

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## Short Course Provider (SCP) Candidacy / Stage 2 Inspection

**NAME OF PROVIDER:** Oxford Global Exchanges CIC

**ADDRESS:** 2<sup>nd</sup> Floor  
Clarendon House  
52 Cornmarket Street  
Oxford  
OX1 3HJ  
United Kingdom

**HEAD OF PROVIDER:** Ms Jessica Wei

**DATE OF INSPECTION:** 6 February 2020

**ACCREDITATION STATUS AT INSPECTION:**

**DECISION ON ACCREDITATION:**

- Accreditation awarded for six months
- Decision on accreditation deferred
- Award of accreditation refused

**DATE:** 26 March 2020

**1. Background to the institution**

Oxford Global Exchanges CIC (the Provider) is a private limited company, which offers short non-accredited courses on social innovation and emerging technologies.

The head office is based in Oxford in the United Kingdom (UK) and classes are held in University of Oxford colleges.

Oxford Global Exchanges was founded to enable greater innovation sharing through short-term exchanges for exceptional participants across the globe to come together to discuss, share, and challenge each other's viewpoints.

The sole Proprietor, who is also the Executive Director, is supported by the Course Director and Marketing Manager.

**2. Brief description of the current provision**

Short courses and workshops are offered during the summer and winter vacations mostly for participants from Chinese universities. They attend two-week courses in Oxford. The content of the courses focuses on social responsibility, including environmental sustainability, new technologies and social innovation. It is planned that courses will run twice a year, in February and August.

The delivery method for courses is face to face and consists of a series of guest lectures followed by group seminar discussions. Tutors come from academia and industry and are professors and experts in their fields, the vast majority from the departments or research institutes within the University of Oxford.

The courses are due to be held in Oxford University colleges. Participants will be accommodated in the student residences of the colleges during the summer vacation and in hotels in Oxford during the colleges' term time in the winter.

Participants are enrolled onto the programme following the application and interview process. Shortlisted participants are invited for an interview, following which an acceptance letter is issued to qualified students. There set enrolment periods for the programmes.

**3. Inspection process**

The inspection was carried out by one inspector over one day. Documentation was scrutinised and staff were interviewed, both on the premises, and through video link for those based in China. As there were no courses running at the time of the inspection, it was not possible to visit the training facilities or residential accommodation. The organisation co-operated very well and all required information was made readily accessible to the inspector.

## 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 including those working at the delivery venue or remotely.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.4	The provider has a written statement of its mission and goals that effectively guides its activities, is communicated to all stakeholders and is effectively implemented and regularly reviewed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.5	The provider has a written risk management strategy, which includes financial planning and is effectively 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

The management structure is clearly defined, documented, and understood. The authority of the owner is clearly understood and respected.

The three senior managers are very well qualified, with relevant experience. They carry out their responsibilities very effectively.

Channels of communication include meetings, video calls, telephone and text messaging. This is very effective for communication within the UK and internationally.

There is a written statement of the Provider's mission and goals which is well communicated and informs actions taken. Processes are in place for future reviews of the mission and goals.

There is a written risk management strategy that includes a two-year development plan and financial spreadsheets, together with strategies to mitigate or deal with risks.

#### 2. The administration of the provider is effective

2.1	Administrators are suitably qualified and/or experienced, understand their specific responsibilities and duties and are effective in carrying them out.	<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	Administrative policies, procedures and systems are up-to-date, thorough, 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 in supporting the administration of the provider.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.6	Participants' and trainers' personal records are sufficiently detailed and regularly updated.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

2.7 The provider has a robust security system with policies in place for protecting the data of its participants and trainers.  Yes  No

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

**Comments**

The administration of the Provider is carried out very efficiently by the management team, who are very well qualified and experienced and understand the demands and responsibilities involved.

The size of the team is sufficient for the day-to-day running of the Provider. Extra administrators will be employed as needed on a seasonal self-employed basis.

Administrative support is clearly defined and understood. Administrative procedures and systems are clear, well thought through and communicated effectively.

Data collection systems are well designed and data is collated effectively. These systems support the administration of the Provider well.

Personal records of participants and trainers are detailed and current.

Data storage is secure. Data is encrypted to ensure security and the importance of data protection is well understood.

