



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM VISIT AND SUPPLEMENTARY INSPECTION CHANGE OF MANAGEMENT/STAFFING

(Short Course Provider)

PROVIDER: Oxbridge International Summer School

ADDRESS: Edspace
Hackney Community College
Falkirk Street
London
N1 6HQ

HEAD OF PROVIDER: Mr Chris Gurney

ACCREDITATION STATUS: Accredited

DATE OF INSPECTION: 24 July 2019

ACCREDITATION COMMITTEE DECISION AND DATE: 28 November 2019

PART A – INTRODUCTION

1. Background to the provider

Oxbridge Interviews Limited (OI Ltd) is an organisation which trades under the brand name of Oxbridge International Summer School (OISS/the Provider). OI Ltd is owned by Oxford Fission (Oxfizz), a Community Interest Company. Oxfizz's mission is to ensure that all high school students have fair access to top universities. The fees taken from participants attending OISS support the provision of free scholarship places on the Summer School, as well as a year-long programme of support for students from economically disadvantaged backgrounds.

OI Ltd was founded in 2008 to provide paid for educational services, particularly university and career interviews, to paying clients to support the objectives of Oxfizz. Since 2011, OI Ltd has delivered a Summer School using the premises of Lincoln College, one of the University of Oxford's colleges. BAC accreditation is for Oxbridge International Summer School only.

The head office of the Provider is in North London.

OI Ltd. operates with a board of five directors, including the newly appointed Executive Director, who has specific responsibility for OISS. OISS's supporting management team work full-time for OI Ltd. The school administrative staff and volunteer tutors work on OISS on short term contracts. The Director of OISS has recently been appointed as OI Ltd's Head of Access and Operations and will be based in Oxford.

2. Brief description of the current provision

The Provider offers programmes in Coding, Economics, Engineering, English Literature, History, Law, Mathematics, Medicine, Physics, Politics and International Relations and Psychology. Participants normally attend one two-week block of studies in their chosen subject from the above subjects. However, participants are also able to undertake two blocks of study following a different subject in each block. The academic programme is delivered through small group tutorials or one-to-one sessions with tutors.

Participants study for at least 35 hours over the two-week period of each course. Their study is supplemented by a full social and cultural programme that includes visits to places of interest in Oxford and Cambridge. All activities have an academic focus. The tutors are graduates of either Oxford or Cambridge University

At the time of the inspection, 19 participants were attending the programme. Participants were aged between 14 and 20 years old. The majority of participants were female. Most participants are under the age of 18. Participants during the 2019 programme came from Canada, the United States of America (USA), Tunisia, Russia, China, Japan, Cambodia, Lebanon, New Zealand, Hungary, Germany, France, the Netherlands, South Korea, Poland and the United Kingdom.

3. Inspection process

The inspection was undertaken by one inspector over one day at Lincoln College in Oxford. A meeting was held with the Executive Director and the Summer School Director. A meeting was also held with participants. A tour of the premises, including participant accommodation, was also completed. The staff at OISS cooperated fully with the inspection and a wide range of documentation was made available and scrutinised.

4. Inspection history

Inspection Type	Date
Stage 2	4 March 2013
Stage 3	7 August 2013
Interim	29 July 2014
Re-accreditation	25 August 2017

PART B – JUDGMENTS 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

A new Executive Director, with responsibility for OISS, was appointed to the board of Oxfizz on 4 July 2019.

2. Response to actions points in last report

There were no action points in the last report.

3. Response to recommended areas for improvement in last report

The Provider is recommended to continue to review written course material to make it more suitable to course participants yet to progress to a university.

Tutors assess the knowledge levels of the participants during the first session of each course. If participants have less subject knowledge than anticipated, adjustments are made to the course content and material by the tutor and the Summer School Director. One-to-one sessions are also held with participants to clarify any areas which may be proving difficult. Participants confirmed that they receive good levels of support from the tutors to enable them to succeed on the course.

The Provider is recommended to ensure that at least some classroom observation is undertaken by someone who could provide credible professional feedback to tutors as a subject expert.

