



## BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

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

**NAME OF PROVIDER:** Kea Academy

**ADDRESS:** Door 5  
2 Elystan Street  
London  
SW3 3NS

**HEAD OF PROVIDER:** Kristina Neeme

**DATE OF INSPECTION:** 20 & 22 April 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

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### 1. Background to the provider

Kea Academy (the Provider) is a privately owned organisation that offers non-accredited life skills courses, during the summer, to participants aged 11–17.

The Provider has administrative offices in London in the United Kingdom (UK). However, the Provider will offer its summer courses in a hired private boarding school in the UK.

The Provider aims to empower its participants to make a difference in the world by teaching life skills that are not always taught in the normal education system. The Provider intends to achieve this by providing online courses and supplementary summer courses to participants through various host schools in the UK and internationally.

The company is a private limited company with two Directors. Both Directors are responsible for strategy, operations and the day-to-day running of the organisation. The Directors are supported by a Sales and Marketing Manager. Teachers and activity leaders will be recruited in time for the inaugural course in the summer of 2022.

### 2. Brief description of the current provision

Kea Academy offers the Kea programme. The programme is designed to prepare the participants for life and to learn new skills that will benefit them and guide them towards their careers. It encompasses 15 life skills categorised into five themes. These themes are Personal Development, Employability, Learning, Active Citizenship and Wellness. Kea Academy will also offer additional workshops, including in English language, cooking, swimming and lifesaving. The programme is taught in person and the Provider is also planning to develop online learning.

At the time of the inspection, the Provider was preparing for its first summer camp. No participants are currently enrolled as booking has only just begun.

Participants will be coming from various backgrounds, including the UK, Italy, France, Germany, Spain, Portugal, Lithuania, Estonia, Jordan, the United Arab Emirates (UAE), Qatar, Singapore, Vietnam, Pakistan and Turkey. It is envisaged that most participants will come from the UK and Italy. The Provider aims to recruit up to 60 participants this summer, and then to expand and offer the summer provision at more locations in the UK and abroad in the future.

The first course is planned for July 2022, with the possibility of an extra four-week extension into August if there is demand. Participants enrol directly through the website or through agents abroad. Enrolment is open until the start of the camp. There are no formal entry requirements.

### 3. Inspection process

The inspection was undertaken by one inspector over one-and-a-half days, one day remotely and half-a-day at the Provider's administrative office in London. The inspector held meetings with the Directors and the Sales and Marketing Manager. The inspector inspected the administrative offices and scrutinised a wide range of documents. It was not possible to inspect the delivery premises or the accommodation during this inspection. The information required was made readily available. The Provider co-operated fully with the inspection.

**PART B – JUDGEMENT AND EVIDENCE**

The following judgements 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**

Kea Academy is effectively managed. The management structure is clear and appropriate. The Directors are effectively supported by the Sales and Marketing Manager.

All the management staff have had extensive relevant experience in similar roles as administrators and teachers. They work to clear, detailed job descriptions. As a result, they understand their specific responsibilities fully and carry these out efficiently.

The Provider uses multiple channels of communication within management and between management and staff. For example, they use an online work-flow organiser which enables them to set daily objectives and key results and to share and record the feedback. Consequently, all staff are kept up to date.

Kea Academy has a clear vision of what it wants to achieve. Its vision is to become a life skills academy which empowers young people so that they can have a positive impact in the modern world. This vision permeates the organisation. As a result, management and staff can work towards a shared goal.

The Provider has developed an effective risk management policy and a risk register that considers appropriate strategic, financial and operational risks. The risk register will be reviewed annually and will be used effectively to ensure a robust and safe working environment for both staff and participants. Risk management and financial planning are both carried out effectively.

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

This standard is judged to be:

Met  Partially Met  Not Met

### Comments

Kea Academy is effectively administered. The Directors take responsible for the day-to-day administration of the Provider, as well as for welfare and safeguarding. The Sales and Marketing Manager is responsible for specific administrative functions outside the sales and marketing function. Suitable, detailed job descriptions are provided for each role. As a result, administrative staff know their individual functions.

The size of the administrative team is sufficient to ensure the day-to-day running of the academy. The Provider should keep the size of the team under review. It may need additional administrative support as the academy grows in size.

The Provider uses technology well to support its administration. Effective software for customer relationship management, workflow management and communications are employed to streamline procedures and processes. Many administrative processes are automatic. This effectively reduces the burden on the administrative staff.

Administrative policies, procedures and systems are thorough, suitably documented and appropriately disseminated. As a result, the academy is suitably administered.

