

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM INSPECTION (Short Course Provider)

PROVIDER: London PT College

ADDRESS: Unit 4
Westmoreland House
Cumberland Park
London
NW10 6RE

HEAD OF PROVIDER: Mr Feras K Abed

ACCREDITATION STATUS: Accredited

DATE OF INSPECTION: 13 May 2019

ACCREDITATION COMMITTEE DECISION AND DATE: Continued accreditation, 16 July 2019

PART A – INTRODUCTION

1. Background to the provider

London PT College (LPTC/the Provider) is a privately-owned college which was established in 2016 to provide short courses in management, accountancy and English language. The Provider is located on the first floor of an office building in north London.

The Provider's aim is to improve participants' knowledge and enhance their thinking to be competitive in their workplace.

London PT College is the trading name of Blu Corner Limited, which is a private limited company owned equally by two directors. One of the directors is also the Principal of the Provider. The senior leadership team consists of the Principal, the Academic Director, the Marketing Manager, the Financial Manager and the Human Resources Manager.

Teaching began in October 2017. The provider has recently become an approved examination centre for General Certificate of Secondary Education (GCSE) and General Certificate of Education Advanced Level (A Level) examinations for the Assessment and Qualifications Alliance and Oxford, Cambridge and the Royal Society of the Arts (RSA) examination boards.

2. Brief description of the current provision

The Provider offers a range of courses, including in English language and engineering as well as GCSE and A Level booster courses. The Provider has also recently completed a non-accredited short on-line business and management course for 32 participants in Saudi Arabia

LPTC is looking to increase its provision and is currently working with a marketing consultant to grow the number of enrolments, in particular targeting the Middle East and South Africa as markets. The Provider has significant capacity to grow its provision.

At the time of the inspection three courses were operating, each with one participant. The courses running were all six months in duration and consisted of a non-accredited English Language Programme, an Organisation for Tourism and Hospitality Management (OTHM) Level 4 Diploma in Business Management and an OTHM Level 5 Diploma in Business Management. The courses were all being delivered face to face at the Provider's premises in London. All participants are male and over the age of 18. One was European and two were from the Middle East.

Courses start whenever there is demand.

3. Inspection process

The inspection was carried out by one inspector on one day. The inspection process included interviews with the senior management team and a meeting with a student, along with a tour of the Provider's facilities. The Various documentation was reviewed. There was no teaching scheduled on the day of the inspection. The Provider cooperated fully with the inspection process.

4. Inspection History

Inspection Type

Date

PART B – JUDGEMENTS AND EVIDENCE

The following judgments and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the institution.

1. Significant changes since the last inspection

London PT College moved its premises in the early summer of 2018. The facilities are in good condition and consist of a number of small classroom and tutorial rooms and office space in a large office building. There have been no other significant changes since the previous inspection.

2. Response to actions points in last report

8.1 8.2 8.3 The Provider must develop systems to monitor and review all aspects of its performance.

The Provider has in place a range of policies to ensure they monitor the provision effectively and take appropriate actions to enhance their provision where necessary. Participant feedback is sought through formal and informal methods, both during the courses and at the end. The feedback reviewed during the inspection was very positive. Class observations by the Academic Director or Programme Manager take place and records of these are maintained. Staff appraisals are carried out and records and include the identification of training to be undertaken. The Provider has a strategic plan, which includes an action plan to develop the marketing of the provision.

24.4 The Provider must ensure that all visitors are required to sign in and are provided with appropriate health and safety information on arrival.

All visitors sign a visitor's book on arrival. A health and safety brief is provided on arrival, including emergency exit routes and the meeting point, along with the location of toilet facilities and key staff offices.

3. Response to recommended areas for improvement in last report

There were no recommended areas for improvement in the last report.

4. Compliance with BAC accreditation requirements

4.1 Management, Staffing and Administration (spot check)

The standards are judged to be:

Met

Partially Met

Not Met

Comments

The Provider has a clear management structure in place and managers provide effective leadership across the organisation. The staff team is small which enables effective informal communication, with more formal communication channels in place.

The Provider has a small, well-organised and effective administrative team that is appropriate for the size of the provision. There are extensive policies in place that are well-organised and provide an effective framework within which to operate. Many policies are accessible online. All staff are appropriately qualified and experienced and have job profiles and undertake twice yearly appraisals.

The material on the website provides adequate initial detail to enable any interested participants to make further enquiries as necessary.