**3. The provider recruits appropriate staff**

3.1 There are appropriate policies and effective procedures for the recruitment of suitably qualified and experienced staff which include, for self-employed staff, the development of a signed performance service level agreement.  Yes  No

3.2 Experience and qualifications are appropriately checked and verified before recruitment and records are accurately maintained.  Yes  No

3.3 The recruitment process for trainers working remotely includes a face-to-face online interview.  Yes  No  NA

3.4 There is an effective system for regularly reviewing the performance of all staff, which, for trainers, includes regular, scheduled course delivery observations.  Yes  No

3.5 Managerial and administrative staff are appropriately supported in their continuing professional development.  Yes  No

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

**Comments**

Recruitment policies and procedures are effective in ensuring that suitable staff are employed. There is a signed service level agreement for self-employed staff.

Curriculum vitae and experience are verified, and references are taken up before employment. Accurate records are maintained.

Trainers do not work remotely.

Effective systems to review staff performance are in place. These include suitable appraisals for managers and observations of teaching and learning.

Managerial and administrative staff receive appropriate support to further their professional development. This includes individual support and training where appropriate.

**4. Publicity materials, both printed and online, provide a comprehensive, up-to-date and accurate description of the provider and its courses**

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
4.3	The provider's key policies are accessible through the website.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

**Comments**

The website provides a clear depiction of the Provider's location and facilities and of the resources and services that are available.

Course information provides a comprehensive and accurate picture of the course content.

Key policies are easily located on the website.

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

5.1	The provider ensures that the specific courses on which participants are registered are likely to meet the participants' expectations and needs.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	Entry requirements for each course, including those relating to language ability, where applicable, are set at an appropriate level and clearly stated in the course descriptions read by prospective participants.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
5.4	Applicants are provided with sufficient information to enable them to make a judgment on the suitability of the courses and their delivery methods and can discuss any concerns before registration.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.5	The provider replies to all application enquiries in line with its appropriate target response times and all stakeholders are briefed properly on the nature and requirements of its programmes.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.6	Overseas recruitment agents are properly selected, briefed, monitored and evaluated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.7	The provider has effective systems to identify participants who have special educational needs and disabilities requiring additional learning support or other assistance.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

**Comments**

Intensive pre-course meetings between managers and participants, together with the provision of clear, relevant and detailed information, ensure that participants' expectations are realistic and are likely to be met.

Entry requirements are appropriate and clearly communicated. Participants must be undergraduates with an International English Language Testing Service (IELTS) score of minimum 5.0 overall or equivalent. Recruitment takes place in partnership with Chinese universities who monitor students' suitability.

Prospective participants complete an application form and are interviewed through a telephone call to ensure they meet the entry requirements.

Comprehensive information is provided to enable participants to make informed choices and staff are available to answer any queries on an on-going basis, including through text and chat systems.

Application enquiries receive responses within 24 hours. Participants receive an interview slot within a week and a decision on their application the following week. Pre-course information is clear. Managers from the Provider travel to China to ensure all stakeholders are well briefed and meetings are held with prospective participants and university staff.

Participants are given the opportunity to disclose any support needs they may have before starting the two-week course.

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

6.1	There is a clear policy on participant attendance and punctuality, which is communicated to all participants and other stakeholders.	<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 regularly 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 is 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**

Attendance and punctuality policies are made clear to participants.

The system involves using attendance sheets at all sessions. This includes excursions and on arrival back in accommodation.

Appropriate plans are in place to deal with any participant absence promptly.

**7. The provider has effective systems to monitor its own standards and assess its own performance with a view to continuous improvement**

7.1	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
7.2	The provider has effective mechanisms for obtaining feedback from participants and other relevant stakeholders, such as staff, partners 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
7.3	Feedback is obtained, recorded and analysed on a regular basis.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.4	The feedback is reviewed by management and appropriate action is taken.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.5	There is a mechanism for reporting to the participants what the provider has done in response to their feedback.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.6	Reports are compiled at least annually, which include the results of the provider's performance reviews, an analysis of appropriate data, including participant feedback, and action plans.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7.7	Action plans are implemented and regularly reviewed with outcomes reported to management.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

## Comments

Systems to monitor performance include staff appraisal and evaluation, and stakeholder feedback.

Effective mechanisms have been designed to obtain staff and student feedback and feedback from other stakeholders. This includes parents, where appropriate, as well as with the link tutors from each university who travel with the participants. There are also feedback meetings planned with Oxford University and partner universities in China usually with the Head of the International Office in the Chinese universities.