The Summer School Director, who is appropriately qualified and experienced, completes documented classroom observations of tutors on the summer school programme. As a result, tutors receive good professional feedback on their performance.

4. Compliance with BAC accreditation requirements

4.1 Management, Staffing and Administration (full inspection)

The numbers below refer to the standards as presented in the college scheme document and main full inspection report

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 new Executive Director has long experience at a senior management level. He has good leadership and strategic planning skills to lead the Provider effectively. An organisational chart provides information about the staff employed by OIL and those employed by OISS. However, the reporting structure is not clear on the chart so that it is difficult to identify line management responsibilities.

There are effective communication channels between members of the senior management. As a result, the summer school programme is well organised and managed.

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 Summer School Director is on-site throughout the summer programme and completes the day-to-day administration effectively. During the rest of the year, staff at OI Ltd complete other administrative duties for OISS such as business development and tutor co-ordination. The administrative support for OISS is clearly defined and understood.

Policies and procedures are effectively disseminated across the Provider through the production of the tutor welcome pack, a copy of which is provided to all staff during the annual staff induction training held shortly before the summer programme starts.

Data collection and collation is effective. Participant information is held securely in an electronic format. Attendance registers and data gathered during the summer programme are stored appropriately and securely by the Summer School Director.

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.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Experience and qualifications claimed are verified before employment.	<input type="checkbox"/> Yes	<input checked="" 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

The teaching staff are all volunteers and support the aims and ethos of the Provider. A majority of the tutors have taught for OISS for a number of years and references have been sought to verify that they have the required experience for the programme.

3.2 However, not all references for new tutors or their qualifications are verified prior to their engagement.

There is an effective system for regularly reviewing the performance of staff. The Summer School Director undergoes an appropriate annual appraisal.

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. | <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

The website provides detailed information on the Provider's location, premises, facilities and the range and nature of resources and services offered. All of the information is supported by current photographs of the environment in which the participants will study.

The website also includes comprehensive information on OISS's courses. This information includes a brief biography of the tutors, a summary of the content of the courses and their intended learning outcomes, the course dates and costs. The website also includes testimonials from participants who have attended previous courses. Participants stated that they had found the information on the website really useful when making their decision about studying at OISS.

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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 5.2 | A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

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

Comments

Entry requirements for each course are provided on the website. Participants' English language ability is assessed through an online or telephone interview that is conducted prior to the completion of the applicant's enrolment.

A formal application process is in place and includes the verification of the applicant's qualifications and an interview. As part of the interview, applicants are asked questions about their specific subject interest to ensure that their level of knowledge is suitable to enable them to successfully complete the course. Participants who do not have the required level of subject knowledge or language ability are not enrolled.

The Provider responds to applicants' enquiries in a timely manner.

During the last year, the Provider has worked with appropriate recruitment agents. The agents are briefed and an annual review is completed to assess the effectiveness of the recruitment process and to identify any changes which need to be made for the following year.

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and reviewed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
6.3	Participant absences are followed up promptly and appropriate action taken.	<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 participant welcome pack is provided to participants before arrival on the programme. It contains a clear, published policy regarding participant attendance and punctuality. This is supported by information on the Provider's website which is available to applicants before they enroll.

OISS requires participants to register at regular times during the day and records of attendance and punctuality are maintained securely onsite by the Summer School Director.

If participants do not check-in at the required times, a member of OISS staff follows up the absence promptly. The Summer School Director ensures that, due to the age of the participants, their whereabouts is monitored at all times.

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.2	Feedback is obtained, recorded and analysed on a regular basis.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.3	The feedback is reviewed by management and action is taken where necessary.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.4	There is a mechanism for reporting on the provider's response to the feedback to the participant body.	<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

Formal written feedback from participants is received at the end of the courses. This is analysed so that identified changes can be made to the provision for the following year. In addition, informal oral feedback on the participants' experiences is sought by the Summer School Director while their courses are in progress and adaptations are made if required. All participants and members of the OISS team maintain an ongoing dialogue throughout the course by means of a shared social media application.

The Provider provides feedback to its participants on what has been done in response to their feedback. This is done through the shared social media application and the website. The Provider is very responsive to feedback and is keen to ensure that participants get the most from their studies.

