



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Candidacy / Stage 2 Inspection

NAME OF PROVIDER: CAMSIS Education

ADDRESS: 138/10 Rasa Spanish Courtyard
Ramindra 14 Road
Lat Phrao
Bangkok
Thailand

HEAD OF PROVIDER: Vimunchalee. Dulyasittikorn

DATE OF INSPECTION: 31 May & 1 June 2022

ACCREDITATION STATUS AT INSPECTION: Candidate

DECISION ON ACCREDITATION:

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

DATE: 9 June 2022

PART A – INTRODUCTION

1. Background to the provider

CAMSIS Education (CAMSIS / the Provider) is both a United Kingdom (UK) and a Thai registered private limited company operating since 2022 which offers unaccredited short courses in business and entrepreneurship and school improvement.

CAMSIS is based in Cambridge, Bangkok and Taipei. The first course in the UK will take place in July and August 2022, utilising hired premises forming part of one of the Cambridge colleges.

CAMSIS aims to create new generations of skilled human resources. The Provider's core values are to deliver quality teaching and training, to make an academic contribution in the field of education and to reduce the social gap in education through projects and scholarships.

CAMSIS has three shareholders. The company is overseen by the Managing Director (MD) who is supported by a Finance Director and an Academic Director.

To date, CAMSIS has been preparing for its inaugural course in July and August 2022. Only the courses delivered in Cambridge are accredited by BAC.

2. Brief description of the current provision

The first course to be offered in the UK will be a business and entrepreneurship course for 14 to 17-year-olds in July and August 2022, which will be delivered face to face in Cambridge. Other courses planned include a business and entrepreneurship course for 18 to 25-year-olds and a course entitled School Improvement through Lesson Study which is geared towards educational professionals.

The current course has a maximum size of twenty. Sixteen participants have been recruited, all from Thailand. All of the participants are under the age of 18 and a small majority are female. There are no formal entry requirements.

Participants are recruited throughout the year ready for the start in the summer.

3. Inspection process

The inspection was carried out remotely by one inspector over two days. No inspection of the premises was undertaken as these will be visited during the Stage 3 inspection. The inspector held virtual meetings with the MD and the Academic Director. The course had not yet started so the inspector was not able to meet with participants or observe lessons. The inspector scrutinised a wide range of documentation. The information required was made readily available. The Provider co-operated fully.

PART B – JUDGEMENT 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

CAMSIS is effectively managed. The management structure is clearly defined. Lines of accountability and responsibility are well defined. Comprehensive job descriptions support the management structure.

The MD and senior managers are well qualified and suitably experienced. They have a good understanding of the aims of the organisation and its target market. They each understand their own specific responsibilities and consequently carry them out effectively.

Communication within the organisation is effective. Meetings are scheduled regularly, with appropriate agendas and are minuted. In addition, good use is made of technology to facilitate communication between Thailand and the UK.

CAMSIS has a clear and appropriate written mission statement which outlines its goals and effectively informs the provision. The mission statement is widely disseminated on the website and in the staff and participants’ handbooks. As a result, all staff are focused on the same aims.

CAMSIS has an effective financial risk management strategy. It has financial planning forecasts for years 1 to 4, with a range of different volume assumptions and detailed costings which are updated in real time. Consequently, financial risk is mitigated.

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

This standard is judged to be:

Met Partially Met Not Met

Comments

The overall responsibility of the day-to-day running of the administration lies with the MD. Other staff take on responsibility for finance, marketing, social media and academic direction. Staff are qualified or experienced in their roles. They work to specific, detailed job descriptions and are effective in carrying out their duties. As a result, the administration is effectively run.

The size of the administration is sufficient for the current size of the organisation. A small team based in Thailand supported by effectively used technology is sufficient to deal with the administration of the programme.

The administration is supported by detailed policies and procedures widely disseminated to the staff. These are comprehensive and well disseminated in the staff handbook. As a result, the administration of the Provider runs smoothly.

CAMSIS has effective information technology (IT) infrastructure which supports the efficient running of the administration, including the collection and management of data.

Staff and participant records are appropriate and sufficiently detailed for purpose. Suitable systems are in place to keep the records updated.

CAMSIS protects the data of the staff and participants effectively. The data is collected and stored digitally. Only the MD and Academic Director have full access to the data. Consequently, the data is safe.

