



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Candidacy / Stage 2 Inspection

NAME OF PROVIDER: Oxford Scholars Programme

ADDRESS: Flat 7
103 Banbury Road
Oxford
OX2 6JX

HEAD OF PROVIDER: Ms Minahil Saqib

DATE OF INSPECTION: 12 & 14 March 2024

ACCREDITATION STATUS AT INSPECTION: Not accredited

DECISION ON ACCREDITATION:

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

DATE: 30 May 2024

1. Background to the provider

The Oxford Scholars Programme (OSP/the Provider) is a private limited company offering a residential, two-week summer school in the United Kingdom (UK).

The Provider was established in 2013 by a small group of professors and academics and will run its first summer school in August 2024.

OSP is located in central Oxford at Linacre College, which is a constituent college of the University of Oxford.

The Provider's aim is to give participants the opportunity to embark on a remarkable educational journey that will broaden horizons, ignite passion for learning and equip them with the skills and knowledge to excel in an ever-evolving world. OSP aims to combine the opportunity to experience historical student accommodation with modern amenities.

OSP is a private limited company whose ownership comprises three Directors. One Director is the Chief Executive Officer (CEO) and Operations Lead, another Director is the Safeguarding and Welfare Lead, and the third Director is the Marketing Lead. The CEO and Operations Lead oversees all aspects of the organisation and is supported by an Academic Lead and a full-time administrator post, which is currently subject to recruitment.

The Safeguarding and Welfare Lead manages two residential staff and four counsellors. The Marketing Lead manages two Marketing Co-ordinators and one Digital Market Co-ordinator. All staff work part time, with their roles commencing approximately two months before the summer school begins to ensure that all programme planning and any staff training have been undertaken in advance.

2. Brief description of the current provision

The Provider offers one, two-week summer school programme annually in August. Delivery is in person and designed for 14–18-year-old, UK-based and international participants.

The summer school programme has six modules. These are Mastering English; Introduction to Engineering; Exploring Politics, Philosophy and Law; Exploring Business, Innovation and Entrepreneurship; Foundations of Artificial Intelligence and Programming and Exploring Economics.

Participants are required to choose one module only, which they will study for the duration of the two-week programme. At the end of the programme, a celebratory graduation ceremony takes place at which participants are presented with a certificate of completion.

At the time of the inspection, the Provider was in the planning stages of the first delivery of the programme and had recruited four male and two female participants with the aim of recruiting up to 42 more participants from the UK, Europe, Pakistan, India, the Middle East, China and the United States of America. There were no participants present at the time of the inspection.

The designated areas of Linacre College rented by the Provider have a maximum capacity of 48 participants.

The head office premises are also the residential home of two of the Directors. These are used as the business registration address only. All delivery and participant accommodation will be based at Linacre College on Oxford University campus.

Enrolment for the programme is scheduled to take place by the end of January each year. There are no entry requirements for any courses, although a thorough discussion takes place with all potential participants to ensure that they fully understand the programme's expectations.

3. Inspection process

The inspection was conducted both remotely and on site over two days by one inspector, with one day onsite and one day online. Meetings were held with the three Directors and the Academic Lead. A tour of the head office premises and Linacre College was undertaken. Electronic documentation was scrutinised. Although the Provider will have residential accommodation at Linacre College, for the sole use of the summer school programme in August 2024, this was not inspected as it was under renovation at the time of the inspection. All documentation requested was made available, and all staff participated helpfully in the inspection.

PART B – JUDGEMENT AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the organisation.

INSPECTION AREA – MANAGEMENT, STAFFING AND ADMINISTRATION

1. The provider is effectively managed

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

This standard is judged to be:

Met Partially Met Not Met

Comments

A clearly documented management structure was reviewed and meetings with staff confirmed that it is well understood. The structure includes senior management and staff involved with programme management, administration, safeguarding, module delivery, marketing and pastoral support.

The three Directors are highly qualified and experienced and have a clear vision for the Provider, its staff and its participants. Curricula Vitae (CVs) and Continuing Professional Development (CPD) records provide clear and up-to-date information to verify the qualifications and experience of staff. Meetings with all staff currently employed at the Provider also confirmed that they understand the management roles and specific responsibilities and that they are effective in carrying these out.

