



## BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

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

**NAME OF PROVIDER:** Cambridge International Academy

**ADDRESS:** Nine Hills Road  
Cambridge  
CB2 1GE

**HEAD OF PROVIDER:** Dr Jonathon Fearon-Jones

**DATE OF INSPECTION:** 22 & 24 November 2023

**ACCREDITATION STATUS AT INSPECTION:** Accredited

**DECISION ON ACCREDITATION:**

- Accreditation awarded for six months
- Decision on accreditation deferred
- Award of accreditation to be withdrawn

DATE: 28 March 2024

## PART A – INTRODUCTION

### 1. Background to the provider

Cambridge International Academy (the Academy/the Provider) is a privately owned organisation that runs summer schools in Cambridge for participants under the age of 18.

The Academy was incorporated in 2015 and, since that time, it has been offering a residential summer school in Cambridge for academically able international participants.

The Academy's registered head office is located in a business centre in Cambridge, which is also its postal address. However, the Provider runs a virtual office with staff working offsite in different locations.

During the summer, the Provider's annual two-week residential summer school is held at Clare College, the second oldest college of the University of Cambridge (UoC).

The aims and objectives of the Academy are to deliver high-quality education that is accessible to as diverse a community of participants as possible. To this end, the Provider is seeking to diversify its participant body through its scholarship programme and the development of new partnerships around the world.

The Academy is a private limited company that was founded, and is owned and managed, by its two Directors, who also constitute the Provider's Board.

### 2. Brief description of the current provision

The Academy offers short, in-person summer schools of between 14 and 18 days in length for mainly international participants. The courses on the summer school are divided into two areas. These are Sciences, Technology, Engineering and Mathematics (STEM) and Social Sciences. There are common modules in debating and university application guidance.

The Academy's STEM programme is divided into three levels. The levels are Discovery for participants aged 13 to 16 years, Advancement for participants aged 15 to 16 years, and University Taster for participants aged 16 to 17 years.

The Academy's Social Sciences programme offers Advancement for participants aged 15 to 16 years and University Taster for participants aged 16 to 17 years. The courses include modules on Biology, Chemistry, Physics, Mathematics, Computer Science, Robotics, Engineering, Astrophysics, Life Sciences, Natural Sciences, Technology, Economics, International Relations, Sociology, Psychology, and Finance.

The Academy's summer school in 2023 had 65 participants, all under the age of 18. The majority of participants came from China, with others from France, Portugal, Pakistan, Canada and the United Kingdom (UK). There was an equal division between male and female participants.

The ethos of the Academy's summer school programme has changed since its previous inspection. The Provider is now planning to attract participants with differing needs from different countries. The Academy is attempting to make high-quality education more accessible to academically able participants from disadvantaged backgrounds through the introduction of its scholarship programme.

Currently, the Academy is financing the scholarship programme, but is planning to obtain sponsorship from external organisations to expand the programme so that a quarter of the participants at the summer school will be in receipt of a scholarship. The Academy has recently appointed three advisors to a Scholarship Advisory Committee that will provide strategic advice on the management of the scholarship programme and advise on the selection of recipients for the scholarships.

In 2020, the Provider introduced its scholarship programme for participants on its online courses, with the programme being extended to a minority of participants attending its residential summer school in Cambridge in 2023.

British Accreditation Council (BAC) accreditation covers the Academy's in-person provision only.

In 2024, the Academy will be holding two summer schools in July and August. Participants are enrolled on a continuous enrolment basis that starts in October each year. All participants must have a strong academic background, some with an International Baccalaureate, in order to attend the summer school.

### 3. Inspection process

The inspection was carried out by one inspector over two days, one day of which was onsite at the Academy's registered office and the other day was conducted online. Meetings were held with the Directors. A tour of the Provider's registered head office was completed during the inspection. A full range of documentation was made available to the inspector and the Directors fully co-operated with the inspection throughout.