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.2	Experience and qualifications are appropriately checked and verified before recruitment and records are accurately maintained.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.3	The recruitment process for trainers working remotely includes a face-to-face online interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

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| 3.4 | There is an effective system for regularly reviewing the performance of all staff, which, for trainers, includes regular, scheduled course delivery observations. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.5 | Managerial and administrative staff are appropriately supported in their continuing professional development. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

The recruitment policy is appropriate. Prospective staff are given enough information to decide if they are suitable for the post applied for. Detailed job descriptions are in place for each post. Part-time self-employed workers have appropriate signed performance service level agreements. As a result, the recruitment is well managed.

The recruitment process includes appropriate pre-employment checks including qualifications and experience. These are undertaken and recorded prior to starting work. Checks are recorded on a Single Central Register (SCR).

A process for the regular reviewing of staff performance is in place. Staff performance will be reviewed at least annually. The reviews will be supported by documentation focusing on areas of strength and areas for development. For tutors, the process will entail observations of teaching and learning followed by a professional dialogue. To date, no annual appraisals have taken place.

Managerial and administrative staff are appropriately supported in their Continuing Professional Development (CPD). So far, this CPD has been focussed on safeguarding and the dangers associated with extremism. As a result of this commitment to CPD, staff will be able to develop their professional expertise.

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

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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 |
| 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

Publicity materials provide an accurate description of the premises. The images on the website and the downloadable brochure are actual photographs of the college grounds, the classroom to be used and the booked residential accommodation.

Comprehensive course information is readily available on the website. This includes a course outline and the programme schedule. An interactive chat application facilitates the seeking of additional information. Consequently, participants and their families can make an informed choice about the suitability of the course for their needs.

Key policies including the complaints policy, safeguarding policy and health and safety policy are easily accessible through 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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input 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

CAMSIS takes good care to recruit suitable applicants for its courses. The comprehensive application process includes questions relating to future education and career aspirations. CAMSIS require applicants to send their current grade point average (GPA) and their school transcripts so they can ensure the participant is suited to the course. There are no specific entry requirements. Applicants self-identify any additional needs they may have.

Full details of the courses are available on the website. The course outline and the programme schedule are easily accessible. Applicants also have the opportunity to discuss the courses through the chat function on the website or via the administrative office in Bangkok.

Initial application enquiries are automated so response time are instantaneous. All stakeholders have full access to the information they need prior to registration.

CAMSIS uses a limited number of agents in Thailand to recruit participants. These agents are suitably registered with the Thai Ministry of Education. They use the same briefing materials as found on the website which are comprehensive and accurate. A procedure is in place to monitor and evaluate the agents, but it has not yet been used.

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
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| 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

The policy on attendance and punctuality is clear and suitably disseminated in the participant and staff handbooks. The policy will also be covered in the participant and staff inductions though these have not yet taken place yet.

The policy requires the keeping of accurate and secure records for each session. These will be collated centrally and reviewed regularly.

Any absences will be followed up promptly. Participant numbers are small, and the course is residential so absences will be immediately obvious. Chaperones and the on-site College Manager will be available to respond to any absences. In addition, each participant is required to have a mobile phone on them at all times. As a result, participants can be contacted quickly in the case of absences.

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

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| 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

CAMSIS has systems in place to monitor its own standards and assess its own performance with a view to continuous improvement though these systems have not yet been implemented.

Mechanisms are in place to seek feedback from all the relevant stakeholders. These include a participant assessment of all the different aspects of the programme including the teaching and learning and the activity programme.

Once obtained, feedback will be recorded and analysed regularly by the Academic Director to seek out strengths, areas for development and trends across time. Documentation is already in place to support this process.

CAMSIS has a policy of responding to feedback directly and in a timely fashion though this policy has yet to be implemented.

Mechanisms are in place to compile annual reports comprising the accumulated feedback, action plans, performance reviews and other data for quality improvement. This process will begin when the first course is underway.

The documentation shows that CAMSIS proposes to draw up action plans as a result of feedback and assign specific actions to designated staff members to achieve within specific time-limits which will be reviewed by senior managers. In this way, CAMSIS wants to embed continuous improvement.

INSPECTION AREA – PARTICIPANT WELFARE

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

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

The MD and the Academic Director are both named as staff members for participant welfare. Both have undertaken appropriate training and will be accessible to participants for the entire length of the course.