At this stage of the inspection process, some administrative and teaching staff were in the process of being recruited. The Operations Lead has ensured that all the required roles will be in place at least two months before the programme begins. This ensures the effective management of the Provider.

There are effective channels of communication between management and staff. Formal meetings that include all programme management staff are scheduled at least biweekly, and additional, smaller team meetings are scheduled at least weekly for staff involved in programme delivery and pastoral support. Meetings are supported by regular telephone calls and e-mails. All formal communications are documented and disseminated to ensure there is an audit trail of decisions made. Records that were reviewed were effective.

The Provider's written statement of its aims and goals is regularly reviewed and communicated to all stakeholders and implemented effectively by all staff. The small team of staff has a clear and passionate vision for OSP and its participants.

The review of a documented risk management strategy, inclusive of financial planning, confirmed that this is a regularly updated process, used to address emerging challenges and opportunities within the organisation.

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 Operations Lead is a qualified and experienced administrator, who works closely with all staff regarding the administrative requirements of the Provider. The Operations Lead will be soon supported by a full-time administrator, who will lead on all administrative responsibilities. These roles are supported by clear job descriptions to ensure staff understand their specific responsibilities and duties and are effective in carrying these out. Meetings confirmed that administrative responsibilities are clearly identified and understood by all staff.

The size of the administrative team is sufficient for the number of staff and participants and ensures the effective day-to-day running of the Provider.

OSP's Administrative Procedures Manual includes clear policies covering administrative procedures and systems. These are reviewed annually by the Operations Lead to ensure fitness for purpose and currency. The policies are included in the staff handbook and disseminated to staff during their induction to ensure they have a full understanding of the administration of the organisation.

Data collection and collation systems are effective. The Data Protection Policy has been recently reviewed and updated by the senior team to ensure upcoming systems are robust. All staff have undertaken recent training to ensure that there is full compliance with all data collection policies and regulations to ensure the data of potential participants and staff is safely received and stored appropriately.

The Provider has a robust security system, with policies in place for protecting the data of its participants and teachers.

All administrative records, including those containing staff and participant information, are stored on a secure central database and updated as appropriate. The database ensures that all staff have efficient access to up-to-date records and documentation as required. As a result, there are effective administrative procedures in place to support staff and participants and to ensure the efficient day-to-day running of the Provider.

3. The provider recruits appropriate staff

3.1	There are appropriate policies and effective procedures for the recruitment of suitably qualified and experienced staff which include, for self-employed staff, the development of a signed performance service level agreement.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Experience and qualifications are appropriately checked and verified before recruitment, and records are accurately maintained.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.3	The recruitment process for trainers working remotely includes a face-to-face online interview.	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> NA

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

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

Comments

The recruitment of appropriate staff is a high priority for the Provider. The Directors, collaboratively, oversee all staff recruitment. OSP has detailed and appropriate staff recruitment policies, including a signed contractual agreement. The reviewed policies included legal checks, academic references and the verification of qualifications.

The recruitment of all staff depends on their academic qualifications and experience within their subject specialisms. Staff experience and qualifications are appropriately verified by the Directors, depending on the specialist area, before employment contracts are issued.

All teachers will be contracted to work on site, and there are no teachers working remotely.

The Provider has a structured annual performance review process for all staff that will be implemented after the first programme delivery in August 2024. The outcomes of the review process are recorded as part of the staff annual appraisal. For teachers, this includes ongoing peer observations and at least one scheduled lesson observation undertaken by the Academic Lead. The appraisal process will be suitably documented, and all templates due to be implemented have been reviewed.

The performance of all staff is reviewed by the Operations Lead and by the Academic Lead for teaching staff. Feedback on staff performance is communicated to staff in review meetings as part of the annual appraisal process. This process includes the identification of CPD needs. The delivery of CPD and any other identified support is effectively overseen by the Operations Lead and the Academic Lead. As a result, all staff should understand what they do well and what they need to do to improve within their roles.

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 Marketing Lead manages all publicity materials, which are mostly available online through the Provider’s website and social media channels. There is a programme brochure available in print. This is mainly sent to potential participants in a digital format for easy and sustainable access.

The online and digital promotional materials provide a thorough and accurate depiction of the method of delivery, location, premises, facilities, resources and modules offered on the programme.

The OSP website is well maintained and is regularly updated to include all programme and module details. The information provided before the first programme begins in August 2024 appears relevant, accurate and up to date.

