

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Candidacy / Stage 2 Inspection

PROVIDER: The Granta Academy

ADDRESS: 105 Great Northern Road
Cambridge
CB1 2FY

HEAD OF PROVIDER: Mr Adam Schumacher

DATE OF INSPECTION: 5 February 2018

ACCREDITATION STATUS AT INSPECTION: Unaccredited

DECISION ON ACCREDITATION:

- Accreditation awarded for 6 months.
- Award of accreditation deferred.
- Award of accreditation refused.

Date: 10 April 2018

1. Background to the provider

The Granta Academy (the Academy) is a private limited company. It was established in 2017 to provide short courses in a range of disciplines, including economics and engineering, to participants from outside the United Kingdom.

It is located in the city of Cambridge and currently operates, for administrative purposes, from private residential accommodation belonging to the owner. This accommodation is located close to Cambridge railway station.

The Academy aims to provide course participants with an experience of study and life in a Cambridge University college and to help participants to apply to the university in the future.

The head of the organisation is the sole owner and only Director. He is supported by a Director of Studies, a Head of Cultural Events and a Head of International Relations. The post of Head of International Relations is based overseas.

2. Brief description of the current provision

The Granta Academy intends to offer a programme of two week non-accredited courses commencing in the summer of 2018. The subject areas that will be covered are introductions to Economics, Engineering, Entrepreneurship, Natural Sciences and Psychology. In addition, there is an intensive cultural programme based on talks, visits and events in and around Cambridge as well as London, Stratford-upon-Avon and other places of historical, cultural and educational interest.

The programmes are targeted at participants between the ages of 15 to 18. It is anticipated that the majority will come from China and that the programmes will also attract some from Europe. In 2018, it is envisaged that around 30 participants will be enrolled.

The delivery of the programmes will take place at Murray Edwards College of the University of Cambridge. This college will also provide the residential accommodation for participants and the welfare staff for the duration of the summer programmes.

Enrolment of participants will take place through an internet portal. All applicants will be interviewed online and have to complete a personal statement showing their interest and aptitude for the chosen subject area. All applicants must demonstrate, at the interview, their English language ability to enable them to benefit from the programmes on offer.

3. Inspection process

The inspection was carried out over one day by one inspector. Discussions took place with the head of the organisation and the Director of Studies. It was not possible to visit Murray Edwards College at this stage as there are no participants present and, therefore, the premises have not yet been hired. Documentation and policies and procedures were examined. The Academy was well prepared for the inspection and co-operated fully with the inspector.

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

The Granta Academy has a small management team that has worked well, collaboratively, to produce a comprehensive set of appropriate policies and procedures. Staff roles and responsibilities are clearly defined and, as a result, senior managers know and understand their responsibilities and carry them out effectively.

Communication within the small management team has been effective in delineating roles and responsibilities that have been decided to best fit the wide ranging skills and experiences of the managers.

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

Whilst Granta Academy will only recruit a small number of course participants for 2018, it is envisaged that the current management team will have the capacity to carry out the administrative functions effectively. It is not considered that additional administrative support will be necessary at this stage of the Academy's development. Inspection findings support this view.

The organisation's policies and procedures are very clear and well understood by senior staff. As a result, the administrative and data collection procedures are suitable for the proposed provision.

Currently the administration offices are located in private residential accommodation. This provides sufficient space and Information Technology (IT) resources for the administration tasks required. The administrative centre will re-locate to Murray Edwards College for the duration of 2018 programmes, when they are up and running.

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

The Academy is actively seeking to fill the role of head of student welfare before the summer of 2018. Suitable recruitment procedures are used and include the robust verification of the candidates' experience and qualifications.

A high level of awareness of safeguarding requirements in the recruitment and employment of staff ensure that the employment procedures fulfil statutory requirements.

Staff performance will be reviewed regularly by means of a suitable performance appraisal process.

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

The website includes relevant information about the Academy and appropriate course leaflets are being produced. This provides sufficient information for prospective participants at this stage.

It is intended that the quality of the information will be enhanced for applicants by the inclusion of further details as to the study content, once this has been developed in conjunction with the tutors. This process is currently underway.

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

5.1 5.2 5.3 It is expected that participants will have a good level of spoken and written English. However, some courses may contain specialist or technical vocabulary and the Academy has not specified what this means in practice and what level of English is required in these circumstances. As a result, it is not clear how the application process will be effective in selecting participants who meet entry requirements, which are insufficiently defined. Applicants for courses that may contain specialist or technical vocabulary could not, therefore, be properly briefed at the time of the inspection.

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

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

Comments

Granta Academy has effective procedures in place to support the attendance requirements. These requirements are clear and published in both the staff and student handbooks. Participants are expected to attend all sessions and this is to be checked by the administrative staff at the commencement of sessions. Overall attendance patterns are to be collated at the end of each day to ensure the effectiveness of the procedures.

INSPECTION AREA - PARTICIPANT WELFARE

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. Yes No

20.2 Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated. Yes No 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. Yes No

20.4 A level of supervision is provided appropriate to the needs of participants. Yes No

20.5 Separate accommodation blocks are provided for participants under 18. Yes No NA

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

Comments

The residential accommodation is based at Murray Edwards College of the University of Cambridge. A judgment on the quality of this accommodation will be made during the Stage 3 inspection when there are participants present.

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

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

Appropriate social and cultural activities will be provided as an integral and important part of the overall programme of study. The Academy has employed a dedicated senior staff member to oversee the programme and ensure that there is full integration of social and leisure activities with academic activities for course participants. As a result, these activities will effectively enrich the overall experience of the participants.

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 NA

Comments

The premises to be used are those of Murray Edwards College, University of Cambridge.

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

It is not possible, at this stage, to form a judgment about the quality of the premises at Murray Edwards College, because the facilities will not be hired until the summer. A judgment will be possible at the Stage 3 inspection.

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
- 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

It is not possible at this stage to form a judgment about the quality of the learning areas to be used. The facilities at Murray Edwards College will not be hired until the summer. A judgment will be possible at the Stage 3 inspection.

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

It is not possible at this stage to form a judgment about the quality of the learning areas to be used. The facilities at Murray Edwards College will not be hired until the summer. A judgment will be possible at the Stage 3 inspection.

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

The management team work effectively and collaboratively to produce appropriate institutional policies and procedures.

Actions required	Priority H/M/L
5.1 The Granta Academy must specify the appropriate levels of competence required in written and spoken English for applicants to programmes.	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
5.2 The Granta Academy must ensure that the course application process provides for an appropriate check on applicants' English language ability.	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
5.3 Course applicants must be briefed as to the required English language competence needed for their chosen course of study.	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

PARTICIPANT WELFARE

Provider's strengths

The integrated academic and social and activities programme provide a good quality experience for 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

The use of academic and accommodation facilities at the University of Cambridge will enrich the overall experience for the participants.

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

RECOMMENDED AREAS FOR IMPROVEMENT (to be reviewed at the next inspection)

It is recommended that Granta Academy develops and publishes more detail on the academic content of its programmes once this is finalised with the tutors.

COMPLIANCE WITH STATUTORY REQUIREMENTS

The managers at Granta Academy have a good level of awareness of statutory compliance, particularly in regard to safeguarding. They have made appropriate contact with the local authority and other statutory compliance stakeholders.