



## BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

### Short Course Provider (SCP) Re-accreditation Inspection

**NAME OF PROVIDER:** G5 Pathway Education

**ADDRESS:** Annexe Offices  
Wolfson College  
Linton Road  
Oxford  
OX2 6UD

**HEAD OF PROVIDER:** Dr Shidong Wang

**DATE OF INSPECTION:** 15–16 & 20 & 22 February 2024

**ACCREDITATION STATUS AT INSPECTION:**

**DECISION ON ACCREDITATION:**

- Re-accreditation awarded for the full four-year period
- Probation accreditation
- Decision on accreditation deferred
- Award of accreditation to be withdrawn

DATE: 30 May 2024

## PART A – INTRODUCTION

### 1. Background to the provider

G5 Pathway Education Prospects Programmes (GPE/the Provider) is a private limited company that offers two-week courses in Oxford in the United Kingdom (UK) to university students from across the world. Participants have the opportunity to study a range of disciplines with academic lectures at undergraduate level, as well as talks, seminars, workshops, social events and cultural trips. Customised courses for groups can be arranged on request.

GPE was established in January 2018 by Oxford World Limited, with the intention of marketing its programmes to potential participants worldwide, as well as widening the participation of individual Chinese students who are not recruited through its partner universities.

The offices are in premises leased from one of the Oxford University colleges, and lectures and workshops are delivered on university premises.

GPE's aim is to promote international outreach, exchange and collaboration, to facilitate cultural exchange and to provide an introduction to education, culture and society in the UK.

The Proprietor delegates operational management to a senior management team, made up of a part-time Programme Director and a full-time Operations Manager. They are supported by a Deputy Operations Manager, an Academic Officer, a Programme Co-ordinator and two Administrators. Guest lecturers and Activity Leaders are employed during the delivery of learning programmes.

### 2. Brief description of the current provision

Short, in-person programmes are offered in a range of subject areas, including Humanities, the Arts and Social Sciences, Science, Technology, Engineering, Mathematics and Medicine. The intention is to run winter and summer programmes of 13 days' duration each.

GPE's programmes are designed to enhance the education of high-achieving young people who are studying at universities outside the UK. Teaching takes place in Oxford college venues, both during term times and in vacations.

The programmes include trips to London, Stratford-upon-Avon, Windsor and Silverstone. For the winter programmes, accommodation will be provided in hotels. Accommodation for summer programmes is in Oxford University college residences. Lunch is generally provided in the college dining halls, with a voucher system for dinner in a selection of restaurants in the city.

No courses have yet been run. The Proprietor hopes that GPE will run a summer programme in 2024.

Enrolment will be facilitated through agents. All participants must be university students aged over the age of 18 and be able to demonstrate a high level of English language competence. Selection processes include an application form, an English language competence assessment and an interview.

### 3. Inspection process

The inspection was conducted by one inspector over three and a half days. Site visits were made to training venues at Wolfson and Pembroke colleges and the Provider's office at Wolfson College. Meetings were held with the Programme Director, the Operations Manager, the Deputy Programme Manager/Designated Safeguarding Lead (DSL), the Academic Officer, the Programme Co-ordinator, administrative staff and Activity Leaders. Staff records and other documentation were scrutinised. The Provider co-operated fully with the inspection.

### 4. Inspection history

<b>Inspection type</b>	<b>Date</b>
Full Accreditation	6–7 February 2014
Interim	23 July 2015
Re-accreditation	30 January and 4 & 12 February 2019

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

This standard is judged to be:

Met  Partially Met  Not Met

#### Comments

GPE is a small organisation with a clearly defined and well-understood line-management structure for staff. The Proprietor is involved at a strategic and financial level, and operational management is delegated to the Programme Director and Operations Manager.

Curricula vitae (CVs) confirm that the senior managers are highly qualified. They have doctoral status, are appropriately experienced for their roles and ensure that day-to-day operations run smoothly.

