

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Re-accreditation Inspection

NAME OF PROVIDER: Bath Academy of Media Makeup

ADDRESS: Upper floor
Christ Church Mews
Julian Road
Bath
BA1 2RH

HEAD OF INSTITUTION: Ms Melanie Weekly

DATE OF INSPECTION: 11-12 February 2019

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

- Re-accreditation awarded for the full four-year period
- Probation accreditation
- Decision on accreditation deferred
- Award of accreditation to be withdrawn

DATE: 28 March 2019

PART A - INTRODUCTION

1. Background to the institution

The Bath Academy of Media Makeup (BAMM/the Provider) is a privately-owned limited company, offering courses in specialist makeup and hair styling for film, television (TV) and other media. The Provider runs its main Peter King TV and Film Hair and Makeup courses as well as a number of short specialist and taster courses.

BAMM is located in the centre of Bath and aims to continually strive to improve and to commit to staying up to date with the latest makeup brands, trends and skills so that these can be passed onto the students. It is currently seeking to build its business as a specialist trainer for those seeking makeup careers in the fashion, film and television media industries.

BAMM was established in 2012 and opened its first 15-week course in January 2013. Its founder, who is also the Principal, manages the day-to-day running of the Provider and is assisted by an office manager. BAMM's Artistic Director oversees the course structure and undertakes a quality assurance role to ensure that graduates meet the needs of the industry.

2. Brief description of the current provision

The course running at the time of the inspection was the Peter King TV and Film Hair and Makeup course which has now been extended to 16 weeks. It includes training in skills such as airbrushing, wig and facial hair work, prosthetics, special effects and theatrical makeup. There is also content relating to film shooting for example how to break down a script and business knowledge and skills such as accountancy, tax, website design and industry knowledge. This course started in January 2019 and runs through to May 2019.

Photo shoots at the end of modules enable participants to build up a portfolio of their work and, after the course, successful participants are offered work placements or traineeships with the Artistic Director and his contacts.

As well as its main 16-week course, BAMM offers short full-time, weekend and day-long courses in specific skills as refreshers and tasters. The course offering includes a Fashion Makeup Course, a Bridal Hair and Makeup Course, a Special Effects Hair and Makeup course and a Beauty and Editorial course for the deaf as well as bespoke courses designed for individual participants wishing to refresh and update their current skills.

All the seven participants attending this course at the time of the inspection were female, over the age of 18 and from the United Kingdom (UK). There are no enrolment pre-requisites for undertaking this course.

3. Inspection process

One inspector carried out the inspection over two days. Relevant documentation was reviewed and meetings were held with the Principal, the Office Manager, the Artistic Director, who is also a trainer, and a group of participants. A tour of the premises, and observations of the course running during the time of the inspection were undertaken. The Provider cooperated fully with any requests for information.

4. Inspection History

Inspection Type	Date
Full Inspection	19-20 January 2015
Interim inspection	12 April 2016

PART B - JUDGMENT 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 organisation.

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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

The Provider's organisational chart clearly describes the appropriate management structure. All staff fully understand it as well as the various roles and responsibilities. The Principal and Directors provide the overall oversight of the Provider. They are very well experienced and qualified in the makeup industry. The Artistic Director is the Oscar and BAFTA award-winning makeup designer responsible for makeup on films such as the Lord of the Rings and Pirates of the Caribbean.

In this small organisation, much of the communication is informal, which is appropriate. Formal board meetings take place roughly every three months. These meetings cover a range of issues including marketing issues, the website, finances, events and makeup expertise. As a result, staff are aware of the priorities and what is going on within the organisation.

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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the provider. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.5 | Data collection and collation systems are effective. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

The administration team, which is appropriate for the size of the organisation, manages the administrative requirements efficiently.

The office manager is very experienced in managing small businesses and events and is also a teacher with experience of the makeup industry.

All the appropriate policies and procedures are in place and maintained. These include policies and procedures such as safeguarding, complaints, health and safety, student grievance and code of conduct. The policies are well understood by all the staff and disseminated effectively through regular communication.

BAMM makes effective use of online systems to manage procedures such as bookings and invoice processing.

3. The provider employs appropriate managerial and administrative staff

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|-----|--|---|-----------------------------|
| 3.1 | There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.2 | Experience and qualifications claimed are verified before employment. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.3 | There is an effective system for regularly reviewing the performance of staff. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

Appropriate arrangements are in place for the recruitment of staff and include the effective verification of experience and qualifications prior to employment. References for applicants for positions are also obtained and verified.