### 4. Inspection history

Inspection type	Date
Stage 2	13 April 2017
Stage 3	16–17 August 2017
Interim	10 September 2018

## 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

*The numbers below refer to the standards as presented in the short course provider scheme document*

#### 1. The provider is effectively managed

1.1	The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.2	The head of the provider and other senior managers are suitably qualified and experienced, understand their specific responsibilities and are effective in carrying them out.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.3	There are clear channels of communication between the management and staff, including those working at the delivery venue or remotely.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.4	The provider has a written statement of its mission and goals that effectively guides its activities, is communicated to all stakeholders and is effectively implemented and regularly reviewed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1.5	The provider has a written risk management strategy, which includes financial planning and is effectively implemented and regularly reviewed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**This standard is judged to be:**

Met     Partially Met     Not Met

#### Comments

The Academy's management structure is clearly defined and documented on a detailed organisational chart that includes all members of staff, including the summer school staff. The structure includes staff roles and responsibilities and the reporting lines within the Provider. The organisational chart is accompanied by a detailed job description for each member of staff. The organisational chart is regularly updated and circulated, which ensures that all staff understand the management structure of the Academy and whom they should report to regarding any issues that may arise.

The Directors are suitably qualified and experienced, having founded the Academy together. The management team is well established. One Director has legal, academic and safeguarding responsibilities, while the other Director is responsible for the management, operational and financial areas of the provision. Both Directors understand their specific responsibilities and are very effective in carrying these out.

There are clear channels of communication between the management and staff, with an ongoing e-mail dialogue maintained and shared between all staff. During the summer school, the management team and the staff at the delivery venue use a messaging application that is specifically designed for teamwork and allows for the creation of multiple channels of communication on one platform. Communication between all members of the Academy's staff is efficient and comprehensive.

The Academy has a clear written statement of its mission and goals which include making quality education more accessible and affordable for high performing students from a range of backgrounds. The Academy's mission and goals are displayed on the homepage of its website and in the introduction of its brochure. The statement is effectively communicated to all stakeholders and is regularly reviewed and updated to reflect the development of the provision.

The Academy has a comprehensive risk management strategy, which includes financial planning, and this forms part of Provider's investment, diversification, and growth strategy. Both Directors are fully informed about, and contribute to, the strategy and ensure that it is effectively implemented and reviewed annually. The next review is planned for May 2024 prior to the start of the 2024 Summer school.

#### 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

The Academy's Directors undertake the administration of the Provider on a day-to-day basis. They are very experienced and understand their specific areas of responsibility.

During the summer school, the Directors are assisted in administrative duties by Activity Residential Officers (AROs), who accompany the participants at all times. As a result, the size of the administrative team is adapted appropriately to ensure the effective day-to-day running of the Provider.

The administrative support provided to the management team during the Academy's summer school is clearly defined and documented in the AROs' job description, which is provided to applicants prior to interview. This ensures that applicants for ARO positions are well informed about, and understand, their responsibilities prior to employment by the Provider.

The Academy's administrative policies, procedures and systems, including policies on e-safety, student welfare and safeguarding, data privacy, complaints procedures and terms and conditions, are up to date and well thought out. All documentation is freely available online, which allows for the effective dissemination of information across the provision.

Data collection is efficient and effective. All data is stored online in a file-storage and sharing platform that allows for the effective collation of information required to support the administration of the provision.

Participants' records are sufficiently detailed and include details of the application process they have completed in order to enrol on the Academy's summer school. During the summer school, participants' records are updated on an ongoing basis via the Provider's online messaging application.

Trainers' records are updated annually before the start of the summer school. They submit a detailed Curriculum Vitae (CV), which is stored online, and they also write a biography for inclusion in the student handbook.

The Academy has a robust security system and policies in place to protect the data of its participants and trainers. The online file-storage and sharing platform requires dual-factor authentication to access the Provider's documents. Trainers have access to parts of the platform relevant to their teaching. Access to the platform is removed at the end of the summer school when it is no longer required.