The website also provides access to relevant policies and associated information.

As a result, prospective participants have access to clear and comprehensive information to enable them to make an informed choice about the programme and to ensure it will meet 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 type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	<input 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 Provider considers the safe enrolment of suitable participants as a priority and has a thorough process in place. The Marketing Lead undertakes comprehensive research to ensure that the programme is current and meeting participants' needs. A mandatory interview with the Safeguarding and Welfare Lead also ensures that participants, parents and guardians have a thorough understanding of the whole programme itinerary.

Effective systems are also in place to ensure that regular participant feedback will be used to ensure the programme is meeting participants' expectations. Detailed programme and module descriptions clearly state what participants can achieve at the end of each module and how the programme can contribute to the development of individual skills.

There are no entry requirements for the programme, although content and participant needs are discussed with all potential applicants.

Although there are no entry requirements, a formal application process ensures that participants are provided with all the required information before enrolment. This information is verified at the registration stage and before participants commence the programme. The Operations Lead arranges further communication between the prospective participant, parents or guardians and members of the academic team, if required. Meetings with staff confirmed that this process is effective.

All applications and general enquiries are promptly dealt with by the Operations Lead. This will be part of the role of the future administrator. The Operations Lead communicates regularly with the Academic Lead and Safeguarding and Welfare Lead to ensure that all information on the programme and the residential accommodation is accurate. The Provider enquiry inbox is regularly monitored out of hours and at weekends to ensure potential participants are provided with an efficient response. This process is also supported by a suitable policy.

No overseas recruitment agents are used since all recruitment takes place in the UK directly with the Provider.

The application process, which is inclusive of an interview with participants, ensures that the Provider has effective systems in place to identify participants who have special educational needs and/or disabilities and who may require additional learning support or other assistance. In addition, participants, parents and guardians also have a range of opportunities, such as meeting with the Safeguarding and Welfare Lead, to disclose any specific needs before enrolment and while studying on the programme.

These highly effective systems and processes demonstrate that the Provider ensures that it is extremely careful to enrol and register suitable participants for the summer programme.

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

There is a clear and published policy on participant attendance and punctuality. The policy is appropriately communicated to participants, parents and guardians before the start of the programme, and also at induction and in the student handbook.

Attendance registers are completed and maintained using the Provider's secure, central administrative system. Attendance is recorded diligently throughout the day for every session, including, as a minimum, in the morning, afternoon and evening. Attendance and punctuality are reviewed as part of each programme evaluation undertaken by the Operations Lead.

The Safeguarding and Welfare Lead is responsible for monitoring participant attendance and following up any absences promptly. Absences are reported by teaching staff or residential staff for each session so that appropriate action can be taken and recorded.

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 Operations Lead and the Academic Lead have worked hard to ensure that there are highly effective systems in place to monitor OSP's standards and performance with a view to continuous organisational improvement.

The Provider's annual reporting process is used effectively to monitor all aspects of its performance. The review process considers both staff and participant feedback. Module evaluation report templates were reviewed and are used effectively to review content, delivery and participant feedback, including in identifying improvements.

The Provider has a clear approach to obtaining feedback from participants. All participants are asked to complete a questionnaire at the end of each programme. In addition, group discussions with teachers take place during course delivery to check participant satisfaction. Feedback from teachers is formally requested at the end of a programme and before the next programme begins. All feedback is reviewed by the Operations Lead and Academic Lead. This is effective in informing the Provider's action-planning.

The Provider's responses to feedback is communicated to participants during and after each programme, in person and online.

The Provider produces a report on quality, including appropriate action plans, at least annually, after every programme delivery to review its aims, intentions and progress. This reporting and planning process makes use of appropriate data and is used to ensure that the Provider works with stakeholders in monitoring its own standards, driving improvements and implementing action plans across all aspects of the provision.

The process is undertaken by the Operations Lead and reviewed by the other Directors to ensure that the Provider's own performance is regularly reviewed to aid improvements.

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

Participants receive welfare support appropriate to their age, background and circumstances. The Safeguarding and Welfare Lead is responsible for participant welfare on the programme. They are very experienced and appropriately trained to provide appropriate information, advice and guidance, safety and well-being advice, and counselling if required. In addition, they are supported by a four counsellors and two residential staff. This ensures participants are supported effectively while studying with the Provider.

