre-medical emergency and hospital training and equipment to public and private sector organisations.

It is a private limited company headed up by the Chief Executive Officer and supported at board level by three further directors, all of whom are active in the management of the company and in the design and delivery of Prometheus programmes. The Provider is owned by the board members.

Prometheus Medical Ltd is linked to other separate companies within the Prometheus group. These companies operate in different locations around the world. They are not accredited by BAC. Some management and administrative staff work to support both the Provider and the other linked companies in the group.

Prometheus Medical Ltd has its head office and training facilities at a purpose designed location in Herefordshire.

### 2. Brief description of the current provision

The Provider has a range of clients from both the public and private sectors. Most clients are based in the United Kingdom (UK) and include the emergency services and government departments.

The courses that are offered to such clients are typically of up to ten days in duration and include VIP Emergency Responder, Medical First Aid on Ships, a course for medical personnel working in terrorist incidents, a pre-hospital resuscitation course and the Road Traffic Collision Management and Casualty Extraction course.

Courses of up to 24 weeks duration are also offered such as the Modular Paramedic course, in conjunction with the South Western Ambulance Service. However, none of the longer programmes were running at the time of the inspection.

At the time of the inspection, there were nine participants enrolled. The majority of participants are male and all are over the age of 18. A very small minority of participants come from outside the UK.

Participants may enrol directly via the website. They will be accepted on courses as long as they meet the entry requirements. The entry requirements are normally based on vocational experience so that participants are placed on suitable courses. Some bespoke courses are only open to employees of specific organisations as agreed with Prometheus. Enrolment takes place on a continuous basis.

### 3. Inspection process

The inspection was conducted by one inspector over two days. The inspection took place at the head office and training facilities of Prometheus. Interviews were held with the Training Manager, the Head of Education and Training, one tutor, administrative staff and support staff in the participant accommodation. A range of documentation was scrutinised. The one class timetabled was observed. Prometheus was well organised for the inspection and co-operated fully with the inspector.

### 4. Inspection history:

Inspection type	Date
Full Accreditation	11-12 June 2013
Interim	1 August 2014

## 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 provider.

### INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

#### 1. The provider 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 provider 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 and those working at the delivery venue/s.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

#### Comments

Prometheus has a clear management structure with staff understanding their roles and responsibilities enabling course objectives to be met effectively.

The board has members who are leading practitioners in this field of medical expertise. It exercises effective oversight of the educational provision and is active in the design of courses and the updating of programmes. This ensures the currency of the courses on offer.

The head of the organisation and senior staff are very well qualified and experienced in the field. As a result, Prometheus is a market leader in this area of work.

#### 2. The administration of the provider is effective

- |     |   |   |
|-----|---|---|
| 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 provider.   | <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 provider.          | <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 |
| 2.6 | Administrative offices are adequate in size and resources for the effective administration of the provider.     | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

#### Comments

The administrative support is effective and staff understand their roles and responsibilities and work well, in teams, to provide a quality educational experience.

Policies and procedures are published in handbooks and are regularly updated to reflect changes inside and outside the organisation. This ensures that both staff and course participants have confidence that the service provided is up-to-date.

Staff are well qualified and trained in the various administrative procedures. They are encouraged and supported by the Provider to gain further qualifications, for example in accountancy.

3. **The provider 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**

Prometheus employs a large number of self-employed tutors all of whom are experienced practitioners in their field of expertise. Recruitment of staff is well documented and rigorous. Procedures include qualification and reference checks and robust interview techniques.

All staff have their performance reviewed every six months. The staff welcome this as an opportunity to develop their careers.

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

- 4.1 Text and images provide an accurate depiction of the provider'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**

Information provided is very clear and easily understandable to all prospective participants. As a result, participants are enabled to get a very clear picture of the courses they have enrolled on.