### 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
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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 policies and procedures in place to recruit suitably qualified and experienced staff. E-mails are sent to lecturers, fellows and postgraduate researchers by the Director with academic responsibilities. The initial e-mail focuses on individuals with the relevant subject knowledge.

The AROs are second-year undergraduates studying at universities in the UK and are recruited through an early careers management platform that has been created by universities in the UK. A comprehensive signed performance service level agreement is in place for all of the Academy's staff, including lecturers and AROs.

The experience and qualifications of lecturers and AROs are checked and verified by the Director with academic responsibilities. Records are accurately maintained on the Academy's online file-storage and sharing platform. All teaching qualifications and enhanced Disclosure and Barring Service (DBS) checks are verified, and all lecturers are interviewed by the Director with academic responsibilities. AROs complete an interview with both Directors prior to their employment.

The Academy's lecturers do not work remotely.

There is an effective system for reviewing the performance of all staff. The Director with academic responsibilities carries out regular, scheduled course delivery observations on all of the Academy's lecturers. Scheduled observations are documented, and observation feedback focuses on the lecturer's strengths and areas for further development. Informal observations are also carried out during the summer school by the Director with operational responsibilities. ARO's are employed on a temporary basis, and they are managed by the Director with management responsibilities. Their performance is reviewed at the end of the Summer school.

Managerial and administrative staff are effectively supported in their continuing professional development. The Director with management responsibilities offers in-house training to meet their needs and also arranges for external training when required. For example, an administrative staff member is due to attend an analytics course in the near future.

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

4.1	Text and images provide an accurate depiction of the provider's location, premises, facilities and the range and nature of resources and services offered.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.2	Information on the courses available is comprehensive, accurate and up to date.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.3	The provider's key policies are accessible through the website.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

#### Comments

The Academy's website and brochure contain images and information about the Provider's location, premises and facilities, and the day trips the participants will go on during their studies, including visits to the UoC's colleges, the University of Oxford, the London School of Economics, Imperial College London and King's College London. The materials also show the social activities the participants will experience, including the end-of-course formal dinner held in one of the UoC's dining halls.

The Provider shares videos recorded by AROs during the summer course on an online video-sharing platform. These include participants giving a guided tour of their accommodation at Clare College, while others share their experiences of studying on the Academy's courses. The Provider's website provides participants with a clear idea of what they can expect from their chosen course.

The Academy's brochure is freely available online. It gives an accurate, up-to-date description of each of its courses, covering the subject-specific modules and modules common to all courses. The information is comprehensive and accurate, and enquirers are well informed about the courses that will be held in summer 2024.

The Provider's key policies are readily available through its website and are signposted by drop-down links on the homepage of the website. The student handbook also contains hyperlinks to the Academy's online policies and procedures. As a result, participants are able to make a well-informed judgement about whether the Provider's courses, and the facilities offered, are suited to 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5.4	Applicants are provided with sufficient information to enable them to make a 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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.7	The provider has effective systems to identify participants who have special educational needs and/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 Academy ensures that the courses on which participants are enrolled will meet their expectations and needs. The Provider recruits participants through the networks it maintains with schools in China, through social media channels and via introductions it has made in schools around the world.

The Director with management responsibilities also offers schools a free, online training session that includes an overview of the Academy's summer school and offers them the opportunity to ask questions about the provision. The schools then circulate the information to prospective participants.

Entry requirements for each course are clearly stated in the Academy's brochure. The Provider informs prospective participants that its summer school is selective and has a rigorous admissions process. All participants are required to

be outstanding students. Participants who speak English as an additional language are required to have an appropriate International English Language Testing Scheme (IELTS) score for the Discovery and Advancement courses, and a higher IELTS score for the University Taster courses. English-speaking participants on the scholarship programme do not require an IELTS score, and the Academy contacts their referee to verify their eligibility for the summer school.