Feedback will be obtained, recorded and analysed regularly and plans are in place to create action plans to drive improvement.

The intention is to obtain student feedback early in the course from day 1 or day 2 and use a mechanism to inform participants of the Provider's response. There will also be a one-to-one session with each participant in the middle of the course.

Plans include half yearly performance reviews which will inform quality improvement action planning.

Good systems are in place to review and evaluate action plans through post-course meetings and self-evaluation processes.

## INSPECTION AREA - PARTICIPANT WELFARE

### 16. Participants receive welfare support appropriate to their age, background and circumstances

16.1	There is at least one named staff member responsible for participant welfare who is suitably trained and/or experienced, accessible to all participants and available to provide advice.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16.2	Participants receive appropriate information, advice and guidance before the start of the course.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16.3	Participants receive an appropriate induction and relevant information at the start of the programme.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16.4	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
16.5	The provider has policies to avoid discrimination and a procedure for dealing with an abusive behaviour, including cyberbullying, and these are effectively implemented.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16.6	Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults, which are regularly reviewed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
16.7	A suitable policy and 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
16.8	There is an e-policy in place that references any existing staff and participant codes of conduct and covers participants' on-site use of social media and devices such as mobile telephones, tablets and cameras.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
16.9	The provider collects contact details for participants and their next of kin and appropriate staff can access the information quickly and easily, in and out of normal operating hours.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

This standard is judged to be:

Met  Partially Met  Not Met

## Comments

There are two staff members, with appropriate experience of supporting students, who will be accessible and able to provide advice.

Excellent pre-course and pre-departure information, advice and guidance are provided for all participants, orally and in writing.

There is an appropriate induction at the start of the course which includes information of relevance to the participants.

Student cards and badges, which must be worn at all times, contain all necessary emergency contact numbers.

There are appropriate policies to avoid discrimination and abusive behaviour, including cyber-bullying.

There are no participants under the age of 18.

Effective arrangements for the prevention of radicalisation and extremism include appropriate policies, staff-training, and risk assessments.

The e-policy covers staff and student codes of conduct and use of mobile devices and social media.

All necessary information is recorded regarding contact details and next of kin, and appropriate staff have easy access to the information at all times.

#### **17. International participants are provided with specific advice and assistance**

17.1 International participants receive appropriate advice before their arrival on travelling to and living in their host country.  Yes  No

17.2 International participants receive an appropriate induction upon arrival covering issues specific to the local area.  Yes  No

17.3 Information and advice specific to international participants continues to be available throughout their course of study.  Yes  No

17.4 Provision of support takes into account cultural and religious considerations.  Yes  No

**This standard is judged to be:**

Met  Partially Met  Not Met  NA

#### **Comments**

All international participants attend a pre-departure preparation meeting, delivered by the Executive Director and the Marketing Manager, one month before the commencement of the programme. Participants also receive a pre-departure handbook with relevant advice.

The induction for participants on arrival includes useful information about the local area.

Participants will receive appropriate support and advice throughout their course of study from the Provider's staff and also from the link tutor from their university who travels with them.

Cultural and religious considerations are taken into account. Staff with experience of Asian participants and an understanding of Chinese culture are on hand to support participants.

#### **18. The fair treatment of participants is ensured**

18.1 Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions, which include appropriate refund arrangements and a cooling-off period  Yes  No

18.2 Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course.  Yes  No

18.3 Participants are advised of BAC's complaints procedure.  Yes  No  NA



This standard is judged to be:

Met  Partially Met  Not Met

**Comments**

Participants have been enrolled under clear and fair contractual conditions which include appropriate refund arrangements.

Participants have access to an appropriate complaints' procedure.

**19. Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised**

19.1	Any residential accommodation is clean, safe and of a standard which is adequate to meet the needs of participants.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.2	Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
19.3	Clear rules regarding fire safety and other health and safety procedures are in place and appropriate precautions are taken for the security of participants and their property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.4	A level of supervision is provided which meets the needs of participants.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19.5	Appropriate measures are in place to ensure that participants under the age of 18 and those over the age of 18 are separated when allocating accommodation.	<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**

A judgment on the quality of the residential accommodation will be made during the Stage 3 inspection.