Information, advice and guidance supplied prior to the course is good. The website information is comprehensive and detailed, and the agents are well-briefed. There is ample opportunity to discuss the particulars of the course in Thai or in English prior to the course. CAMSIS organises a meeting in Bangkok prior to departure to address any issues or concerns participants or their parents and guardians may have. They also receive a fact sheet of helpful advice. As a result, participants are well informed about the course before they commit to enrolment.

Documentation shows that upon arrival, participants will receive an induction to the college and the local surroundings. This will include a health and safety briefing which includes fire evacuation procedures explained in detail by a member of the college staff.

All participants will receive an emergency and out-of-hours contact number. They will also be required to carry a mobile phone at all times in case staff need to contact them. Consequently, they will always have emergency support.

CAMSIS has suitable arrangements in place to safeguard participants under 18. An appropriate safeguarding policy is in place. Two designated senior members of staff are responsible for leading on safeguarding and have been trained to level 3. The safeguarding policy covers code of conduct and health and safety and outlines the procedure to be carried out if allegations are made. All participants are to be supervised by at least two adults all the time. CAMSIS will have a chaperone as well as a tutor in each class. No participant is to be allowed out of the college unsupervised. The safeguarding policy is known to all current staff along with appropriate policies covering discrimination and bullying and will be made known to new staff as they are recruited. Consequently, participants will benefit from a safe environment.

A suitable policy is in place to protect participants against radicalisation and extremism. An appropriate risk assessment has been carried out. Current staff have received training. There is a clear process for raising concerns if necessary. As a result, the participants are protected against the risks associated with radicalisation and extremism.

The information and technology systems (IT) policy includes the e-policy. This covers appropriate provisions for the personal use of the internet and social media. It outlines the rules of conduct for both staff and participants. The IT system in use enables CAMSIS to monitor internet and social media use in order to protect the participants and its own reputation. Consequently, participants will be safe from the harms associated with internet use.

CAMSIS collects contact details of next of kin during the application process. Senior staff will have quick access to this information should the need arise.

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

International participants receive good advice before their arrival. CAMSIS arranges a meeting in Bangkok prior to departure which enables participants and other stakeholders to discuss any concerns they have or clarify any issues. Participants also receive an email with advice about staying in the UK.

Upon arrival, participants will receive an induction which will include orientation around the building and grounds as well as the local area.

During their stay, participants will have the services of two on-site College Managers and chaperones. One College Manager is from Cambridge and the other is from Thailand. The on-site College Manager from Thailand is a Thai speaker. Consequently, she can readily give advice about the course, the local area and staying in the UK.

At present, the course is run by Thai management and run for Thai participants. As a result, the management is in a good position to understand and take into account cultural and religious considerations when planning the course and the activities which support the course.

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

This standard is judged to be:

Met Partially Met Not Met

Comments

Participants are enrolled under fair and transparent terms and conditions. These are easily available via the website and form part of the application process. Appropriate refund arrangements are included in the terms and conditions.

The complaints procedure is easily accessible on the website. It outlines the procedure to make a complaint and outlines the different stages of the procedure including for making a formal complaint. It is widely disseminated via the website and will be included in the induction. Consequently, the fair treatment of participants will be assured.

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. Yes No

19.2 Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted. Yes No 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. Yes No
- 19.4 A level of supervision is provided which meets the needs of participants. Yes 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. Yes No NA

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

Comments

The residential accommodation used is provided by the Cambridge college, approved for participant use out-of-term time and is appropriate for participants. Each participant will have lockable, individual ensuite study bedrooms. These are kept clean by the college cleaning staff.

The residential accommodation is open to inspection by appropriate authorities as part of the college's accreditation by Accreditation Network (UK). As a result, high standards will be maintained.

Clear rules regarding fire safety are in place. These will be explained to participants by the Cambridge college staff at the participant induction. The participants will have their own, individual study bedrooms for the safe storage of their property.

The participants will be appropriately supervised. Participants will not be allowed out of the college grounds without a member of staff. At least two members of staff will be present during the lessons. The ratio of staff to participants is high. Consequently, participants will be appropriately supervised at all times.

The programme is solely for participants under the age of 18. Any CAMSIS participants aged 18 and over will be on entirely different programmes at entirely different times.