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.	<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No

8.3 Action plans are implemented and regularly reviewed. Yes No

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

Comments

All aspects of OISS's performance are reviewed at the end of each programme. This ensures that any improvements which need to be made for the next summer school are quickly identified and implemented.

8.2 Reports presenting the results of reviews and the allocation of action points are not compiled.

A to-do-list is shared between the Summer School Director and other senior managers. This working document clearly identifies action points for different areas of the programme and allocates them to appropriate members of staff. However, action plans covering all aspects of the provision are not created or implemented at the current time.

4.2 Teaching, Learning and Assessment (spot check)

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

Comments

All tutors are graduates from either Oxford or Cambridge University and are experts in the subjects they teach. Most are in postgraduate study and conducting research linked to their specialist knowledge area. As a result, they are well qualified to deliver the courses successfully.

Participants stated that the tutors worked with them effectively in small groups and that they were encouraged to ask questions. They confirmed that the tutors to be extremely knowledgeable and enthusiastic about their subject specialisms. Inspection findings confirmed this view.

There is an effective system for regularly reviewing the performance of the teaching staff. Teaching staff undergo two formal lesson observations in every two-week course.

Effective guidance and support are available to tutors throughout the length of the courses and are of a high standard. Tutors work closely with the Summer School Director to ensure that the provision is responsive to the needs of the participants.

A wide range of resources is available for both participants and tutors. Participants are provided with copies of the useful materials used in the sessions. However, some of the material includes grammar, spelling and punctuation errors.

4.3 Participant Welfare (spot check)

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

Comments

The Provider's safeguarding procedures are extremely thorough and well established. Detailed systems are in place to ensure that all requirements are met. The Summer School Director is the Designated Safeguarding Lead (DSL) and remains on-site while courses are in progress. All staff undergo Disclosure and Barring Service (DBS) checks prior to employment. In addition, all summer school staff undergo annual staff training in the requirements of safeguarding prior to the start of the programme.

OISS does not have arrangements in place to protect participants from the risks associated with radicalisation and extremism. There is no specific policy, risk assessments or training provided to ensure that all members of staff are aware of their responsibilities in this area.

The residential accommodation is secure and well maintained and the rooms are of a good size. Participants are divided into male and female houses consisting of six rooms each with private bathroom facilities. The level of supervision is effective to ensure the safety of the participants at all times.

4.4 Premises and Facilities (spot check)

The standards are judged to be:

Met

Partially Met

Not Met

Comments

The premises and facilities are well maintained and clean and provide good spaces for relaxation and for the consumption of food and drink.

Tutorials are delivered in a well-equipped lecture hall or in one of two suitable classrooms. The lecture hall is equipped with a projector, screens and whiteboards. Portable projectors and whiteboards are provided for the two smaller classrooms. All rooms are well ventilated and heated. As a result, the premises provide a pleasant environment in which to work and study.

4.5 Compliance Declaration

Declaration of compliance has been signed and dated.

Yes

No

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

STRENGTHS

A well-established, professional management team ensures that participants receive high-quality tuition from well-qualified subject specialist tutors.

The low participant to tutor ratio ensures that participants receive a high level of tutor support.

Safeguarding policies and procedures are well established and ensure an extremely safe environment is provided for the participants.

Participant accommodation is secure, well organised and conveniently located on the same site as the teaching premises.

ACTIONS REQUIRED

3.2 The experience and qualifications of all the training staff must be verified prior to their employment.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
8.2 Reports must be compiled which present the results of the Provider’s reviews and incorporate action plans to ensure the continuing development of OISS.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
The Provider must ensure that effective arrangements are in place to protect participants on its courses from the risks associated with radicalisation and extremism.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

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

It is recommended that the organisation chart be expanded to include clear information about line management responsibilities.

Action plans that cover all aspects of the provision should be implemented and regularly reviewed to ensure the continuing development of OISS.

It is recommended that steps be taken to ensure that spelling and punctuation errors in the course material are identified and corrected.

COMPLIANCE WITH STATUTORY REQUIREMENTS - FURTHER COMMENTS, IF APPLICABLE