Information about the Academy's formal application and selection process is given in its brochure. Prospective applicants must complete a personal statement about why they wish to join the summer school, send proof that they meet the entry requirements and provide a referee from their school. They may also have to attend an online interview before enrolment to verify their application. The Academy's application process is rigorous, which ensures that all participants obtain a high level of achievement on its courses.

Applicants are provided with a comprehensive range of information to enable them to make a judgement on the suitability of the courses and the delivery methods before enrolment. The Directors are available to answer any questions that applicants might have before enrolment. The Academy's e-mail address is provided in the admissions process shown in its brochure.

The Provider's e-mail address is shown on its website and an electronic enquiry chat facility operates on the homepage, which allows prospective applicants to ask questions or request a telephone call. This is monitored by members of the administrative staff, with any requests being passed to the Directors via the ongoing e-mail conversation. This ensures that the Provider responds to all application enquiries within 48 hours and that all stakeholders are comprehensively briefed on the nature and requirements of its programmes.

The Academy does not use overseas recruitment agents.

Applicants are asked to disclose whether they have any special educational needs and/or disabilities and/or medical and dietary needs after they have been accepted onto their chosen course. This information is then taken into consideration when planning the delivery of the course. For example, when a participant disclosed that they had asthma, the AROs were informed and they ensured that the participant had an inhaler with them at all times.

**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 Academy has a clear policy on participant attendance and punctuality, which is communicated to all participants and stakeholders in the terms and conditions shown on its website. A copy of the policy also appears in the student handbook, which participants received one week before the start of their course.

Accurate and secure records of attendance and punctuality for all participants at each session are kept on the Provider's file-storage platform. AROs takes the register at all sessions, and this is forwarded to the Directors via the staff communication channel on the Provider's messaging application.

Records of attendance and punctuality are centrally collated and regularly reviewed by the Directors. Communication is immediate between members of staff. Any issues regarding non-attendance or lateness are identified and addressed quickly.



The AROs follow up any absences promptly by messaging the participant first and then going to their room at Clare College or by locating them on site. All stages are communicated to the Directors through the staff communication channel on the messaging application, and appropriate action is taken to resolve any issues.

**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 type="checkbox"/> Yes	<input checked="" 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 effective systems in place for periodically reviewing all aspects of the Academy's performance.

Informal verbal feedback is collected from participants continually during their studies, for example at lunchtime and during activities. Participants also complete an online student satisfaction form at the end of their course, and the information is condensed into a spreadsheet on the Academy's file-sharing platform.

The Academy also has effective mechanisms in place to collect feedback from its lecturers, the participants' teachers and schools, and the chaperones who attend the summer school with participants from China. If a school sends 10 participants to the summer school, it receives one free place for a chaperone who works with the Academy's staff to support the participants. All feedback is obtained and recorded on the Academy's messaging application and file-storage and sharing platform. The feedback is analysed on an ongoing basis, as and when information is added to the app and platform.

Feedback is reviewed by the Directors, and appropriate, immediate action is taken when required. For example, during the summer school, when participants said that they found a course too easy, the mathematics and physics lecturers added more complex content in response to their feedback. Conversely, if a participant is not making the expected progress, the lecturer adapts the content to suit their level of ability.

The Academy's management team responds immediately to participants' feedback, ensuring that they can see the steps the Provider plans to take. For example, in response to participant feedback, during future inductions for the summer school, the Academy will introduce room-mate etiquette guidance to encourage participants to be respectful towards each other when sharing rooms at Clare College. The participant who asked for this was informed that the guidance would be introduced before the end of their course.

The Academy compiles results of its performance reviews, analysis of its performance data, participant feedback and action plans and stores the data in a spreadsheet on the Provider's file-sharing and storage platform.

7.6 At the present time, this information is shared between the Directors only and no regular report is compiled to ensure that it could be shared with all members of staff to help improve the performance of the Academy.