5. **The provider takes reasonable care to recruit and enrol suitable participants for its courses**

- 5.1 Entry requirements for each course, including those relating to language ability, are set at an appropriate level and clearly stated in the course descriptions seen by prospective participants.  Yes  No  NA
- 5.2 A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified.  Yes  No  NA
- 5.3 The provider replies to all application enquiries promptly and appropriately and briefs all stakeholders properly on the nature and requirements of its programmes.  Yes  No  NA
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated.  Yes  No  NA

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

**Comments**

Entry requirements for courses are clear and set at appropriate levels. This ensures that participants are recruited, who can effectively contribute to teaching and learning sessions.

In the very small number of cases where English may not be the first language of a course applicant, Prometheus demands an appropriate International English Language Testing System (IELTS) score before an applicant can proceed onto a programme.

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

- 6.1 There is a clear and published policy on participant attendance and punctuality.  Yes  No
- 6.2 Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and reviewed.  Yes  No  NA
- 6.3 Participant absences are followed up promptly and appropriate action taken.  Yes  No

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

**Comments**

The appropriate policy on participant attendance is set out in the Student Handbook. Attendance records show very high levels of attendance.

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

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

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

**Comments**

Prometheus is careful to obtain regular feedback from course participants and corporate customers to help ensure both the validity and currency of the courses on offer, some of which are designed with the help of the corporate clients.

The Provider responds well to the feedback for example relating to programme design, content and delivery.

The feedback is generally very positive.

8. **The provider 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 provider's performance.  Yes  No
- 8.2 Reports are compiled which present the results of the provider's reviews and incorporate action plans.  Yes  No
- 8.3 Action plans are implemented and regularly reviewed.  Yes  No

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

**Comments**

Review of standards and course provision is driven by the detailed requirements of the awarding organisations on accredited programmes and stakeholder feedback on non-accredited programmes.

All external moderator reports are scrutinised at board level and appropriate action is taken following the weekly recorded education and teaching team meetings.

## INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

### 9. Programme management is effective

- |     |  |   |
|-----|--|---|
| 9.1 | There is a suitably qualified and experienced programme manager or management team with responsibility for teaching, learning and assessment and the management of the body of trainers. | <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 trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9.4 | There is an appropriate policy and effective procedures for the acquisition of teaching and learning resources.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

#### Comments

Tutors are very well and appropriately qualified and experienced. Course managers are also very experienced and have relevant expertise in relation to the courses for which they have a management responsibility. This gives the corporate clients confidence in the quality and relevance of programmes.

Programme management is consistent across the curriculum with standard procedures concerning classroom management, health and safety in the learning environment and ensuring that participant feedback forms are collected and collated.

Appropriate teaching and learning resources are procured from one of the other companies in the group, Prometheus Delta Tech.

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

- |      |   |  |
|------|---|--|
| 10.1 | Courses are designed and delivered in ways that allow participants to develop the knowledge and skills which will be required for final examinations or assessments or which meet stakeholders' requirements. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 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 <input type="radio"/> NA |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations.   | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 10.4 | Participants are encouraged and enabled to develop independent learning skills.   | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 10.5 | The academic backgrounds and particular needs of participants 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

On the accredited programmes, assessment follows the requirements of the awarding organisation. On the non-accredited courses, assessment is through a mixture of practical and class based activities, which are designed to fulfill the course aims and to meet the needs of the participants. The assessment process builds confidence as well as vocational skills.

Course participants are well informed prior to the commencement of the programmes about the assessment requirements thus enabling them to prepare effectively for their studies.

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

11.1 Trainers are appropriately qualified and experienced.  Yes  No

11.2 Trainers 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 trainers incorporate regular classroom observation.  Yes  No

11.4 Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants.  Yes  No

11.5 Trainers respond to different learning needs of participants where appropriate, taking various learning styles into account in their planning and delivery of lessons.  Yes  No

11.6 Trainers employ effective strategies to involve all participants 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**

Very high quality staff are utilised in teaching and learning enabling effective communication with course participants, who often share similar backgrounds to the tutors. In classes, participants develop practical approaches to problem solving in a variety of relevant scenarios.

Regular lesson observations are constructive and supportive and are regarded as very useful in keeping standards at a high level of quality.