The Safeguarding and Welfare Lead provides all participants with detailed information, advice and guidance before any programme begins during an in-person or online meeting. The Provider produces detailed participant information packs for the programme, including timetables, visit agendas, module information, resources and learning aims.

Once enrolled, all participants are provided with a mandatory induction. This is a standardised activity that can be amended to suit the participants' needs and delivery methods. The induction activity is welcoming, engaging and informative. It includes appropriate information about participants' expected behaviour and health and safety. A review of the induction process demonstrated that this has been carefully planned as a positive and supportive process.

All participants are provided with contact details for the Safeguarding and Welfare Lead as well as one of the residential wardens if support or assistance are required. The information includes an emergency contact number for use outside normal working hours.

The Provider's policies and procedures clearly state that abusive behaviour, including cyberbullying, is not tolerated. All participants receive a student handbook that includes all the policies to ensure that participants are aware that any discriminatory or abusive behaviour is unacceptable.

The safeguarding of participants is a high priority for the Provider. There are effective safeguarding arrangements in place for participants under the age of 18 and vulnerable adults. These are supported by a policy and regularly reviewed by the Directors. All staff undergo a mandatory enhanced Disclosure and Barring Service (DBS) check, and accurate records are maintained. The Safeguarding and Welfare Lead and other management and teaching staff are trained to an appropriate level.

A suitable policy, risk assessment and effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism. All staff have received up-to-date training, and accurate training records are maintained. A review of the student handbook confirmed that a clear policy is in place for all participants to confirm their understanding.

The Provider has a suitable e-policy that includes participants' safe and responsible use of social media and digital devices, such as mobile telephones, tablets and cameras.

The Provider securely stores contact details for all participants, including a next-of-kin contact. All relevant staff can access this information.

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

The Operations Lead and Safeguarding and Welfare Lead liaise with international participants and ensure they receive comprehensive advice before their arrival on travelling to and staying in the UK.

On arrival in the UK, all international participants receive a thorough induction that includes detailed information about the local area. A review of the process confirmed that this is effective for international participants.

The Safeguarding and Welfare Lead is the main point of contact for international participants and is present and available throughout programme delivery. Participants also have access to residential and teaching staff should they need additional support. This ensures that participants are safe throughout their programme of study.

The Provider fully considers the cultural and religious considerations of all participants. This is a high priority for the Operations Lead and Safeguarding and Welfare Lead, including through all teaching and learning delivery methods and social activities. Content and resources are thoroughly reviewed upon any new information being disclosed regarding participants' needs, and planned activities are also referred to parents and guardians for approval to ensure that these meet their 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 |

This standard is judged to be:

Met Partially Met Not Met

Comments

There is a fair and transparent enrolment procedure for the programme. Participants are provided with clear contractual terms and conditions that are signed and dated, and there is an appropriate refund policy in place.

Participants have access to a fair complaints procedure, about which they are informed during induction. The complaints procedure is accessible from the Provider's website and student handbook. The complaints procedure clearly outlines how a participant can report a complaint, the stages of a complaint, and the staff responsible.

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 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 Directors work collaboratively to design a social programme for participants based on the programme aims and module content. The social programme includes events and other leisure activities that may be of interest.

The social programme is responsive to the needs and wishes of participants and is implemented in the evenings and at the weekend, at the end of the week of the programme. It includes clear itineraries regarding visits to Oxford and Cambridge, social aspects such as group meals, and cultural exchange experiences for participants to learn about the diverse backgrounds of their peers from around the world.

All activities within the social programme are chosen with consideration for their affordability for all participants, and most are free of charge or included in the programme fees.

All social activities are supervised, as a minimum, by four staff members. The Safeguarding and Welfare Lead also undertakes an appropriate risk assessment so that suitable safeguards can be put in place for every event.

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

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

Comments

The Provider has secure tenure agreements in place for the delivery of the programme and residential premises that were reviewed during the inspection.

External premises are not required as all training takes place at Linacre College, which is part of Oxford University.

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 premises is appropriately restricted and secured from the sole ground-floor entrance to the main building. The building has a staffed reception, 24 hours, seven days a week, which controls access to the locked main door of the premises. There is also a full camera operation system in place inside and external to the main building.