Action plans are created and implemented by the Provider. The plans are recorded in a spreadsheet stored on the Academy's file-sharing and storage platform, and these are regularly reviewed by the Director with operational responsibilities. This ensures that actions and their outcomes are completed in a timely and satisfactory manner.

## 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

The Academy's Director with safeguarding responsibilities is also the Designated Safeguarding Lead (DSL) for the provision. The DSL is appropriately trained and is accessible to participants to all times, with his contact number available on the safeguarding pages of the Provider's website.

Participants, and accompanying chaperones if applicable, receive a comprehensive range of information, advice and guidance before the start of their course. The Academy's website contains information about its student welfare and safeguarding policies, its data protection and safety policies, and its terms and conditions. These are all available before application is made for a course. Participants also receive a student handbook one week before their courses start.

Participants receive an appropriate induction to their course on the first day of their studies. This includes a printed copy of the student handbook that gives details of the links to the Provider's policies and procedures on its website. The participants are also introduced to the AROs, receiving guidance on the ARO role and an introduction to the Provider's messaging application and its use.

Participants are provided with the Directors' contact numbers for out-of-hours and emergency support in the student handbook. The contact number for the DSL is also give on the safeguarding pages of the Academy's website. The Directors are also easily contactable through a direct channel on the Academy's messaging application.

The Provider has policies in place to avoid discrimination and an effective procedure for dealing with abusive behaviour, including cyberbullying. The Academy's policies are clearly shown on its website, and participants also receive a student handbook that contains identical information. The ARO handbook contains copies of the Academy's policies. The dissemination of information across the provision ensures that the policies are effectively implemented.

Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults. These arrangements are reviewed annually by the DSL before the start of the summer school, when the DSL also reviews the Provider's risk assessments. The Provider's policy is clearly stated on the Academy's website. The ARO handbook contains the Provider's safeguarding policy and a copy of the alert form that must be used if an ARO has any concerns or if a report has been made. The Academy's staff are therefore well aware of their responsibilities regarding the welfare of the participants in their care.

The Academy's safeguarding training is robust and comprehensive. The Academy's Directors have completed the required training on protecting participants from the risks associated with radicalisation and extremism. The DSL also delivers training to the AROs on an annual basis, shortly before the summer school starts.

The Academy also has a suitable policy and risk assessment in place to protect participants from the risks associated with radicalisation and extremism. The policy and arrangements are reviewed annually by the Directors before the summer school starts. The Provider therefore has suitable arrangements in place to prevent radicalisation and extremism.

The Academy has a comprehensive e-policy in place that covers participants' on-site use of social media and associated technology. The e-policy is easily available on the Provider's website and it is also shown in the ARO and student handbooks. This ensures that staff and participants are fully informed of their responsibilities when working and studying with the Provider.

Contact details for participants and for their next of kin are collected on the Academy's application form. The information is stored on the Provider's file-storage platform, which ensures that staff can easily access information in and out of normal hours.

## 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17.2 | International participants receive an appropriate induction upon arrival covering issues specific to the local area.          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17.3 | Information and advice specific to international participants continue to be available throughout their course of study.      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17.4 | Provision of support takes into account cultural and religious considerations.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

This standard is judged to be:

Met  Partially Met  Not Met  NA

### Comments

International participants receive appropriate advice before their arrival in the UK. This includes a letter of enrolment confirming their acceptance on the Academy's summer school. This letter confirms the summer school dates, the participant's chosen course and the campus address.

The Provider's comprehensive student handbook is also sent to each participant one week before their arrival in the UK. The student handbook contains a wide range of information about living in the UK and about Cambridge, for example in Clare College's accommodation rules and health and safety information.

International participants receive an appropriate induction on the first day of their course. This covers information about issues specific to the local area, as contained in the student handbook. Participants are also introduced to their

ARO, each of whom is responsible for a group of between 10 and 12 participants, and the support they will offer them during their stay.