12. **The provider provides participants and trainers with access to appropriate resources and materials for study**

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

**Comments**

All course material is supplied by Prometheus Medical from its large on-site store. The materials support the course delivery very well.

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

- |      |   |  |
|------|---|--|
| 13.1 | Feedback is given to individual participants tailored to meet their specific needs and constructive in its nature and delivery.                                       | <input checked="" type="radio"/> Yes <input type="radio"/> No                          |
| 13.2 | Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to participants and trainers. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.3 | Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress and prompt intervention where appropriate.    | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.4 | Participants are made aware of how their progress relates to their targeted level of achievement.   | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.5 | Additional support or advice on alternative courses is provided to participants who are judged not to be making sufficient progress to succeed.                       | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 13.6 | Participants have appropriate access to trainers outside class time.  | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

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

**Comments**

Courses are well planned with clear assessment schedules and methodologies.

Detailed feedback on performance is regularly supplied to participants and additional support is available inside and outside the classroom facilitated by a team teaching approach from staff. This enables participants to understand the progress they are making on courses and how to improve their performance where relevant.

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

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

**Comments**

Prometheus Medical runs courses, which are accredited by a large number of bodies. These include Pearson, the Institute of Healthcare and Development, the College of Paramedics UK, the Royal College of Surgeons of Edinburgh, the Advanced Life Support Group, the Royal College of Surgeons, England and the Royal College of Emergency Medicine.

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 participants who receive the award meet the stated requirements for that level. | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA |
| 15.2 | There is evidence of the extent to which the awards are accepted for the purposes of employment or further study.   | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 15.3 | External moderators are involved in the assessment process where appropriate.   | <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**

15.1 For internal and non-accredited awards no claim is made about any equivalence relative to any recognised qualification framework. Therefore this key indicator is not applicable.

Courses are designed to meet specific vocational and employment needs. External moderation comes from the employers of course participants and from approving agencies, where appropriate.

The rationale for non-accredited courses is that they are often negotiated with specific corporate clients in order to meet a particular training need, which is not covered in formally accredited programmes.



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

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

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

**Comments**

External moderator reports demonstrate that the administration of examinations is appropriately carried out.

For internal assessments, the published standard operating procedures are appropriately applied to assessment security.

**INSPECTION AREA - PARTICIPANT WELFARE**

17. **Participants receive pastoral support appropriate to their age, background and circumstances**

- 17.1 There is at least one named staff member responsible for participant welfare who is suitably trained, accessible to all participants and available to provide advice.  Yes  No  NA
- 17.2 Participants receive appropriate advice before the start of the programme.  Yes  No
- 17.3 Participants receive an appropriate induction and relevant information at the start of the programme.  Yes  No
- 17.4 Participants are issued with a contact number for out-of-hours and emergency support.  Yes  No  NA
- 17.5 The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.  Yes  No
- 17.6 Effective safeguarding arrangements are in place and are regularly reviewed to keep all participants safe.  Yes  No  NA
- 17.7 Effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.  Yes  No

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

**Comments**

The Training Manager manages the co-ordination and provision of welfare support for course participants and ensures that course logistical arrangements and any pre-course requirements, for example pre-reading, are properly communicated to participants.

An appropriate induction is provided to all participants along with the Student Handbook, which contains useful and relevant information.

Prometheus effectively follows government guidelines in order to protect participants from the risks associated with radicalisation and extremism.

18. **International participants are provided with specific advice and assistance**

- |      |  |   |
|------|--|---|
| 18.1 | International participants receive appropriate advice before their arrival on travelling to and staying in the UK.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.2 | International participants receive an appropriate induction upon arrival covering issues specific to the local area.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.3 | Information and advice specific to international participants continues to be available throughout the course of study.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 18.4 | Provision of support takes into account cultural and religious considerations. Where possible, participants 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**

Course participants from overseas receive pre-course advice and guidance specific to their own circumstances and country of origin. The guidance covers travel to and from the UK, within the UK and also advice on the local area, accommodation, local costs and things to do.

Prometheus employs welfare and catering staff who are very well aware of the dietary needs of international participants.

