

## INFORMATION PACK FOR APPLICANTS to the post of Accreditation Assistant

<b>Contents</b>	<b>Page</b>
<b>Background information</b>	
- What is BAC?	1
- Location	1
- Constitution and Governance	2
- What BAC does	2
- Organisational Structure	3
<b>The post</b>	
- Summary of benefits	4
- Additional information	5
- Job description	6
- Person specification	7
<b>Appendix A</b>	
- Internal Organisational Chart	

## BACKGROUND INFORMATION

### What is BAC?

The British Accreditation Council has been for 25 years the principal non-EFL (English as a Foreign Language) accrediting body in the rapidly expanding independent sectors of further and higher education.

Our aim has been two-fold:

1. to establish a system of accreditation in the private sector to be used as an indicator of quality;
2. through this accreditation process to improve and enhance the standards of independent further and higher educational institutions.

### Location

BAC enjoys a convenient and pleasant central London location in Bedford Row, in a building owned by the Open University, close to both Holborn and Chancery Lane tube stations.

44 Bedford Row, London WC1R 4LL

**Tel:** 020 7447 2584 **Fax:** 020 7447 2585 **Email:** [info@the-bac.org](mailto:info@the-bac.org) **Website:** [www.the-bac.org](http://www.the-bac.org)

Private company limited by guarantee (Registered in England No. 1828990). Registered as a charity (Charities Registration No. 326652).

## Constitution and Governance

BAC is a non-governmental body, established in 1984 to provide an inspection and accreditation service for independent further and higher education, after the withdrawal of the inspection and recognition service previously provided by the Department of Education and Science. It was initially funded in part by grants from the government, but is now totally self-supporting, with its income coming from annual fees paid by accredited institutions and from charges for inspections. BAC is a registered charity. It is also approved by the UK Border Agency (UKBA) as an accreditation body for student visa purposes.

BAC was founded with the support of a number of bodies involved in education at a national level. Several of these (or their successor bodies) continue to nominate members to BAC's governing Council, including QAA, Guild HE, Universities UK, AoC, UKCISA and the British Council (who operate an equivalent accreditation scheme for EFL providers, called Accreditation UK). The Council meets twice annually, while its two management committees, the Executive Committee and the Accreditation Committee both meet at least six times each year. No officer, committee member or Council member may have a direct financial interest in the independent further or higher education sectors.

## What BAC does

BAC's core business is to inspect and accredit providers of further and higher education which operate outside the funding and quality assurance framework underpinning the public university and college sectors. The majority of these providers are private institutions in the UK which offer a variety of vocational and specialist education programmes to both domestic and international students aged 16 and above.

BAC currently accredits more than 400 institutions in the UK. These include more than 30 independent sixth form colleges, sizeable numbers of colleges offering aspects of business studies and computer studies, and a growing HE sector. There is considerable diversity in the programmes offered by other accredited institutions, including, for instance, drama training, complementary therapies, Montessori and Steiner teacher training, biblical and Islamic studies and animal osteopathy. Many of their students come from overseas. The number of accredited colleges in the UK has been growing at a fast rate over the last three years and the number of those applying has grown at a far faster rate than that of those achieving accreditation. The actual size of the independent further and higher education sector is largely unknown, although a report commissioned by the government in 1993 identified more than 3000 "college-type" institutions.

Since 2000, BAC has also operated an accreditation service for overseas colleges. Accreditation is normally restricted to private colleges in formal partnership with a British awarding body recognised by the Department for Innovation, Universities and Skills (DIUS) for the provision of higher education. At the moment there are 26 such

accredited colleges, including 17 in Greece, two in Switzerland, and single colleges in Bulgaria, the Czech Republic, France, Germany, India, Mauritius and South Africa.

The accreditation process requires a comprehensive, on-site inspection, leading to an institutional report to be considered by the Accreditation Committee, which makes all decisions on the award of accreditation. If successful in gaining accreditation, a college will receive a re-inspection every four years, with an interim inspection within one year and a requirement to submit an annual return to alert BAC to any significant changes.

## **Organisational Structure**

BAC employs 17 members of permanent staff and up to 5 temporary workers at any one time. In addition, it retains the services of around 85 self-employed Inspectors (often ex-HMIs) who undertake institutional inspections and related work on behalf of BAC.

BAC's governing Council delegates authority to two management committees for decisions on strategy, policy and the award of accreditation. The Executive Committee, whose members all serve on and are elected by the Council, acts as the Board of Directors of the company and Trustees of the charity. It is responsible for the overall strategic direction of BAC, the conduct of BAC finances and the way in which BAC manages its business. The Accreditation Committee has delegated authority for all decisions on the award of accreditation, as well as approving any amendments or additions to BAC's accreditation criteria and policies. Members of the Accreditation Committee are appointed by the Council for their individual and specific qualities of knowledge, judgement and experience in the field of educational quality assurance, and serve ex officio from their respective organisations.

The Executive Committee delegates day-to-day responsibility for the effective and efficient management of the business to the Chief Executive, who is supported in this role by the administrative staff in BAC's head office (*see Appendix A for structure*).