Information and advice are available to international participants throughout their course of study, with their first point of contact being the ARO for their group. The Directors are also onsite during course hours and are available to participants at all times.

The provision of support includes cultural and religious considerations. For example, timetabling takes into account prayer times. All food provided at Clare College is halal, with vegan and vegetarian options also available. In addition, packed lunches are clearly labelled when the participants are on outings to ensure their dietary needs are met.

There are also private areas that are allocated during the day to ensure that participants have privacy and can pray undisturbed. The Provider has effective policies and procedures in place that ensure that all participants are provided with the support that meets their cultural and religious needs.

### 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 18.2 | Participants have access to a fair complaints procedure, of which they are informed in writing at the start of the course.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 18.3 | Participants are advised of BAC's complaints procedure.   | <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 apply for and are enrolled on courses under fair and transparent contractual terms and conditions, which are easily available on the Academy's website. The Provider's terms and conditions include information about arrangements for refunds and advise enquirers of the Provider's 14-day cancellation period.

Participants have access to a fair and comprehensive complaints procedure, which is available on the Provider's website. The procedure gives clear instructions about the steps that participants need to take to make a complaint and informs them about what will happen when their complaint has been received by the Academy.

The Provider's complaints procedure includes a link to BAC's complaints procedure, and this is easily accessible via the Academy's website.

The Provider therefore ensures that participants are enrolled under fair terms and conditions and that they have recourse to a clear, well-established complaints procedure, should it be needed.

### 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.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 19.2 | Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted.                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |
| 19.3 | Clear rules regarding fire safety and other health and safety procedures are in place, and appropriate precautions are taken for the security of participants and their property. | <input type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 19.4 | A level of supervision is provided 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**

**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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.4	The activities organised by the provider are effectively supervised by a responsible adult representative with suitable qualifications and/or experience.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
21.5	Off-site social activities are subject to an appropriate risk assessment, and suitable safeguards are put in place as a result.	<input 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 Academy's brochure and social media webpages provide participants with detailed information about the wide range of opportunities available to them for participation in events and leisure activities that are being held during their stay in the UK. These events include days trips to London and Oxford, a team-building adventure day, punting on the River Cam, team games in the evenings and a formal dinner in one of the UoC's dining halls.

The Academy's social programme is responsive to the needs and wishes of participants. For example, in response to feedback received from participants during the 2023 summer school, university visits will be limited to two a day, rather than three, to reduce commuting time.

All activities included in the social programme shown in the Academy's information booklet are included in the cost of its courses.

All activities organised by the Academy are supervised effectively by the AROs and the Directors, who have suitable qualifications and experience. All AROs undergo training on safeguarding, which is delivered by the Academy's DSL before the summer school starts.

## INSPECTION AREA – PREMISES AND FACILITIES

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

- |      |  |   |   |
|------|--|---|---|
| 22.1 | The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 22.2 | The provider has access to suitable external premises of a temporary or occasional nature for training purposes. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> NA |

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

#### Comments

The Academy has formal arrangements in place for its registered head office, which is based in a business centre in the centre of Cambridge.

The Academy also has access to high-calibre residential and training premises of a temporary nature for its summer school held in Clare College at the UoC.

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

- |      |  |   |  |
|------|--|---|--|
| 23.1 | Access to the premises is appropriately restricted and secured.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.2 | The premises are maintained in an adequate state of repair, decoration and cleanliness.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.3 | There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 23.4 | General guidance on health and safety is made available to participants, staff and visitors.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.5 | There is adequate signage inside and outside the premises and notice boards for the display of general information.                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.6 | There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors.             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.7 | There are toilet facilities of an appropriate number and level of cleanliness.   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |
| 23.8 | There is adequate heating and ventilation in all rooms.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No  |

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

#### Comments

Access to the Academy's registered head office is appropriately restricted and secured, with visitors required to inform the receptionist of their arrival. A member of the Provider's staff is then required to collect the visitor and accompany them to the office.

