BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Re-accreditation Inspection

NAME OF PROVIDER: Mobility Oil and Gas Limited

ADDRESS: Devonshire House

Manor Way

London Elstree

WD6 1QQ

HEAD OF PROVIDER: Abiodun Grillo

DATE OF INSPECTION: 20, 25 & 27 July 2023

ACCREDITATION STATUS AT INSPECTION: Accredited

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☐ Award of accreditation to be withdrawn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 October 2023

PART A – INTRODUCTION

1. Background to the provider

Mobility Oil and Gas Limited (MOGL/the Provider) was established in 2010. It is a privately owned training company limited by shares. MOGL specialises in delivering courses related to technical subjects in the oil and gas industry, as well as business and management courses.

MOGL's registered office is located in a serviced office building in London Elstree. The in-person training is conducted at clients' premises, rented conference facilities or in MOGL's registered office.

The primary objective of MOGL is to provide high-quality Continuing Professional Development (CPD) opportunities to professionals in the global oil and gas industry. MOGL's mission is to be a world-class provider of petroleum engineering consultancy, training and procurement services to the oil and gas industry, using best practice to ensure that the client's business needs are consistently met.

The sole shareholder of the Provider is the Managing Director (MD), who also takes an active part in running the centre. The operational management is overseen by the General Manager (GM). The training is carried out by training consultants, who are experts in their fields. Training consultants are contracted to MOGL on a course-by-course basis.

The courses are very specialised in nature. Most participants receive sponsorship from their employers, with the funding and commissioning of places typically handled by the client's Human Resources (HR) or training department.

2. Brief description of the current provision

MOGL offers a comprehensive selection of specialised technical courses tailored to the needs of the oil and gas sector, along with courses covering business and management topics. The technical areas include engineering, geology, project management and geophysics.

The vast majority of courses are customised and conducted exclusively for individual clients on their own premises. In a small minority of cases, participants can apply directly to MOGL for courses that are scheduled on specific dates. Additionally, MOGL provides a six-month Diploma in Drilling Engineering Technology in the United Kingdom (UK). The courses are offered in various formats, in-person in the UK, on clients' premises outside the UK, or through online platforms. The British Accreditation Council (BAC) accreditation pertains only to MOGL's in-person provision that is delivered in the UK.

Most courses typically run for three to five days and employ a combination of teaching methods, including lectures, seminars and interactive workshops. The premises provide suitable rooms and can accommodate classes of up to 14 participants. On a client's premises, class sizes are limited to 20 participants. Online courses are limited to 20 participants.

MOGL recruits its trainers from a pool of training consultants who are available to deliver instruction and training as needed. MOGL provides course descriptors to employers, who then select suitable employees to attend the courses.

The training and instruction provided by MOGL are intended for participants who are already established in the oil and gas industry, often at middle or senior levels. At the time of the inspection, two courses were taking place. One course was conducted in person and the other online. There were three participants in total, an American, a Nigerian and an Egyptian. All participants were male. MOGL does not recruit participants under the age of 18.

Over the past year, participants have been equally distributed in terms of gender. Participants have come from Nigeria, UK, Canada, Oman and Pakistan.

Each course has a designated start date that is advertised on the Provider website. Enrolment takes place before the start date or until the course is full. Entry requirements are individual to each course and are all advertised on the website. For example, the Drilling Rig Inspection Sizing and Selection Training Course is designed for drilling supervisors and drilling engineers who want to learn about the practical aspects of rig inspection, sizing and selection procedures.

3. Inspection process

Thie inspection was carried out over a total of three days by one inspector, with one day in person in the Provider's premises and two days online. The inspector held meetings with the MD, the GM, two individual training consultants and the participants. He observed in-person lessons and a recording of an online lesson. The premises were inspected. The inspector scrutinised a wide range of documentation. MOGL co-operated fully with the inspection.