Channels of communication include e-mails, in-person and online meetings, and business media groups and phone calls. Regular meetings, which are recorded, plus in-person and e-mail communications, ensure that everyone in the team works together effectively to co-ordinate the provision. GPE is run by a small team whose members are based in a shared office, next door to the Director's office. Key documentation on participants, class attendance and staff is available through a secure shared drive.

There is a written statement of mission and goals on the Provider's website, which forms the basis for operations and is made clear to potential stakeholders.

The Proprietor has a clear risk management strategy which he was able to explain to the inspector, but which is not documented. This guides strategic and operational decision making.

1.5 However, the risk management strategy has not yet been formally written up, which could lead to confusion in an emergency.

Management is effective. Roles and responsibilities are clear, and staff work together well to ensure that everything runs smoothly.

#### 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

Administration is effective. The Administrators are experienced and well qualified. They fully understand what needs to be done and make good preparations, which should ensure that programmes run smoothly. They are experienced at administrating similar programmes.

The current administrative team is small but sufficient for the smooth running of the Provider. Roles are clearly defined, and staff work together well as a team and ensure that day-to-day responsibilities are carried out efficiently.

Job descriptions are clearly documented and well defined. As a result, staff fully understand their roles and responsibilities.

All documentation is available through a secure shared drive. Policy documents including data protection, disciplinary procedures, complaints, social media, equal opportunity, health and safety, welfare, harassment, and the prevention of radicalisation and extremism are regularly updated and well documented and are disseminated effectively in staff and participant handbooks and as part of induction. This ensures that the policies are well understood and effectively applied.

Data collection and collation systems such as student enrolment, attendance, achievement records, staff records and stakeholder feedback are sufficient to support the necessary administration of the Provider once provision commences.

Staff records contain appropriate detail and are updated regularly. Information is recorded on a single central record to facilitate monitoring.

A data protection policy is well implemented and follows General Data Protection Regulation (GDPR) guidelines to protect the data of stakeholders and participants effectively.

### 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.  Yes  No

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

**Comments**

There are appropriate policies and effective procedures for the recruitment of suitably qualified and experienced staff. Staff are appointed through a formal process, which includes provision of a job description, the completion of a written application, with an accompanying CV and covering letter.

Shortlisted candidates are interviewed, and two references are checked. Identity and right to work checks are completed, and qualifications claimed are verified. There are no self-employed staff.

There are no trainers working remotely.

Annual appraisals are completed and are structured around an initial self-evaluation by the member of staff, which then forms the basis for a discussion with their manager. This informs areas for development and any Continuing Professional Development (CPD) needs.

Staff CPD has included training in safeguarding and on the prevention of radicalisation and extremism. Staff may request specific training. One member of staff, for example, is learning Mandarin in order to communicate with Chinese participants.

The Provider recruits appropriate staff and supports them to carry out 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.  Yes  No

4.2 Information on the courses available is comprehensive, accurate and up to date.  Yes  No

4.3 The provider's key policies are accessible through the website.  Yes  No

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

**Comments**

GPE is in the process of developing marketing materials. Marketing brochures that have been prepared for the Chinese market provide an accurate depiction of the Provider and its courses and are detailed and comprehensive.

Locations and resources and services offered are accurately represented, and course information is up to date.

4.1 4.2 Information provided online, which is in English, has not been fully updated and contains some out-of-date information about courses that were offered previously. The Provider is in the process of updating the website but is waiting for accreditation before advertising its courses.

The Provider's key policies are available on its website.

**5. The provider takes reasonable care to recruit and register suitable participants for its courses**

5.1 The provider ensures that the specific courses on which participants are registered are likely to meet the participants' expectations and needs.  Yes  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 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 considerable care to recruit suitable participants for its courses. To be accepted on a course, participants must be university students or postgraduates and to have a sufficiently high level of competence in the English language to benefit from the programme.

English language ability is assessed through online interviews with the GPE team. This assessment is used to confirm participation and to help potential participants select the right course for their needs.

