

# BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

## SUPPLEMENTARY INSPECTION NEW / ADDITIONAL PREMISES (Short Course Provider)

**PROVIDER:** Mobility Oil and Gas Ltd

**ADDRESS:** Devonshire House  
Manor Way  
London Elstree  
Borehamwood  
WD6 1LQ

**HEAD OF PROVIDER:** Mr Abiodun Grillo

**ACCREDITATION STATUS:** Accredited

**DATE OF INSPECTION:** 9 January 2020

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued accreditation, 21 May 2020

## **PART A – INTRODUCTION**

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### **1. Background to the provider**

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Mobility Oil and Gas Limited (MOGL/the Provider) was established in 2010. It is a private training company limited by shares. MOGL delivers courses in technical oil and gas subject areas and business and management. These are offered as part of the sector's Continuing Professional Development (CPD) requirement. Courses are delivered either outside the United Kingdom (UK) in the clients' premises or staff are sent to the UK for training. BAC accreditation is for MOGL's delivery in the UK only.

The Provider's registered office is based in a serviced office building in London Elstree, Borehamwood. The Provider moved here in December 2019, from its original base in North Finchley, London. Training is normally delivered in the clients' premises or in rented conference facilities, and, in the case of very small groups, at MOGL's registered office.

MOGL aims to deliver high-quality professional development for the global oil and gas industry.

The Provider is owned by a sole shareholder, who is the Managing Director (MD). There is also a senior manager, who is in charge of operational management. The management team is supported by two administrators.

Owing to the specialist nature of the courses the Provider offers, the vast majority of participants are sponsored by their employers, with places commissioned and funded by these organisations' human resources departments.

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

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MOGL offers an extensive range of sector-specific courses, including business and management subjects as well as technical subject areas. These technical areas include engineering, geology, project management and geophysics. Most courses are commissioned and run specifically for individual clients in their premises. In a very small minority of cases, participants apply directly to the Provider. In the UK, the Provider also offers a six-month Diploma in Drilling Engineering Technology.

Most of the courses run over three to five days. The content is delivered through a mixture of lectures, seminars and facilitated workshops.

MOGL's registered office has access to rooms that are suitable for classes of up to 14 participants. Class sizes in a client's own premises are limited to 20 participants. Instruction and training are undertaken by a team of training consultants who are commissioned on demand to deliver courses as and when they are required.

MOGL's training and instruction are for participants aged 18 years and over. At the time of the inspection, there were three participants, two male and one female, enrolled on a short course run at the registered office. The participants were from three companies based in Nigeria and France.

The short courses are run either on demand for specific clients or on specific scheduled dates.

### **3. Inspection process**

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The inspection was carried out over a half day by one inspector. The inspector met with the MD and a telephone discussion took place with the building's Business Manager. A tour of the premises was undertaken and a short segment of the course was observed. Documentation pertaining to the premises was inspected. The Provider's staff cooperated very well throughout the inspection process and the organisation of the inspection documentation was good.

#### 4. **Background to the supplementary inspection**

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MOGL moved into new premises in a serviced office building in December 2019. The relocation took place in order to provide a more centralised location for the UK business. In addition, the Provider wanted premises that had flexibility in terms of space and the potential for expansion. The new premises are situated in a four-floor building that accommodates serviced offices for a variety of businesses. MOGL occupies three rooms on the second floor of the building. The building is a short walk from local hotels and has good transport links.

#### 5. **Inspection history**

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<b>Inspection type</b>	<b>Date</b>
Full Accreditation	24 & 28 October 2014
Interim	3 August 2015
Supplementary	21 August 2017
Re-accreditation	20-21 November 2018

## PART B – JUDGEMENTS AND EVIDENCE

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

### 1. Compliance with BAC accreditation requirements

#### 1.1 Premises and Facilities (full inspection)

The numbers below refer to the standards as presented in the short course provider scheme document and main full inspection report.

#### 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 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 Provider has a secure lease which is renewable on an annual basis.

The premises have additional training spaces available for temporary and occasional use. In addition, the Provider has developed a relationship with a nearby hotel which has larger training spaces available for use.

#### 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 type="checkbox"/> Yes            | <input checked="" 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 type="checkbox"/> Yes            | <input checked="" 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

Entry to the building is through a single reception area, which is supervised during office hours. Beyond the reception area, entry to the building is controlled by a keypad lock. Offices and training rooms are all lockable, and all communal areas are monitored by Closed-Circuit Television (CCTV).

The building is in an excellent state of repair, decoration and cleanliness. All rooms and common areas are cleaned on a daily basis.

Participants and staff are given a very basic health and safety briefing by the MD during their induction.

24.4 However, fire safety information produced by the building management, including details about fire alarms, evacuation routes and fire exits is not included. There is no formal system in place for briefing visitors on health and safety.

24.5 There is no signage inside or outside the premises. There are no noticeboards displaying information for participants.

The premises offer ample circulation space for participants and staff. The reception area is large, open and well lit, creating a suitably welcoming environment.

There are well maintained and clean male and female toilets on each floor of the building, located close to training rooms.

Each room has individual heating and air conditioning units, ensuring that rooms are ventilated and heated appropriately.

**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 <input type="checkbox"/> NA            |
| 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**

A variety of training rooms are available, and the Provider uses rooms that are appropriate to the size of class that is running. There is a training room with capacity for up to six participants. The building also has additional training rooms accommodating three to 14 people available to rent on a temporary basis.

The training rooms are well equipped with screens, projectors, whiteboards and flipcharts that allow for effective course delivery.

**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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| 26.2 | Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input 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 meetings. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |                             |
| 26.6 | Administrative offices are adequate in size and resources 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**

Participants are able to access information electronically on their own devices if required. Trainers have access to sufficient relaxation space in the form of break-out areas on each floor and the training room, which they can use during breaks.

All refreshments are provided as part of the course. In addition, each floor of the building has a small kitchen with cooking facilities and beverages, as well as a break-out space with seats for relaxation. The building also has communal spaces on each floor, and a cafeteria on the ground floor.

Participants bring their course materials and personal possessions to the building. These can be kept with them or locked in the training room during breaks.

The MD's office can be used for private meetings. In addition, the Provider can hire additional meeting rooms in the building, as required.

The administrative office is of a good size and offers a comfortable space for the effective administration of the Provider. The administration team has access to printing and copying facilities in the adjoining MD's office.

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## 1.2 Compliance Declaration

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**Declaration of compliance has been signed and dated.**

Yes     No

**PART C – SUMMARY OF STRENGTHS AND ACTION POINTS**

**STRENGTHS**

The Provider has access to a variety of training rooms, ensuring that appropriately sized spaces are available for courses according to participant numbers.

The Proprietor has effective measures in place to ensure that the premises are kept in an excellent state of repair, decoration and cleanliness.

The training rooms are of a good size and are well equipped and offer comfortable space to allow for effective course delivery.

Administrative offices are of a good size and are well resourced, offering appropriate space for the effective administration of courses.

**ACTIONS REQUIRED**

24.4 The Provider must ensure that the fire safety information produced by the building management is provided to staff, participants and visitors.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
24.5 The Provider must ensure that there is sufficient signage inside and outside the premises and that there are noticeboards displaying information for participants.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

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

None

**COMPLIANCE WITH STATUTORY REQUIREMENTS - FURTHER COMMENTS, IF APPLICABLE**

The Provider should appoint a fire marshal who is responsible for liaising with the premises management in all matters relating to fire procedures.