There is an effective system for reviewing staff performance. This includes annual appraisals and performance reviews. Therefore, the staff know how well they are performing.

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

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|-----|--|---|-----------------------------|
| 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.2 | Information on the courses available is comprehensive, accurate and up to date. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

Publicity materials, including the prospectus and website, are of a high quality and provide an accurate description of the Provider. The website is highly engaging and includes profiles on recent graduates and some of the main policies including the safeguarding policy.

The information provided on the courses is comprehensive, accurate and up-to-date.

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

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|-----|---|---|-----------------------------|--|
| 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| 5.2 | A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 5.4 | Any overseas recruitment agents are properly selected, briefed, monitored and evaluated. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |

This standard is judged to be:

Met Partially Met Not Met

Comments

There are no formal entry requirements for the courses. Hairdressing experience for some courses is desirable but not essential.

All application enquiries are responded to promptly and appropriately. All applicants are interviewed, prior to starting the course, to ensure that the course is right for them and so that they can be appropriately briefed on the course requirements. Applicants from overseas undertake a video conference interview.

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

6.1 There is an appropriate, 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 NA

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

Comments

High attendance is a requirement of satisfactorily achieving the Certificate of Completion. The student handbook states that, due to the intensive nature of the course, a minimum of 90 per cent attendance is essential. The attendance requirements are reinforced in induction and throughout the course.

Attendance records scrutinised during the inspection indicate very high levels of attendance. For example, for a recent cohort, many participants had full attendance and the lowest attendance rate was 97.5 per cent.

Accurate records of attendance are maintained, and the office manager promptly chases up any non-attendance. If participants are absent for a protracted period, they are required to cover the part of the module missed in a subsequent course.

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 NA

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

Comments

There are good methods in place to obtain feedback from the participants. The Provider receives feedback forms relating to each module undertaken as well as comments from participants as part of their mid-term appraisals.

At the end of the courses, all the feedback information is collated and analysed effectively to identify areas for improvement.

Actions taken by management are then publicised on social media pages and the BAMB website. In this way, the

information is available to both those participants who have raised issues and also to future applicants for places on the Provider's courses.

8. The provider has effective systems to review its own standards and assess its own performance with a view to continuing improvement

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|-----|--|---|-----------------------------|
| 8.1 | There are effective systems for monitoring and periodically reviewing all aspects of the provider's performance. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.2 | Reports are compiled which present the results of the provider's reviews and incorporate action plans. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.3 | Action plans are implemented and regularly reviewed. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

BAMM makes good use of participants' feedback and an analysis of progression statistics to inform a review of its standards to bring about improvements.

Progression statistics are recorded and analysed to assess the relevance of the course for participants' employment prospects. BAMM has recorded progression rates for the last five years. These figures show high progression rates into employment. For example, in 2016, 58 per cent progressed into work within film and TV, eight per cent into theatre, four per cent into fashion and 15 per cent established their own makeup business.

BAMM carefully monitors its social media presence, number of website views and positioning within an internet search engine in order to inform its marketing strategy.

The Provider's recent self-assessment is detailed and appropriately self-critical with relevant actions for improvement identified.

INSPECTION AREA – TEACHING, LEARNING AND ASSESSMENT

9. Programme management is effective

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|-----|---|---|-----------------------------|-----------------------------|
| 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="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 9.2 | Classes are timetabled and rooms allocated appropriately for the courses offered. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 9.3 | The allocation of trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 9.4 | There is an appropriate policy and effective procedures for the acquisition of academic resources. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

This standard is judged to be:

Met Partially Met Not Met

Comments

The Principal, who manages the training programmes, is very experienced in organising courses. The office manager is also experienced in teaching and running courses. Together they manage the Provider's day-to-day operations resulting in the smooth running of the courses.

An applicant for a training position would have to undertake a microteach, which is a technique to allow trainers to practise the skills required for teaching. This is observed by the Principal and the applicants' performance is assessed and used to inform recruitment decisions.

Class sizes are small and classes are appropriately timetabled and allocated to suitable rooms within the premises.

The trainers include highly acclaimed, award winning makeup specialists.

All the resources needed for the courses, including in the well-equipped training rooms, are acquired by and provided BAMM to the participants.

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

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|------|---|---|-----------------------------|--|
| 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="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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 type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| 10.4 | Participants are encouraged and enabled to develop independent learning skills. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No | |

This standard is judged to be:

Met Partially Met Not Met

Comments

The Principal, in consultation with the award-winning Artistic Director and tutors, plans the courses very well. This ensures that participants develop the practical skills and knowledge required to secure employment working as makeup artists in the very competitive film and TV industry.