19. **The fair treatment of participants is ensured**

- |      |   |   |
|------|---|---|
| 19.1 | Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions.           | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 19.2 | Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 19.3 | Participants are advised of BAC's own complaints procedures.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

**Comments**

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

- |      |  |  |
|------|--|--|
| 20.1 | Any residential accommodation is clean, safe and of a standard which is adequate to the needs of participants.                                       | <input checked="" type="radio"/> Yes <input type="radio"/> No                          |
| 20.2 | Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated.   | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA |
| 20.3 | Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of participants and their property. | <input checked="" type="radio"/> Yes <input type="radio"/> No                          |
| 20.4 | A level of supervision is provided appropriate to the needs of participants.   | <input checked="" type="radio"/> Yes <input type="radio"/> No                          |
| 20.5 | Separate accommodation blocks are provided for participants under 18.  | <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**

Residential accommodation is available at the main site, but is often not used, as the location is remote from nearby towns. The accommodation is of a good standard and is maintained by dedicated staff.

21. **Where home-stay accommodation is organised, the welfare of participants is ensured and the provider's relationship with hosts is properly managed**

- 21.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back.  Yes  No
- 21.2 Any home-stay accommodation is inspected before participants are placed and is subject to regular re-inspection by a responsible representative or agent of the provider.  Yes  No
- 21.3 The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.  Yes  No
- 21.4 Appropriate advice and support is given to both hosts and participants before and during the placement.  Yes  No
- 21.5 Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems.  Yes  No

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

**Comments**

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22. **The provider provides an appropriate social programme for participants and information on leisure activities in the area**

- 22.1 Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest.  Yes  No
- 22.2 The social programme is responsive to the needs and wishes of participants.  Yes  No  NA
- 22.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants.  Yes  No  NA
- 22.4 Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience.  Yes  No  NA

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

**Comments**

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Prometheus does not organise formal social activities. However, it provides information on local areas of interest and things to do. There is also a small gymnasium on-site available for participants to use.

## INSPECTION AREA - PREMISES AND FACILITIES

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

23.1 The provider has secure tenure on its premises.  Yes  No  NA

23.2 Where required, the provider has access to suitable external premises for training purposes of a temporary or occasional nature.  Yes  No  NA

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

#### Comments

The premises are owned by the Provider.

### 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  No

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

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

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

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

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  No

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

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

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

#### Comments

The site is well maintained and very clean and tidy with staff taking pride in this aspect of their work.

Health and safety has an appropriate high priority especially for activities carried out that are external to the premises such as in the extensive woodland owned by Prometheus or in the training provided for the road accident casualty extraction course. Appropriate guidance is available in published policies, handbooks and in risk assessment activity along with briefings provided to participants and visitors.

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

- 25.1 Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them.  Yes  No
- 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  No  NA
- 25.3 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**

The various training and assessment activities take place in designated areas using the specialist equipment and resources as required.

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  No  NA
- 26.2 Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation.  Yes  No  NA
- 26.3 Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.  Yes  No  NA
- 26.4 Participants and staff have access to storage for personal possessions where appropriate.  Yes  No  NA
- 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  No

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

**Comments**

Facilities for participants' study are good and are supported by an on-site library. Tutors normally prepare and mark their work at home but can use the on-site facilities if they so wish.

**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

#### Provider's strengths

High quality leadership at board level.

The development of very well regarded training programmes.

Focused management and staffing at all levels. Staff work well as a team to enhance the participants' experience.

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

### TEACHING, LEARNING AND ASSESSMENT

#### Provider's strengths

Well resourced teaching and learning facilities.

Excellent teaching from well qualified and experienced practitioners.

Bespoke training for corporate clients, which meets a market need.

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

### PARTICIPANT WELFARE

#### Provider's strengths

High levels of awareness of the needs of all course participants.

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

### PREMISES AND FACILITIES

#### Provider's strengths

Premises that are well equipped to provide a full range of appropriate training activities.

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

### RECOMMENDED AREAS FOR QUALITY IMPROVEMENT

None

**COMPLIANCE WITH STATUTORY REQUIREMENTS**