Staff and participant data is collected systematically. This data is filed electronically in accordance with the Provider's data protection policies. Consequently, the data is safe. Personal records for both participants and staff are sufficiently detailed for their purpose and are regular updated. The data is collected systematically and securely stored digitally.

All electronic data is protected by differential password controls and in accordance with the Provider's data protection policy. Consequently, personal data is maintained securely.

## 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
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 Provider has appropriate procedures for the recruitment of suitable staff. The Provider has not yet started recruiting additional staff, but recruitment practices designed to deter unsuitable applicants and a staged interview process are in place to ensure that only appropriate staff are employed.

The recruitment procedure requires the close checking and verification of all documents, including those relating to identity, qualifications and references.

The Provider has a suitable system in place for reviewing staff performance that includes a professional dialogue to highlight strengths and weaknesses and to set and review targets. For teaching staff, this includes the observation of lessons.

By putting this system in place, the Provider has shown the intention to support and encourage the continuing professional development of managerial and administrative staff. As a result, staff will be able to develop into their roles effectively.

#### **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

Publicity materials provide a realistic description of the Provider's location, premises, facilities and the range and nature of resources and services offered. The images on the website provide a good impression of the facilities available. The text provides a good overview of the Provider's vision and ethos.

The website also provides comprehensive information on the nature of the different courses and activities. Further information is provided via a brochure, which is accessible through the website.

Key policies are accessible through the website. These policies include the complaints policy. As a result of the publicity materials, participants and their families can make an informed choice as to whether the provision meets their needs.

**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.	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 judgement 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/or 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**

The Provider takes good care to recruit and register suitable participants. Participants are provided with all the information they need via the website, brochure and the booking form. As a result, they are able to decide whether the course meets their needs.

There are no formal entry requirements for the summer provision Pre-intermediate English is recommended as a minimum level. Suitable assistance is given to those participants who do not know what their English language level is. Consequently, participants will know whether their English is at the recommended level and that they are likely to be successful on the course.

Prospective participants have the opportunity for a telephone conversation prior to enrolment to make sure the course meets their individual needs. During this call, participants are able to discuss any concerns with the Provider or its agents. As a result, participants will know whether the course satisfies their needs.

Replies to application enquires are made in a timely manner. Many of the standard enquires are dealt with automatically using appropriate software.

All agents are fully vetted and accredited by their professional bodies and have been fully interviewed and briefed by the Provider. Agents are monitored and evaluated at least annually. Consequently, they are in a good position to respond to any queries from prospective participants.

Participants with special educational needs or disabilities have the opportunity to discuss their requirements and the available support during the enrolment process either with the agents or directly in telephone conversations with the Provider. As a result, such prospective participants can ensure that their individual needs are appropriately met.

**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**

The Provider has an appropriate attendance and punctuality policy. This is suitably disseminated through the student handbook and at induction. Suitable procedures are in place to enforce the policy.

The Provider currently has a paper-based system for registering participant attendance. Attendance will be taken at each session and kept on a central register.

The Provider is investigating the use of electronic devices to assess whether these will alert management and welfare staff to unauthorised absence from class more efficiently than the current paper-based system.

**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**

The Provider has comprehensive systems in place to monitor its performance and inform action-planning.

The Provider has put in place mechanisms for obtaining feedback from participants and other stakeholders, including the systematic collection of comprehensive feedback through electronic surveys. All participants and staff will be required to fill in satisfaction questionnaires covering the whole provision, including the teaching and learning, the social programme, the facilities and the accommodation.

This feedback is to be recorded and analysed on a regular basis to identify strengths, weaknesses, action points and trends over time.

The system requires management to review the feedback regularly and respond to action points in a timely fashion. The system also requires management to report back to participants detailing the actions taken in response to the feedback.

Reports are to be compiled annually at the end of the summer provision. These reports will include a complete overview of the provision using all available data and feedback, including the results of the action plans.

The action plans list specific improvements to be carried out by designated persons within a specific timeframe and will be reviewed regularly. As a result, the Provider will be able to work to continuously improve the provision.

**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 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**

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Participants will receive appropriate welfare support. One of the Directors is suitably trained and is the named staff member responsible for welfare.

Participants receive good information and advice prior to and at the start of the programme. The website is suitably informative and there is also a comprehensive student handbook. Participants have the opportunity of a personal telephone call, termed a discovery call, should they require additional information. As a result, participants are very well informed about what to expect from the provision.

All participants will take part in an induction that covers the code of conduct and key policies and procedures. They will be introduced to the welfare staff and will be made aware of the procedures for accessing assistance. Consequently, participants will be able to settle into the provision quickly and easily.

