



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **SUPPLEMENTARY INSPECTION NEW / ADDITIONAL PREMISES (Short Course Provider)**

**PROVIDER:** London School of Business and Finance – Executive Education

**ADDRESS:** 2 Bunhill Row  
London  
EC1Y 8HQ

**HEAD OF PROVIDER:** Karina Kizhner

**ACCREDITATION STATUS:** Accredited

**DATE OF INSPECTION:** 10 May 2022

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued accreditation, 5 August 2022

## **PART A – INTRODUCTION**

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### **1. Background to the provider**

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London School of Business and Finance – Executive Education (LSBF EE/the Provider) was formed in 2008 as a separate division of the London School of Business and Finance (LSBF). The LSBF is a privately owned educational establishment that was founded in 2003 as a school of accountancy. In 2014, both the Provider and LSBF became part of Global University Systems (GUS), which owns and/or manages over 36 universities and other education providers across the world.

LSBF EE is an independent provider of executive short courses and non-credit-bearing postgraduate qualifications. LSBF EE offers unaccredited internal awards in management, finance, marketing, leadership and related areas.

LSBF EE's London campus is based within the University of Law's premises in central London and LSBF EE's delegates have access to the reference facilities of the University of Law and the British Library.

The Provider aims is to provide high-quality executive education, using industry practitioners, to a discerning clientele. The main guiding principles of the organisation are participant focus, employability and innovation.

LSBF EE's core team is headed by the Managing Director/Vice-Rector, supported by both the Business Operations Manager and the Academic Director. There are also delegate support officers. All faculty members are part-time tutors who are industry practitioners.

Other support services, including for compliance, quality assurance, admissions, sales, marketing, human resources (HR), finance and special needs, are offered centrally by the parent company, GUS.

### **2. Brief description of the current provision**

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LSBF EE is a short-course provider offering programmes ranging from postgraduate certificates and diplomas to Mini Master in Business Administration (MBA) programme and management and leadership programmes, as well as short courses. The Mini MBA provides an overview of what a traditional MBA entails and is not a full MBA programme.

The postgraduate certificate and diploma programmes last fewer than 12 weeks, with the exception of the postgraduate diploma, which lasts for two semesters. Each semester is of 12 weeks' duration. The programmes cover the subject areas of marketing, management, finance and strategy.

Programmes are organised on a modular basis, so that participants can choose a mix of modules to suit their individual needs. None of the programmes offered is externally accredited or subject to external awards, but the programmes are recognised for the purposes of Continuing Professional Development (CPD). LSBF EE is a member of the CPD Certification Service (CPDCS). Participants are given a certificate of attendance or a certificate of completion by LSBF EE so that they can claim CPD accredited points awarded by CPDCS.

Prior to March 2020, LSBF EE promoted itself as a campus-based professional education provider. However, in 2020, all courses were transformed to live and online, with the Provider transitioning back to campus-based and hybrid delivery from April 2022.

Currently, there are 10 participants enrolled to study on the campus-based mini MBA, and there are 30 participants enrolled on the live online courses in spring 2022. The majority of the participants enrolled at the time of the inspection were male. Three were from Nigeria, one was from the United States of America and the rest were from the United Kingdom (UK). Each class size is capped at a maximum of 25 delegates. Most participants are in the age range of 27 to 45 years and all are over the age of 18.

All courses have predefined entry requirements and are scheduled to run once a term. LSBF EE has four academic terms each year. The entry requirements are a degree or five years' work experience, alongside participants evidencing their proficiency in English.

### **3. Inspection process**

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The inspection was carried out on site over half a day by one inspector. Meetings were held with the Administrator, the Business Operations Manager, and with a small group of participants. The inspector also scrutinised various documentation. A full tour of the premises was also carried out. The staff and participants co-operated fully with the inspection process.

### **4. Background to the supplementary inspection**

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The previous premises had become commercially non-viable so the Provider has moved to new premises.

### **5. Inspection history**

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<b>Inspection type</b>	<b>Date</b>
Full	12–13 October 2016
Interim	28 November 2017
Re-accreditation	19 & 22 April 2021

## PART B – JUDGEMENTS AND EVIDENCE

*The following judgements and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the provider.*

### 1. Compliance with BAC accreditation requirements

- 1.1 Premises and facilities (full inspection). A full inspection of the premises' health and safety conducted.

*The numbers below refer to the standards as presented in the short course provider scheme document and main full inspection report.*

### 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.  Yes  No
- 22.2 The provider has access to suitable external premises of a temporary or occasional nature for training purposes.  Yes  No  NA

**This standard is judged to be:**

Met  Partially Met  Not Met

#### Comments

LSBF EE has secure tenure on its premises through a licence to occupy lease. The lease allows LSBF EE to occupy classroom space, administration space and additional rooms if necessary, and to accommodate all participant and staff facilities at the University of Law campus.

