



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM VISIT (Short Course Provider)

PROVIDER: Institute of Development Studies

ADDRESS: Andrew Cohen Building
University of Sussex
Brighton
East Sussex
BN1 9RE

HEAD OF PROVIDER: Professor Melissa Leach

DATE OF VISIT: 3 May 2018

ACCREDITATION COMMITTEE DECISION AND DATE: Continued accreditation 19 July 2018

PART A - INTRODUCTION

1) Background to the provider

The Institute of Development Studies (IDS/the Provider) was founded in 1966 as an independent research institute based on the University of Sussex campus. IDS has close links with the University but it is financially and constitutionally independent. IDS has charitable status and is a company limited by guarantee and employs its own staff. The affairs of the Provider are managed through its Board of Trustees, supported by a Senior Leadership Group, which consists of a permanent executive headed by the Director. IDS provides short courses in a range of subject areas, either overseas or in the United Kingdom (UK), both open application courses and bespoke courses designed for specific organisations such as UNICEF and the World Bank. The BAC accreditation is for the short course provision in the UK only.

Currently its income is derived from a range of organisations through research grants, fees for advisory work, teaching and sales of publications. The UK government's Department for International Development (DFID) is the Provider's largest funder followed by Non-Governmental Organisations (NGOs), consultancy firms, the UK Research Councils, academic institutions, other governments and various trusts and foundations.

The Provider works in partnership to address global challenges and is over half way through its 2015 to 2020 strategy. This is underpinned by three defining challenges. These are to reduce inequalities, accelerate sustainability and build inclusive and secure societies. In achieving these goals, IDS aims to engage excellence, work locally and globally within a universal framing of development and in so doing create an institute that is thriving financially and organisationally, and has living values.

The Provider currently employs over 250 staff involved in knowledge management and research, of which 22 have a direct involvement with IDS's short courses, which are the subject of BAC's accreditation.

2) Brief description of the current provision

The Provider offers a number of short courses lasting between three to five days, the topics of which have been expanded in the last year. In the current year, courses cover Social Protection, Transforming Nutrition, Participatory Monitoring and Evaluation for Learning and Participatory Action Research. These courses are delivered at the premises of IDS on the University of Sussex campus. IDS has the ability to offer short course provision based upon its reputation in the field of international development.

IDS is a research-driven organisation with ongoing postgraduate teaching responsibilities. In addition to its short course provision, the Provider offers a Doctor of Philosophy (PhD) programme and eight master's programmes. This provision is not covered by BAC accreditation.

Participants are drawn from Africa, Asia, Europe and a minority from the Americas. The average number of participants on each course is between 23 and 25. The small majority are female and all are over the age of 18.

3) Inspection visit process

The interim inspection was undertaken by one inspector. During the inspection meetings took place with the Director, the Short Course Programme Manager, the officers involved with the short course programme and the Director of Teaching and Learning. The inspector was shown around the building by the Facilities Manager. There was excellent co-operation throughout.

4) Inspection history

Stage 2 inspection:	19 March 2012
Stage 3 inspection:	18 March 2013
Interim inspection:	23 June 2014
Re-accreditation inspection:	27-28 June 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

The breadth and number of short courses have been increased in line with the demand for new courses and subject matter. This demand has been recognised by IDS as a result of its worldwide research.

There has been some reconfiguration of the building. The library has now been turned into individual areas of study with a specially dedicated quiet room. Additionally, it is intended that two further teaching rooms will be added in the course of the next twelve months to accommodate a larger intake of master's students. Additional locker space has been added.

According to the QS University Rankings, IDS and the University of Sussex are now currently ranked first in the world for development studies of which the short course programme is an integral part.

2) Response to action points in last report

5.1 Entry requirements, including a required level of English capability, for example an IELTS level, must be clearly stated on all of the short course information pages.

An appropriate required English language level has been set at 6.5 in the International English Language Testing System (IELTS) as part of the entry requirements. This is appropriately communicated to the participants. Should the Provider have any concerns over participants' level of language capabilities, a member of staff will make an online video call with the person prior to their arrival in the UK to ensure that the level has been achieved.

6.1 The Institute has a clear attendance policy in the Participant Handbook, however, additional information must be added to the Institution's policy regarding punctuality.

Appropriate additional information relating to punctuality is now incorporated as a paragraph under Attendance and Punctuality within the Participant Handbook.