Participants will be given a contact number for out-of-hours and emergency support. Participants will input this number into their phones and carry it on a wristband. As a result, participants will always have access to support should they need it.

The Provider has appropriate policies in place to avoid discrimination and for dealing with abusive behaviour. These are disseminated in the booking forms, in the student handbook and will be discussed at induction. Participants will be required to sign to demonstrate acceptance of these policies. As a result, participants will be able to enjoy a relaxed atmosphere whilst at the camp.

Kea Academy has suitable arrangements in place to protect participants under 18. A safeguarding policy is in place and is to be reviewed annually. A designated, trained safeguarding lead is responsible for implementing the policy. The policy covers codes of conduct, health and safety, recruitment and training, and outlines the procedure to be carried out if any allegations are made. The safeguarding policy is known to all current staff and will be made known to new staff as they are recruited. All current staff have undergone a Disclosure and Barring Service (DBS) check.

The Provider has an appropriate policy in place to protect participants from the risks associated with radicalisation and extremism. A risk assessment has been carried out. All the current members of the management team have had certified training. As a result, participants will be aware of the risks of radicalisation and extremism.

A comprehensive e-policy is in place. It completely prohibits the use of electronic devices and access to the internet for much of the day, so participants will be safe from the possible harms associated with social media.

All participant information, including contact and next-of-kin details, will be recorded during the application stage. This information will be readily available 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 continue 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 will receive specific advice and assistance as required. They receive appropriate information, for example regarding insurance and visas in the student handbook.

Prior to arrival, participants and their families will have an opportunity to discuss cultural concerns with the agents in their first language.

On arrival, participants will take part in an induction that covers the school and the local area. Any special dietary requirements will be catered for. Prayer rooms will be available. It is envisaged that participants may come from a wide range of countries, so machine translation software will be used if required.

The welfare staff will be able to offer any additional advice during the camp. As a result, the specific needs of international participants are catered for.

**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 apply for the courses under fair contractual terms clearly outlined on the booking form and available through the website. The refund policy is clear and outlines the amount of refund possible after the cooling-off period.

The complaints procedure is fair and widely disseminated on the website, in the student handbook and during induction. Participants are required to sign off their acceptance of the complaints policy. The complaints procedure includes the provision for third-party adjudication. As a result, the fair treatment of participants is ensured.

**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 that 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 that 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**

The inspector was not able to visit the residential accommodation. This will be inspected as part of the Stage 3 Inspection.

**20. The welfare of participants in home-stay 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 that 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 are 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 that 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**

Participants will have access to a good social programme consisting of interesting excursions as well as a wide range of stimulating evening activities. The social programme will effectively support the aims of the Provider for its provision.

Appropriate arrangements are in place to obtain feedback on the activities with a view to ensuring they always respond to the needs and wishes of the participants.

All activities are included in the overall price. There are no additional fees to pay. All off-site activities are monitored by responsible adults with the relevant certification. The social activities have already been risk assessed and suitable mitigations have been put in place. As a result, the participants are kept safe when taking part in the social programme.

**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 checked="" type="checkbox"/> NA |

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

**Comments**

The Provider has a formal agreement in place for the sole use of suitable delivery premises within a boarding school. It also has an administrative office in London.

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

The Provider's administrative office in London is secured by a door at street level and an additional door to the office.

The office premises are clean, well decorated and well maintained.

Visitors are given a short talk regarding guidance on health and safety on arrival. The office is easy to find because of clear outside signage. Inside, there are sufficient notice boards for the display of general information.

Toilet facilities are sufficient in number and are maintained to a high degree of cleanliness. Heating and ventilation are effective in keeping the office at a reasonable working temperature.

**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 that 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**

**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 <input 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.	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.	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**

The administrative offices are in London. The office is a good size and is well resourced for the effective administration of the courses. The administrative offices in the camp itself are suitable in size.

**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

The Provider has a very clear vision of what it wishes to achieve. As a result, participants will benefit from a well-focused course.

The management has a wide range of capabilities and experience. Consequently, the provision will be suitably administered and effectively run.

The Provider uses technology imaginatively to streamline the administrative processes so that participants benefit from efficiently administered provision.

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 information and advice prior to and on arrival so that they are able to make sure the course suits their needs.

The social programme is interesting and stimulating and supports the Provider's aims.

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

Actions required	Priority H/M/L
	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

### RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection



The Provider should keep the size of the administrative team under review.

The Provider is recommended to establish a minimum level of English as a requirement for the course.

**COMPLIANCE WITH STATUTORY REQUIREMENTS**