## THE POST

Accreditation Assistant, British Accreditation Council

### Summary of benefits

#### **Remuneration**

Starting salary of between £16,780 and £19,741 per annum, inclusive of London weighting. Initial appointment is expected to be at the lower end of the range, but this is dependent on experience. Subject to satisfactory performance, the salary is increased each year on 1 September by the amount of the annual settlement agreed for all staff, and may be reviewed further on an individual basis.

#### **Pension**

The position is pensionable after one year in post. BAC will make an employer contribution of 10% of salary into a nominated personal pension scheme when joined by an employee contribution of at least 5%.

#### **Leave**

The Accreditation Assistant is entitled to 22 days' annual leave plus all UK public holidays and an additional 4 days over the Christmas period when the office is closed.

#### **Travel to work loans**

BAC supports methods of travelling to work other than by car, for which local parking is anyway strictly limited, and offers interest-free loans to employees who wish to purchase train, coach or bus season tickets, or a bicycle for cycling to work.

#### **Employee Assistance Programme**

BAC provides its staff with 24 hour access to an EAP service which offers confidential legal, financial and personal advice on life management and on work-related issues.

#### **Paid sickness leave**

Up to six days of uncertified sickness leave in any one year. Certified sickness leave on full pay may be taken up to a maximum of one week for every seven weeks of service, subject to a maximum of twenty weeks in any one year.

## **Additional information relating to the post**

### **Location**

The post holder will work primarily in the BAC offices in Bedford Row, London. However, he or she may also be expected to represent BAC at external meetings and events, both within the UK and on occasion internationally, as the role requires.

### **Hours of work**

35 hours per week, to be worked primarily during BAC's office hours of 8:30-17:30 Monday to Friday. Flexibility will be required at times of high pressure.

### **Period of appointment**

The initial period of appointment will be for six months. The period of appointment may be extended by mutual agreement. The successful candidate will be free to apply, as an internal candidate, for any BAC posts that may arise.

### **Notice**

One month's notice is required on either side following successful completion of the one month trial period. Either party may terminate the contract at any time during the trial period.

### **Right to work in the UK**

If the successful candidate requires permission to work in the UK, their appointment would be subject to approval through the requirements of the UK Border Agency.

### **Terms and conditions**

Appointments are subject to BAC's terms and conditions of employment, as stated in the offer letter and in BAC's Staff Handbook.

### **Application procedure and selection process**

Applications should be made to

Natalie Kubicki, Office Manager

British Accreditation Council, 44 Bedford Row, London WC1R 4LL.

or emailed for the Office Manager's attention to

[vacancies@the-bac.org](mailto:vacancies@the-bac.org)

Letters of application should set out your reasons for applying for the post, describe your experience of or interest in the independent FE/HE sectors, and indicate to what extent and in what way you meet the criteria included in the person specification. The letter should be accompanied by a detailed CV and the names and contact details of two referees, indicating whether they may be approached ahead of the interviews.

The closing date for completed applications is **Monday 15 March 2010** by 12 midday. Late applications will not be accepted.

It is planned to interview shortlisted candidates at our London office on Tuesday 23 March 2010.

## **Job description**

Job title:	Accreditation Assistant
Work location:	44 Bedford Row, London
Responsible to:	Accreditation Manager

### **Purpose of job**

- Working as part of the Accreditation Department to support the Accreditation Manager and Accreditation Officer in their work relating to the Accreditation Committee and other Accreditation Department activities.

### **Specific duties and responsibilities**

- Organising the Accreditation Committee and Sub-Committee meetings including preparation and dissemination of materials before and after.
- Notifying colleges of decisions following Accreditation Committee meetings, including drafting letters and editing and producing reports.
- Editing and preparing inspection reports and accreditation certificates for distribution.
- Reviewing documentation received following an inspection.
- Assisting with other post-Accreditation Committee work, including the collation of summary data.
- Assisting with applications and preparation for inspections.
- Supporting the dissemination and collation of data contained within colleges' Annual Returns, FTE forms (student numbers) and other reports as required.
- Preparing data sheets about accredited colleges and other documents for the website.
- Dealing with the initial stages of student complaints.
- Constructing letters on behalf of the Accreditation Manager and Chief Executive.
- Assisting with the preparation and organisation of inspector training days.
- Representing BAC at various external events.
- Responding to public enquiries by post, email and telephone as required.
- Any other tasks as directed with the agreement of the Accreditation Manager.

## Person specification

The successful candidate will have all or most of the following:

Attributes	Essential	Desirable
<b>Education and training</b>	<ul style="list-style-type: none"> <li>• Good standard of education (A levels or equivalent)</li> <li>• Maths and English GCSE grade C or above, or equivalent</li> <li>• Commitment to personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• First degree or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of successful team working</li> <li>• Experience of working successfully to deadlines under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a customer service or office environment</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good IT skills, particularly word processing, managing spreadsheets and email.</li> <li>• Good written and oral communication skills</li> <li>• Good standard of numeracy</li> <li>• First-rate organisational and record-keeping skills</li> <li>• Great attention to detail</li> <li>• Tact and instinct for diplomacy</li> <li>• Customer service orientation</li> <li>• Flexible approach to tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to handle quantitative data</li> <li>• Ability to construct spreadsheets</li> </ul>
<b>Job circumstances</b>	<ul style="list-style-type: none"> <li>• Flexibility of hours may be required in times of peak activity</li> </ul>	

## British Accreditation Council Internal Organisational Structure