Potential participants must complete an application form and an English language assessment and also pass an interview in order to be selected.

Applicants receive comprehensive information and are able to ask questions and clarify information.

Appropriate systems and processes are in place to ensure that enquiries will be responded to promptly and full information will be provided.

GPE will share the services of a recruitment agent in China, whose judgement it trusts and with whom it already has strong links.

Participants can disclose any additional needs they may have on the application form, and the Provider will endeavour to make appropriate provision as necessary.

### **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 participant handbook and induction materials make it clear that good attendance and punctuality are mandatory for all learning sessions and organised cultural activities. The final transcript presented to participants when they leave includes attendance data.

There is an extremely effective electronic system through which participants must scan the Quick Response (QR) code displayed on the screen in the lecture room. This attendance information is transmitted to the Provider and immediately reviewed. Participants who are unwell must notify the Provider, who then checks on them.

Absences are immediately followed up to ensure that the participant is safe, and appropriate support is provided as necessary.

**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 effective systems to monitor its own standards and assess its own performance with a view to continuous improvement. These include procedures for collecting feedback from stakeholders, reviewing staff performance, monitoring documentation and observing learning sessions.

During the programme, feedback is collected informally from participants by the GPE team. Participants complete detailed online evaluation questionnaires at the end of their programme. These include graded scores and the option to make written comments. This feedback provides an accurate picture of the strengths and areas for development of the provision for the Provider.

Feedback is obtained and recorded for each course. It is collated and analysed in staff meetings, and any actions for improvement agreed and recorded in minutes of meetings.

Participants are informed on what action has been taken in response to their feedback during the course.

Appropriate plans are in place to use feedback and analysis of data to inform programme evaluation and appropriate annual reporting.

Action-planning is currently concerned with starting new provision. Action plans are implemented and regularly reviewed.



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

Participants receive welfare support appropriate to their age, background and circumstances. The Deputy Operations Manager is responsible for participant welfare and is suitably qualified and experienced. He is available to provide support and advice and is accessible to participants. The Operations Manager is also appropriately trained to provide welfare support.

Participants receive high-quality information, advice and guidance before the start of the course. This will be reinforced in the participant handbook. Participants are provided with relevant information on how to prepare for the programme and what to expect during their course.

There is a thorough induction at the start of the programme that covers welfare, health and safety, and academic, practical and cultural issues.

All participants are provided with a lanyard with an identity badge and an emergency contact number. This provides a means of identification and ensures that participants can make contact with the Provider in an emergency.

The Provider has robust policies to deal with discrimination and abusive behaviour, including cyberbullying.

There are no participants under the age of 18.

GPE has a suitable policy and risk assessment to prevent radicalisation and extremism. All staff have received appropriate training to mitigate associated risks.

An e-policy references staff and participant codes of conduct and covers participants' respectful on-site use of social media and electronic devices. It is made clear that permission must be obtained before taking and sharing photographs and personal information.

Systems to collect relevant information and contact details for participants and their next of kin are in place and are recorded and accessible to relevant staff at all times.

**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**

Systems are in place to ensure that international participants receive comprehensive advice before travel on a range of issues, including practical reminders to bring warm clothes in winter. Appropriate information is provided on what to pack, the weather, cultural differences and what to expect.

GPE has experience in running a smooth logistical operation with a partner organisation, which ensures that arriving participants are transferred to coaches at the airport and brought safely to their destination. Participants will benefit from a thorough induction and advice on a range of issues and cultural differences, such as British etiquette and food.

Support from the GPE team will be supplemented by any group leaders from participants' home institutions who know the participants and are able to support them throughout the programme.

Support includes information and explanations around cultural differences. Any religious needs, such as dietary requirements or prayer rooms, are communicated in advance to enable suitable provision to be made. Support in providing speakers of participants' native language is also available.

Every effort will be made to ensure that participants feel safe and happy. Consequently, international participants will be able to settle into their course quickly and feel at home.