### 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.  Yes  No
- 23.2 The premises are maintained in an adequate state of repair, decoration and cleanliness.  Yes  No
- 23.3 There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors.  Yes  No  NA
- 23.4 General guidance on health and safety is made available to participants, staff and visitors.  Yes  No
- 23.5 There is adequate signage inside and outside the premises and notice boards for the display of general information.  Yes  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.  Yes  No
- 23.7 There are toilet facilities of an appropriate number and level of cleanliness.  Yes  No
- 23.8 There is adequate heating and ventilation in all rooms.  Yes  No

**This standard is judged to be:**

Met  Partially Met  Not Met

#### Comments

There are full-time security staff at the entrance to the building. As a result, access to the premises is appropriately secured and the security arrangements for the outside area and buildings are good.

All visitors report to reception, sign in, and are given a visitor lanyard. Staff meet visitors to the Provider at reception.

The premises are very well maintained, with the on-site maintenance team attending to repairs, once identified, almost immediately.

There is a comprehensive health and safety policy, and appropriate health and safety guidance is provided to staff, participants and visitors. The policy covers the responsibilities of management, first-aid arrangements, and fire and personal safety, as well as general staff risk assessments and guidance.

Signage, both inside and outside the building and in all rooms, is excellent. Fire emergency, floor and exit plans are on display on all notice boards throughout the building on all floors and in all rooms.

Circulation space for staff, participants and visitors is excellent. On every floor there are breakout areas with comfortable seating. Heating, lighting, sound insulation and ventilation in all classrooms, corridors and other parts of the building are of a good standard. The premises are very well decorated and are maintained to a very high standard.

Toilet facilities on every floor for both male and female participants are sufficient and allow access for those with special needs and/or disabilities. There are notices in every toilet area indicating the date and time it was last cleaned. The rota indicates that these areas are regularly cleaned several times a day.

**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.  Yes  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.  Yes  No

24.3 There are facilities suitable for conducting the assessments required for each course.  Yes  No  NA

**This standard is judged to be:**

Met  Partially Met  Not Met

**Comments**

Classrooms and other learning areas provide excellent accommodation for the training sessions allocated to them.

Training rooms have the latest technological equipment in order to facilitate in-person and online blended/hybrid forms of delivery.

Equipment, such as interactive boards and cloud-computing facilities are provided in every classroom. There are also digital tools to implement text, image, audio and video immersive experience, and projectors, whiteboards and flipcharts in every classroom.

Facilities for conducting assessments are good, and if participants are required to undertake presentations as part of their assessment, the projection equipment that is available is of an excellent standard and suitable for this purpose.

**25. There are appropriate additional facilities for participants and staff**

25.1 Participants have access to sufficient space, which could include a library and suitable Information Technology (IT) facilities so that they can carry out their own private work and/or study.  Yes  No

25.2 Trainers have access to sufficient personal space for preparing teaching/training sessions, marking work and relaxation.  Yes  No  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**

Textbooks and learning materials are available to participants, and classrooms are set aside for use as private study areas. Core textbooks and learning aids are available from the LSBF EE office. Participants have unlimited access to an online library of academic resources and tools for the duration of their study through the Canvas learning management system. There are also three libraries in the building to which LSBF EE participants have full access.

Trainers have access to personal space for marking work and for relaxation. There is a dedicated staff area that is well equipped with comfortable seating, a kitchenette and locker space and areas for general circulation. Designated areas are set aside for quiet and rest times.

Breakout rooms are available on every floor, where participants can relax, socialise and consume food and drink. There is a cafeteria in the building that is open all day, selling a range of cold and hot food and drinks.

Water machines, water coolers and dispensers are provided on every floor in the building.

LSBF EE can secure additional room space if necessary for trainers and management to hold private meetings. However, the current administration office space is of sufficient size and well resourced for meetings.

Participants confirmed that they were extremely satisfied with the services, premises and support they had received from LSBF EE personnel. They were very complimentary about the facilities.

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1.2 Compliance Declaration

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**Declaration of compliance has been signed and dated.**

Yes  No

**PART C – SUMMARY OF STRENGTHS AND ACTION POINTS**

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**STRENGTHS**

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The new premises have excellent security arrangements and allows all participants full access, including those with special needs and/or disabilities.

There are excellent health and safety policy and procedures in place, including the delegation of tasks and arrangements for risk assessments and how the Provider will review its health and safety measures.

**ACTIONS REQUIRED**

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None

High  Medium  Low

**RECOMMENDED AREAS FOR IMPROVEMENT *(to be reviewed at the next inspection)***

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None

**COMPLIANCE WITH STATUTORY REQUIREMENTS – FURTHER COMMENTS, IF APPLICABLE**

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