Participants are encouraged to undertake independent research in order to find help with their makeup designs.

Participants' career aspirations and interests are used to inform the makeup design projects that they work on in order to help them meet their future goals.

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

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|------|--|---|-----------------------------|-----------------------------|
| 11.1 | Trainers are appropriately qualified and experienced. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 11.2 | Trainers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 11.3 | The appraisal procedures for trainers incorporate regular classroom observation. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 11.4 | Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 11.6 | Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |

This standard is judged to be:

Met Partially Met Not Met

Comments

All the Provider's tutors are experienced professionals working within the industry. They are engaged on a freelance basis to deliver specific modules or skills on a course. The trainers are actively involved as makeup artists within the TV and film industry, and they are able to apply this experience to inform and enliven their teaching.

The Principal provides feedback to trainers. The feedback is effectively informed by participant feedback and the outcomes of observations of teaching and learning.

Trainers keep up to date through their on-going professional practice. However, if any of trainers wish to, they can attend the specialist courses offered by BAMM.

Participants work very hard in lessons developing their makeup designs and applying them. They produce work of a high standard. Trainers provide one-to-one coaching input, which is highly effective in meeting participants' needs and developing their skills and knowledge.

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

Participants have access to all of the makeup resources and equipment they need. This includes highly specialised resources with which to create special effects.

In addition, on certain courses, all participants are given their own kits to keep. For example, participants on the TV Film Hair and Makeup course are issued with a complete professional hair and makeup kit. Participants on the special effects course are issued with a special effects kitbag.

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

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|------|---|---|-----------------------------|--|
| 13.1 | Feedback is given to individual participants tailored to meet their specific needs and constructive in its nature and delivery. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 13.4 | Participants are made aware of how their progress relates to their targeted level of achievement. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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 type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> NA |
| 13.6 | Participants have appropriate access to trainers outside class time. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

This standard is judged to be:

Met Partially Met Not Met

Comments

Courses are well planned to include a schedule of assessments that consist of scheduled shoot days near the end of the modules that have been booked in advance. On these days, participants work with models on their makeup and arrange for them to be photographed. The digital photos are uploaded into the participants' portfolios. The trainers assess how this process is managed and the finished images.

Tutors provide on-going oral and written feedback to participants throughout the course. A final assessment review is undertaken after each module. At the end of the course, this information is collated and summarised and participants use this summary to help them develop their careers. The positive feedback from the industry trainers can also contribute towards participants' curricula vitae.

Participants have appropriate access to trainers outside class time.

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

15. There is a clear rationale for courses leading to unaccredited or internal awards (this does not apply to the provision of certificates of attendance only)

15.1 There is a clear statement of the level claimed relative to the RQF and evidence that participants who receive the award meet the stated requirements for that level. Yes No NA

15.2 There is evidence of the extent to which the awards are accepted for the purposes of employment or further study. Yes No NA

15.3 External moderators are involved in the assessment process where appropriate. Yes No NA

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

Comments

The courses prepare participants very well for employment in the film and TV makeup and media industry. This is reflected in graduates' high rates of progression into employment.

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. Yes No NA

16.2 For internal assessments 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

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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17.4	Participants are issued with a contact number for out-of-hours and emergency support.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
17.5	The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17.6	Effective safeguarding arrangements are in place and are regularly reviewed to keep all participants safe.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
17.7	Effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

This standard is judged to be:

Met Partially Met Not Met

Comments

Participants report that they are well supported by the Principal and other staff.

Participants receive appropriate advice before the start of the programme and undertake a helpful and relevant induction at the beginning of the programme.

An out-of-hours contact number is provided in the handbook as well as an explanation of the expectations that the Provider has for the appropriate professional behaviour of the participants.

Appropriate safeguarding policies and procedures, including staff training and pre-employment checks, are in place and the policy is reviewed annually.

Staff have undertaken appropriate training on the risks associated with radicalisation and extremism and a risk assessment has been carried out and an associated action plan is in place.

BAMM does not have an e-Policy that references the staff code of conduct, participants' use of social media and devices on site such as mobile telephones and cameras. The induction does not cover the safe use of social media.

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="checkbox"/> Yes	<input type="checkbox"/> No
18.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18.3	Information and advice specific to international participants continues to be available throughout the course of study.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18.4	Provision of support takes into account cultural and religious considerations.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

This standard is judged to be:

Met Partially Met Not Met NA

Comments

International participants receive appropriate advice on travelling to and staying in the UK before their arrival.