7.1 7.4 A trainer evaluation form must be introduced for teaching staff delivering content on the short courses, this could ask them to reflect on course content, the facilities and the participants identifying positives and areas for development. Feedback collected from the participant body and the resulting action(s) must be fed back in an appropriate way to the participants.

IDS has produced an excellent, comprehensive monitoring and evaluation form, which includes questions relating to the course, the facilities, the participants, the course objectives and how they were met, budget evaluation, areas for development, strategies for post course activities and a plan for future courses. Feedback to the participants is conducted through an appropriate electronic system.

11.5 Session plans must be developed for each of the training sessions and these must include information about how the different learning needs of the participants have been taken into account when planning and delivering the sessions.

IDS has produced session plans for each of the short courses with a structured programme setting out the sub-sessions and how they are to be conducted. There is close liaison between the trainers as to participants' needs before the courses begin and appropriate one to one support is provided where needed.

3) Response to recommended areas for improvement in last report

The new position of short course Programme Manager should be included on the Providers organogram.

The position has been added to the organisation chart.

Research fellows teaching on the Institute's short course provision should add teaching qualification to their CV.

This has been implemented. All new teaching staff must have either a higher education teaching qualification or be prepared to commit to undertaking such a qualification once appointed.

CVs for all staff working on the Provider's short course provision should be included in the BAC Re-accreditation documentation folder.

A good quality leaflet, including information about each presenter's profile and background, has been developed and will be available at future inspections.

Additional criteria should be added to the "Full Participant's Spreadsheet" and this should include information about each participant's specific learning needs/disabilities etc. This should be made available to all of the staff working on a specific short course as it will allow the trainers to take participants' specific learning needs into account when planning their sessions.

Appropriate additional criteria have been added to the Full Participant's Spreadsheet, which is available to relevant staff. In addition, there is a comprehensive short course monitoring and evaluation form, which provides information as to how the course was conducted, feedback provided to participants and an aid for the planning of future courses. This ensures that participants' specific learning needs are taken into account when planning sessions.

Details of all the staff working on specific short courses should be added to the biographies/information sheet for participants. This should include information about the administration staff participants may need to speak to while they are on the course.

IDS has produced an excellent information leaflet setting out the course convenors, presenters, additional speakers and the course coordinator including pictures of those involved.

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	✓			
Comments The Provider continues to be well managed with effective administrative support systems in place to ensure the smooth running of the short courses. IDS has comprehensive and appropriate policies in place, encompassing a staff code of conduct, including information relating to the new General Data Protection Regulation, and procedures for handling whistle blowing. These policies are well documented and regularly updated.				

4.2 Teaching, Learning and Assessment (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p>Comments The senior staff meet regularly to review the courses and the feedback on the courses. They also consider what new courses to introduce in the light of change and in line with IDS's business strategy. This ensures the on-going quality and relevance of the courses.</p>				

4.3 Participant Welfare (spot check)

	Met	Partially met	Not met	
The standards are judged to be		✓		
<p>Comments The Participants' Handbook includes a complaints procedure relating to the programmes and references the BAC complaints policy. However, the complaints procedure is not comprehensive, for example it does not include the steps to take should a participant be confronted by matters such as harassment and bullying.</p> <p>To assist participants, IDS has negotiated a special discounted accommodation arrangement with a good quality local hotel for those undertaking the short courses.</p>				

4.4 Premises and Facilities (spot check)

	Met	Partially met	Not met	
The standards are judged to be	✓			
<p>Comments There are good security procedures in place for the premises. These include appropriately located Closed Circuit Television monitors and robust use of identification badges. There is no signing in and out policy, which would enhance the monitoring procedures.</p> <p>The premises are in an excellent state of repair with plenty of space for the many participants using its facilities.</p>				

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

STRENGTHS
IDS and Sussex University hold the position as a world leader in development research in the field of reducing inequalities, accelerating sustainability and building more inclusive secure societies, all of which is linked back to the short courses.
IDS has a long established record and continues striving for and embracing excellence.

ACTIONS REQUIRED	Priority H/M/L
A comprehensive written complaints policy must be incorporated in the Participants’ Handbook.	M

RECOMMENDED AREAS FOR IMPROVEMENT
The Provider is recommended to introduce a suitable procedure for visitors to sign in and out of the premises to enhance security and for health and safety purposes.

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