On entry, all visitors are required to sign in while the Provider is notified by telephone of the visitor's arrival.

Inside the main building, all rooms have secure fob access. Participants and staff are provided with fobs on registration on their day of arrival at Linacre College. It is a mandatory college protocol that all staff, participants and visitors provide registration information in advance of any attendance. It is therefore rare that there are any unannounced

visitors. If this does happen, visitors are admitted to the reception area only and not permitted anywhere else until authorised by security staff.

There are no hazardous areas that require specific safety rules.

General guidance on health and safety is provided to staff and participants at their induction and to visitors at the main ground-floor reception. This ensures the safety of all who are attending the college.

There are clear notices and signage regarding fire exit and other health and safety procedures throughout the building, including the reception area and each floor of the premises.

The Provider occupies teaching rooms, meeting rooms and a common room on the first floor. There is also access to the use of a larger lecture room if needed that can be booked in advance for larger group activities.

Premises are spacious, effectively maintained and clean, providing sufficient circulation space for the number of planned staff, participants and visitors accommodated. There are appropriately located toilet facilities that are clean and maintained daily. There is good heating and ventilation in all rooms and teaching areas.

These systems and processes demonstrate that the Provider considers that a safe, secure and clean environment for participants and staff to work in is a high priority.

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

This standard is judged to be:

Met Partially Met Not Met

Comments

OSP provides excellent access to well-presented teaching rooms and other learning areas that are appropriate for the planned programme delivery.

Participants have access to large, spacious and smaller sized rooms, depending on the programme requirements. The training rooms have modern teaching and learning audio-visual resources.

There are flexible spaces that allow for guest speakers, presentation activities and collaborative work. These facilities support in-person delivery effectively.

No assessments take place at the Provider's premises.

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

- | | | | |
|------|---|---|-----------------------------|
| 25.3 | Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink, including facilities that are located outside the premises. | <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 rooms and communal breakout area are of a sufficient size to allow for independent study. There are also several smaller spaces that can be booked for private study. All teaching and learning areas are equipped with all the necessary hardware and software and full-time access to a technician.

Most participants and staff provide their own laptops, although there are enough spare devices provided by the technician as needed. There is a secure and efficient internet connection throughout the premises to support efficient communications and access to online resources.

The on-site library at Linacre College is spacious and fully equipped with desks for private work as needed.

Teachers have access to all rooms when not in use. All lesson preparation takes place before any programme delivery, meaning that staff only require access to teaching rooms and the common room during the programme's operation.

Participants have access to a large, communal relaxation space on the first floor, as well as a large, communal serviced and staffed dining room. This permits access to a well-maintained and spacious outdoor space with seating.

All rooms can be used as flexible spaces to hold group or smaller, private staff meetings. In addition, there is access to a larger lecture room for more formal meetings if needed.

The size of the premises at Linacre College and flexible access to rooms allow all full- and part-time members of staff to undertake their administrative duties effectively. All the necessary administrative resources, such as a secure internet connection, printing facilities and stationery, are provided for all staff while they are working on the premises.

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

All policies had been created in excellent detail and this demonstrates a thorough approach to preparing and producing a diligently planned programme.

A comprehensive student handbook ensures potential participants have a clear understanding of what the programme will entail, as well as clearly communicating expectations of participants who study with OSP.

OSP provided efficient responses to training course enquiries that support potential participants, parents and guardians to make informed choices that meet their needs and aspirations.

Detailed course information packs ensure that participants have a clear understanding of programme details, such as module content and the well-planned social programme.

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

PARTICIPANT WELFARE

Provider's strengths

A thorough understanding of safeguarding arrangements, including mandatory and additional training by the DSL, ensures that all staff are prepared to implement and maintain a safe study and residential environment for participants.

Pastoral support is highly focused on the individual well-being of participants, as well as supporting progression and career aspirations, thus ensuring that participants feel thoroughly supported throughout the programme.

The well-being of participants is a high priority, and the programme has been designed to provide not only an exciting academic experience, but to also ensure that the acquisition of social, cultural and employability skills is a high priority.

The core team has thoroughly planned for the safe arrival of international participants and understands how they will be supported before and on arrival.

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

Linacre College provides a creative and modern learning experience for participants that enhances their experience of the summer programme.

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:

Lesley Davis

Lead Inspector