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. Yes 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. Yes No
- 20.3 The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. Yes No
- 20.4 Appropriate advice and support is given to both hosts and participants before and during the placement. Yes No
- 20.5 Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems. Yes No

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

Comments

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

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

The programme includes an extensive range of supervised activities including excursions and sports. These are outlined on the website and during the application process prior to arrival.

Participants will feedback on each activity in the social programme. This will enable CAMSIS to modify the programme in response to the wishes of the participants. As a result, the social programme should meet the needs of the participants.

All activities in the social programme are included in the overall fee for the courses. As a result, all participants will be able to partake in the programme if they so desire.

All activities will be supervised by responsible adults with suitable qualifications or experience. Consequently, participants will be safe when undertaking the different activities.

All activities including off-site activities have been risk assessed in detail. Risks have been identified and well considered safeguards have been put in place to mitigate these risks.

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

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| 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 |
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22.2 The provider has access to suitable external premises of a temporary or occasional nature for training purposes. Yes No NA

This standard is judged to be:

Met Partially Met Not Met

Comments

CAMSIS has a formal rental agreement giving it suitable access to premises at a Cambridge University college for the duration of its course. The premises also have suitable external grounds which can be used for additional training purposes if needed.

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. Yes No

23.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes No

23.3 There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors. Yes No NA

23.4 General guidance on health and safety is made available to participants, staff and visitors. Yes No

23.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information. Yes 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. Yes No

23.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes No

23.8 There is adequate heating and ventilation in all rooms. Yes No

This standard is judged to be:

Met Partially Met Not Met

Comments

The premises are safe and secure. The course is to be held in a gated college. Entrance to the college grounds is restricted by card-key access which is in turn supervised full time by a college porter. Access cards are required for entrance to the buildings, the rooms and the different floor levels. As a result, the staff and participants will be working in a safe and secure environment.

Picture evidence suggests the premises are maintained in a suitable state of repair, decoration and cleanliness.

CAMSIS will not be using any hazardous areas.

General guidance on health and safety is given to staff and participants in the staff and participant handbooks. This advice will be further disseminated at induction. CAMSIS has prepared a small handout of general advice for health and safety to be handed to visitors. This will keep stakeholders safe.

Pictures of the classroom to be used suggest there is adequate signage and notice boards.

Pictures suggest the circulation space is adequate. There are a number of small rooms available for receiving visitors if required.

Toilet facilities are appropriate in number and are conveniently located throughout the premises.

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. Yes 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. Yes No

24.3 There are facilities suitable for conducting the assessments required for each course. Yes No NA

This standard is judged to be:

Met Partially Met Not Met

Comments

Picture evidence shows the classrooms are large and will comfortably accommodate the number of participants envisaged.

Training rooms are suitably equipped with a large screen and internet access. The furniture in the rooms will allow for a range of teaching approaches - whole class, group, pair or individual. This will support the teachers' ability to offer a range of teaching activities.

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. Yes No

25.2	Trainers have access to sufficient personal space for preparing teaching/training sessions, marking work and relaxation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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

Participants and staff will have suitable additional facilities including study areas. Participants will have appropriately controlled access to the internet for private work. Consequently, they will be able to develop their independent study skills.

Tutors will have suitable access to space for preparation, marking and relaxation.

Staff and participants will have access to the dining room and the college grounds for relaxation and the consumption of food and drink. This will also support the development of their social and linguistic skills.

CAMSIS will be able to hold full staff meetings in the classrooms. Individual rooms for private meetings are available should the need arise.

Video evidence shows the administrative offices are spacious and well resourced.

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

CAMSIS takes great care in the recruitment of its participants making sure that the course matches the aspirations of the participants. As a result, participants will be on the correct course for them.

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

PARTICIPANT WELFARE

Provider's Strengths

Participants receive good advice on and before their arrival. Consequently, they should be able to settle to their studies easily.

Participants will always have access to a bilingual (Thai- English) member of staff. As a result, participants will always be able to communicate any problems or issues to the Provider.

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 premises have strong security with the result that the staff and participants will work in a safe and secure environment.

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

CAMSIS should consider how to ensure that policies are embedded in the everyday life of the Provider.

It is recommended that CAMSIS puts into practice the procedures it has in place to monitor its performance and inform action planning so that it can continuously improve.

COMPLIANCE WITH STATUTORY REQUIREMENTS

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