**20. The welfare of participants in homestay accommodation is ensured and the provider's relationship with the hosts is properly managed**

20.1	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
20.2	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
20.3	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
20.4	Appropriate advice and support is given to both hosts and participants before and during the placement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20.5	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**

**21. Participants have access to an appropriate social programme and information on leisure activities in the local area**

21.1	Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
21.2	The social programme is responsive to the needs and wishes of participants.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.3	Any activities within the social programme have been chosen with consideration for their affordability for the majority of participants.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.4	The activities organised by the provider are effectively supervised by a responsible adult representative with suitable qualifications and/or experience.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.5	Off-site social activities are subject to an appropriate risk assessment and suitable safeguards are put in place as a result.	<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**

Comprehensive information on the available leisure activities is provided and excursions form part of the course and are included in the fees.

At the weekend participants may make their own social arrangements according to their own needs and wishes. Staff provide advice, guidance and support, as appropriate.

Costs for all course-related activities are covered by the course fees.

All activities will be supervised by managers and programme coordinators with a minimum of one supervisor to 10-15 participants.

Off-site risk assessments are in place and suitable safeguards are built-in to minimise risk and keep participants safe.

**INSPECTION AREA – PREMISES AND FACILITIES**

**22. The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises**

22.1	The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
22.2	The provider has access to suitable external premises of a temporary or occasional nature for training purposes.	<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 administrative premises are occupied under the basis of a rolling contract.

The Provider has made arrangements to use University of Oxford premises for teaching and participant accommodation during the course that will run in the summer. These premises will be inspected as part of the stage 3 inspection.

**23. The premises provide a safe, secure and clean environment for participants and staff**

23.1	Access to the premises is appropriately restricted and secured.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
23.2	The premises are maintained in an adequate state of repair, decoration and cleanliness.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
23.3	There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
23.4	General guidance on health and safety is made available to participants, staff and visitors.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
23.5	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
23.6	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
23.7	There are toilet facilities of an appropriate number and level of cleanliness.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
23.8	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**

Access to the office premises is suitably restricted and secured. Entry into the building is restricted, a receptionist is on duty, and individual offices require an electronic key fob.

The office premises are modern, well maintained and clean and there are no hazardous areas.

The receptionist ensures visitors are aware of health and safety issues and are directed to the relevant personnel.

Notice boards and signage are clear and emergency exits are well marked.

There are good facilities for staff, with suitable areas to receive visitors and sufficient circulation space for staff.

The office premises are of a high standard, with sufficient toilet facilities and adequate heating and ventilation.

**24. Training rooms and other learning areas are appropriate for the courses offered**

24.1	Training rooms and other learning areas provide adequate accommodation for the teaching/training sessions allocated to them.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24.2	Training rooms and any specialised learning areas, for example, laboratories, workshops and studios, are equipped to a level which allows for the effective delivery of each course.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24.3	There are facilities suitable for conducting the assessments required for each course.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> 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 will not be hired until the summer. A judgment will be possible after the Stage 3 inspection.

**25. There are appropriate additional facilities for participants and staff**

25.1	Participants have access to sufficient space, which could include a library and suitable Information Technology (IT) facilities so that they can carry out their own private work and/or study.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
25.2	Trainers have access to sufficient personal space for preparing teaching/training sessions, marking work and relaxation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA
25.3	Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink, including facilities that are located outside the premises.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25.4	There are individual offices or rooms in which teachers/trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25.5	Administrative offices are adequate in size and are resourced for the effective administration of the provider.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

25.1 25.2 The facilities will not be hired until the summer. A judgment will be possible after the Stage 3 inspection.

Staff have access to kitchen facilities and space for relaxation and the consumption of food and drink. The office is located in the town centre with a range of facilities within easy reach.

The office space is adequate in size for the senior management team to conduct meetings.

The administrative offices are well resourced and adequate in size for the effective administration of the Provider.

**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**

Effective and experienced management team with well-defined roles and responsibilities, resulting in very well organised systems.	
Excellent organisation of policies and procedures.	
Very strong partnerships with universities in China and effective collaboration with University of Oxford tutors and professors.	
Actions Required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

**PARTICIPANT WELFARE**

**Provider's Strengths**

Comprehensive and detailed pre-course, pre-departure and induction information for participants resulting in a clear understanding of what to expect.	
Actions Required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

**PREMISES AND FACILITIES**

**Provider's Strengths**

The centrally located office space provides a convenient contact point for university contacts who will potentially support the development of the participants.	
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

None
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**COMPLIANCE WITH STATUTORY REQUIREMENTS**

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