**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 include appropriate refund arrangements.

Participants have access to a fair complaints procedure with clear stages and timelines, which is available on the website and in handbooks.

**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 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 receive full information on available activities, which are organised as part of the course. There is a full programme that includes trips to London, Windsor, Stratford-upon-Avon and Silverstone.

In the evenings, participants are provided with vouchers and may choose from a wide selection of restaurants where they wish to have dinner. This also gives them the opportunity to discover different areas of Oxford for themselves.

All activities are covered in course fees.

Staff are experienced in ensuring that activities are well organised, properly supervised and beneficial to the participants.

Activity Leaders are properly trained on handling groups, accessing the relevant venues in a timely manner and guiding participants in a positive and professional manner.

Comprehensive risk assessments will be completed to mitigate risks to participants.

**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 Provider rents offices from an Oxford college through an annual renewable lease.

Lecture halls and facilities are hired within Oxford colleges for the duration of the programmes.

**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**

Teaching and office spaces are on college premises to which access is appropriately restricted. Office premises are accessed via a code and teaching rooms and lecture theatres are accessed through the college's staffed Porter's Lodge.

The premises are well maintained, clean and appropriate for their intended purpose.

There are no hazardous areas.

Induction processes include general guidance on health and safety, which is made available to participants and staff.

Signage within college premises is appropriate and meets fire and safety guidelines. Participants access the designated social media group-chat information that is used as a virtual notice board and provides up-to-date information.

There is adequate circulation space in the colleges for participants and staff and suitable areas in which to receive visitors. Toilets are clean and sufficient, and heating and ventilation are good. Premises provide a safe, clean and secure environment for staff and participants.

**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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No                             |
| 24.3 | There are facilities suitable for conducting the assessments required for each course.   | <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 Operations Team is familiar with the resources available in Oxford colleges and departments and books space that is of high quality and appropriate for the nature of sessions that will be taking place.

Training rooms are well equipped with all the necessary facilities and equipment. This allows for the effective delivery of the courses.

The lecture theatres used for the participants' academic presentations are very suitable and enable effective assessment.

**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 checked="" 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 checked="" 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

Participants have access to suitable spaces for project work and comfortable rooms for private study.

Participants and staff have areas in which they can relax. There are plenty of social spaces within the colleges. All meals are included and the majority of lunches are taken in the dining halls of participating venues. The voucher system enables participants to choose from a wide selection of restaurants for dinner in the evenings.

Staff on site have a staff room with a coffee machine and access to the kitchen. There is extra space in the offices for staff meetings and discussions.

Administrative offices have sufficient space and are well equipped with desks, chairs, computers and printers, which enables efficient administration. The facilities meet the needs of participants and staff very well.

### 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

Managers and staff are experienced in running similar courses and have sufficient expertise to ensure that programmes run smoothly.

Actions required	Priority H/M/L
1.5 The Provider must produce a written risk management strategy.	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
4.1 & 4.2 GPE must revise its website to provide up-to-date and accurate information of the courses and experience on offer.	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

### PARTICIPANT WELFARE

#### Provider's strengths

The welfare team is well qualified and experienced and has put effective systems in place to support potential participants in gaining as much as possible from the courses.

The broad range of activities on offer provides participants with the opportunity to experience different aspects of the UK, which will enhance their experience on the courses.

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 locations of teaching sessions within the colleges of the University of Oxford provide an aspirational incentive for the participants to excel academically.

The GPE team has gained excellent experience in managing the logistics of large groups, which will enable participants to enjoy trips and excursions safely.

The voucher system for meals in such a wide variety of restaurants in Oxford is not only enjoyable for participants but also enables them to explore areas of Oxford in their own way.

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

### RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

None

**COMPLIANCE WITH STATUTORY REQUIREMENTS**

**THE INSPECTION WAS CARRIED OUT BY:**

Pauline Bateman

Lead Inspector