The Provider's premises are situated in a business centre that is maintained in an excellent state of repair, decoration and cleanliness.

There are no hazardous areas in the business centre.

General guidance on health and safety is made available to staff and visitors during their visit. Participants do not use the Academy's registered head office. Fire exits, fire extinguishers and an on-site defibrillator are clearly signposted.

Signage inside and outside the premises is clear and informative. A notice board in the communal area displays a range of general information for users of the business centre.

The premises have a suitable reception area on the ground floor in which to receive visitors. There is also a communal area on each floor of the building, in addition to meeting rooms. These spaces offer excellent circulation space for the Academy's staff and visitors.

The premises offer an appropriate number of toilets, including facilities for people with disabilities, all of which have a high level of cleanliness.

There is adequate heating and ventilation in all of the rooms the Provider uses in the business centre.

**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  NA

**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. | <input type="checkbox"/> 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 type="checkbox"/> NA |
| 25.3 | Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink, including facilities that are located outside the premises.            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 25.4 | There are individual offices or rooms in which teachers/trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings.                           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |
| 25.5 | Administrative offices are adequate in size and are resourced for the effective administration of the provider.  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                             |

**This standard is judged to be:**

Met    Partially Met    Not Met

**Comments**

The teaching premises will be inspected as part of the Stage 3 inspection.

The Academy's administrative office is located in the centre of Cambridge and offers staff easy access to a range of cafes offering food and drink close to the premises. They also have access to a modern, fully equipped kitchen and dining areas onsite which can be used for relaxation and the consumption of food and drink.

There are individual rooms of varying sizes that can be booked by the Academy for private meetings or staff meetings. The rooms are well equipped and provide staff with a comfortable, professional environment in which to work.

The Academy's administrative offices are adequate in size and well resourced, this ensures that staff can carry out their administrative duties effectively and efficiently.

**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 experienced and well-qualified Academy Directors have led the development of the provision since its foundation to ensure that they respond immediately and effectively to any issues that may arise during the summer school.

The Academy has well-established communication systems in place that ensure all members of staff are immediately contactable, ensuring that participants are safe and secure during their studies.

All members of the Academy's staff have clear descriptions of their roles and responsibilities while working for the Provider, and this information is effectively disseminated across the provision.

The Academy's social media profile gives an accurate representation of its courses and the facilities and resources it offers to participants during their studies.

Actions required	Priority H/M/L
7.6 An annual report that compiles the results of the Provider's performance reviews, an analysis of appropriate data, including participant feedback, and action plans must be produced.	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

### PARTICIPANT WELFARE

#### Provider's strengths

Participants, their families and schools are provided with a wide range of information that accurately reflects the nature and content of the Academy's summer school programme, enabling them to make a well-informed choice about the suitability of the Provider's courses.

The Academy has well-established protocols in place to safeguard the participants attending its courses, including the system of employing AROs that ensures that there is always support easily available to participants should they need it.

The Academy's DSL ensures that all staff complete the required annual safeguarding training before the start of the Provider's summer school, in order to ensure that they are all up to date with the Provider's safeguarding policies and procedures.

Participants are offered the opportunity to take part in a wide range of social and enhancement activities during their studies at the Academy so that they experience an accurate representation of what it is like to study at the UoC.

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 Provider's registered head office is situated in a well-maintained, modern business centre in the centre of Cambridge.

The business centre contains a wide range of meeting rooms and this ensures that the Academy is able to use rooms that best suits its needs.

Actions required	Priority H/M/L
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None

High  Medium  Low

**RECOMMENDED AREAS FOR IMPROVEMENT**

To be reviewed at the next inspection

None

**COMPLIANCE WITH STATUTORY REQUIREMENTS**

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**THE INSPECTION WAS CARRIED OUT BY:**

Ann Matsunaga

Lead Inspector