International participants are met at the local railway station upon arrival, if required, and they are given an introduction to Bath and appropriate information about living there.

Special arrangements are made to meet the particular needs of participants from different cultures. For example, groups from Kuwait needed to have their heads covered at certain times. This required adjustments to be made to the timetable and teaching so that the students could still benefit from the makeup and hairdressing activities.

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="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No |
| 19.3 | Participants are advised of BAC's own complaints procedure. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions which are published on BAMM's website.

Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course and this includes reference to BAC's own complaints procedure. The procedure is also included in the student handbook so that the participants know how to make a complaint.

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 type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20.2 | Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated. | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> 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 type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20.4 | A level of supervision is provided appropriate to the needs of participants. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20.5 | Separate accommodation blocks are provided for participants under 18. | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |

This standard is judged to be:

Met Partially Met Not Met NA

Comments

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

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|------|---|------------------------------|-----------------------------|
| 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21.3 | The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21.4 | Appropriate advice and support is given to both hosts and participants before and during the placement. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21.5 | Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22.2	The social programme is responsive to the needs and wishes of participants.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
22.3	Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
22.4	Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA

This standard is judged to be:

Met Partially Met Not Met NA

Comments

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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
23.2	Where required, the provider has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA

This standard is judged to be:

Met Partially Met Not Met

Comments

BAMM has a secure ten-year lease on its accommodation.

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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
24.2	The premises are maintained in an adequate state of repair, decoration and cleanliness.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
24.4	General guidance on health and safety is made available to participants, staff and visitors.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
24.5	There is adequate signage inside and outside of the premises and notice boards for the display of general information.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
24.7	There are toilet facilities of an appropriate number and level of cleanliness.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
24.8	There is adequate heating and ventilation in all rooms.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

Comments

The premises are located in a pleasant church courtyard. The accommodation is spacious, very well appointed, well maintained and clean with an appropriate level of security.

There are no areas of particular hazard. However, safety at work guidance is available for staff and is included within the student handbook. Although participants undertake hair colouring, the colouring is not permanent and, as such, risks of harm are very low. Participants use appropriate personal protective equipment when necessary.

Participants are given guidance on health and safety during the introduction to the course and staff receive appropriate health and safety information.

Signage is appropriate within the Provider's training rooms and signage outside the premises clearly directs visitors to the Provider.

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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25.2	Training rooms and/or any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25.3	There are facilities suitable for conducting the assessments required on each course.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA

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

Comments

There are two spacious training rooms available, each of which can accommodate 12 participants.

The rooms are very well equipped with work areas that include adjustable hair dressing chairs, professional stage lighting and a range of high quality equipment as used by makeup artists in the film and media industry.

In addition, the rooms have large monitors on which trainers display images.

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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
26.2	Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> NA
26.3	Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
26.4	Participants and staff have access to storage for personal possessions where appropriate.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

meetings.

26.6 Administrative offices are adequate in size and resources for the effective administration of the provider. Yes No

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

Comments

BAMM has spacious facilities for staff and participants.

Trainers prepare their lessons at home and, therefore, do not use the Provider's facilities for this.

A suitable kitchen is available for the use of staff and participants

Appropriate administration office space is available including space for private meetings when required.

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 Provider is well managed by a dedicated, enthusiastic Principal, who is supported effectively by the directors and staff.

BAMM has effective administrative arrangements, which ensure the smooth running of the business.

BAMM makes good use of participants' feedback and an analysis of progression statistics to inform a review of its standards and bring about improvements.

Actions Required

Priority H/M/L

None

High Medium Low

TEACHING, LEARNING AND ASSESSMENT

Provider's Strengths

Trainers, who include award winning makeup artists within the TV and film industry, apply their experience to inform and enliven their teaching.

Participants make good progress developing makeup skills on their courses and they produce work of a very high quality.

Many graduates progress into employment in the film and TV industry.

Actions Required

Priority H/M/L

None

High Medium Low

PARTICIPANT WELFARE

Provider's Strengths

Participants are well supported on their course. This support continues after participants have completed their programmes through help with seeking employment.

Actions Required

Priority H/M/L

None

High Medium Low

PREMISES AND FACILITIES

Provider's Strengths

Participants benefit from access to well-equipped professional facilities, including a range of high-quality equipment.

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

RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

BAMM should develop an e-Policy that references the staff code of conduct, participants’ use of social media and devices on site such as mobile telephones and cameras.

BAMM should include the safe use of social media within the participants’ induction.

COMPLIANCE WITH STATUTORY REQUIREMENTS