The Provider has appropriate processes to ensure that the participants are at the appropriate level and enrolled onto appropriate courses for their experience and ability. The processes include interviewing applicants.

A significant objective for the Provider is to increase their participant numbers and they have contracted a marketing agency to support this objective.

Current participant numbers are very small and therefore attendance is easily monitored and followed up. The Provider has ensured that appropriate support for participant attendance is in place should the numbers increase.

The Provider has suitable policies to monitor the provision and there is evidence of planning reviews, session observations, student feedback and action planning taking place. The feedback to the inspector from the student interviewed during the inspection supports the view that the provision meets student needs.

4.2 Teaching, Learning and Assessment (spot check)

The standards are judged to be: Met Partially Met Not Met

Comments

Each programme offered by the provider has an appropriately qualified programme manager in place.

The Provider timetables staff and teaching spaces effectively.

Schemes of work are prepared to meet the requirements of the participants and where appropriate any accreditation bodies' syllabi. The schemes of work are reviewed by the programme director prior to the course delivery.

Guidance on additional sources of information and material is provided to encourage independent learning.

The teaching staff are appropriately qualified for the courses they deliver. They have appropriate subject knowledge and teaching experience. They are supported by the Provider and encouraged to develop their skills.

Learning resources, which are appropriate to the provision, are available in paper and through online sources. Teaching material is appropriate

A sample of participants' assessed work indicates appropriate assessment processes and feedback mechanisms are in place for both formative and summative assessment which enhance the participant's learning. Where accredited courses are undertaken, the level is clear and appropriately met enabling effective student attainment.

Staff are available outside scheduled timetabled sessions, and contact details are provided to the participants.

The Provider administers assessments appropriately, in line with external awarding body expectations. The provider has become a registered centre for public examinations with both the Assessments and Qualifications Alliance and Oxford, Cambridge and RSA examination bodies this year.

4.3 Participant Welfare (spot check)

The standards are judged to be:

Met

Partially Met

Not Met

Comments

The welfare provision is appropriate for the nature of the provision and meets the students' needs well. The course induction programme includes appropriate consideration of welfare matters for the type of participants enrolled.

The Provider has a range of appropriate welfare policies in place for example safeguarding and disability, including a named safeguarding officer. Staff interviewed during the inspection were suitably knowledgeable on welfare matters including safeguarding and radicalisation. As the Provider is an examination centre, there is the potential for the Provider to have people under the age of 18 on site. Therefore, it would be beneficial to have the contact details of the designated safeguarding officer on display, ensuring any concerns can be raised and dealt with swiftly.

The Provider demonstrated the ability to meet the cultural and religious needs of participants. Appropriate support is provided, for example, where participants were observing Ramadan. Members of the staff speak Arabic which is compatible with the Provider's objectives of recruiting participants from Middle Eastern countries.

4.4 Premises and Facilities (spot check)

The standards are judged to be:

Met

Partially Met

Not Met

Comments

The Provider has a secure ten-year lease on the premises.

Access to the premises is secured by a locked door and access is gained by means of a buzzer system and remotely operated opening mechanism.

The Provider is operating in a suite of office and classroom facilities within a large commercial building. All areas are in an appropriate decorative state. Health and safety information is displayed, and fire exits are well signposted. The toilet facilities are appropriate and available in a shared part of the building. Adequate heating and ventilation systems are in place.

The facilities consist of two offices and four small teaching and meeting rooms, the largest one accommodating approximately eight participants. One room is equipped with four computers that the participants can use in class or for independent work. These facilities provide adequate space for the expected number of participants. Rooms are utilised for timetabled teaching, social space and independent study space and provide an appropriate learning environment.

The teaching staff undertake most of their preparation work from home but are able to access rooms at the Providers premises as necessary. Wireless connectivity is available to participants, staff and visitors.

The administrative offices are small, but appropriate for the size of the provision.

4.5 Compliance Declaration

Declaration of compliance has been signed and dated.

Yes

No

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

STRENGTHS

The Provider has a committed senior management team which supports the staff and participants’ learning well.

The Provider’s administration is well organised and has appropriate policies in place which are easily accessible, ensuring an effective framework within which to operate.

ACTIONS REQUIRED

None

High Medium Low

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

The Provider should continue with their marketing initiatives to increase numbers of participants.

The Provider should display the name and contact details of the designated safeguarding officer in a prominent public place at their premises.

COMPLIANCE WITH STATUTORY REQUIREMENTS - FURTHER COMMENTS, IF APPLICABLE