4. Inspection history

Inspection type	Date
Full Accreditation	24 & 28 October 2014
Interim	3 August 2015
Supplementary	21 August 2017
Re-accreditation	20–21 November 2018
Supplementary	9 January 2020
Interim	26 May 2021

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.	☒ Yes ☐ 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.	☒ Yes ☐ No
1.3	There are clear channels of communication between the management and staff, including those working at the delivery venue or remotely.	☒ Yes ☐ 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.	☒ Yes ☐ No
1.5	The provider has a written risk management strategy that includes financial planning and that is effectively implemented and regularly reviewed.	☒ Yes ☐ No

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

Comments

MOGL is managed effectively. The management structure is clearly defined and well understood. The MD is responsible for business development, liaison with organisations and clients for which the company provides services, including the design of new projects and business opportunities and programme management. The GM is responsible for administration, the implementation of policies and procedures, and responding to the training requirements of participants. As a result, MOGL has very clear lines of responsibility and accountability.

The MD and the GM are both suitably qualified and experienced and work well as a team. The MD is a petroleum engineer with a Master's in Petroleum Engineering and is currently finishing a Master's in Business Administration. He has considerable experience and knowledge about the oil and gas industry and has built up a wide network of associates. The GM has a Doctorate and Master's in Project Management and has been with the company since its inception. Consequently, both the MD and the GM understand their roles and responsibilities and carry these out effectively.

Channels of communication between the management and staff are clear and effective. The two senior managers have a close working relationship. Communication between them is on at least a daily basis with face-to-face meetings, telephone calls, video meetings and e-mails. Usually, this communication is operational in nature. The two senior managers also meet for regular scheduled, minuted meetings to discuss wider issues. The trainers confirm that communication with senior managers is timely, effective and efficient with responses received within hours regardless of the differences in time zones.

MOGL has a written mission statement that is widely disseminated via its website. This effectively guides the company. As a result, staff and trainers have a shared sense of purpose.

A written risk management strategy in place. The strategy is composed of a training delivery component and a financial component. The strategy includes identifying associated risks, analysing those risks, and deciding on whether to proceed with caution, mitigate the risk or transfer the risk. The risks are constantly under review.

Standard risk mitigation strategies include identification of substitutes or alternatives, ensuring joining instructions are only sent after all mandatory requirements have been met, reviewing the booking cancellation policy and monitoring overall performance at least annually. Consequently, the diverse risks associated with training are mitigated effectively.

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.	☒ Yes ☐ No
2.2	The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider.	☒ Yes ☐ No
2.3	The administrative support available to the management is clearly defined, documented and understood.	☒ Yes ☐ No
2.4	Administrative policies, procedures and systems are up to date, thorough, well documented and effectively disseminated across the provider.	☒ Yes ☐ No
2.5	Data collection and collation systems are effective in supporting the administration of the provider.	☒ Yes ☐ No
2.6	Participants' and trainers' personal records are sufficiently detailed and regularly updated.	☒ Yes ☐ No
2.7	The provider has a robust security system, with policies in place for protecting the data of its participants and trainers.	☒ Yes ☐ No

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

Comments

MOGL is effectively administered, and courses are well organised. The administration is currently undertaken by the MD and GM. They have a very good understanding of their responsibilities and carry out these responsibilities effectively. The trainers confirm that the courses are run effectively. Inspector observation confirmed this view.

The size of the administrative team is sufficient for the current number of courses and participants. Consequently, the day-to-day running of MOGL is smooth and efficient.

The administrative support available is clearly defined in job descriptions and in the Provider's policies and procedures. Administrative support is given to trainers with regard to booking their accommodation and making their travel arrangements. Course content files are also photocopied and collated by the administration. As a result, trainers are able to focus on the preparation of the courses rather than administrative matters.

Effective administrative policies, procedures and systems are in place and are reviewed and signed off regularly to ensure they remain current. These policies have recently been reviewed for relevance to the scope of MOGL's operation and accurately reflect the name of the Provider and include creation and review dates. The policies, procedures and systems are appropriately disseminated before every course.

Data collection is effective in supporting the Provider's administration. MOGL has developed a series of templates for different types of enquiries. This streamlines the collection and recording of data and ensures a timely response to all enquiries.

Participants' and trainers' personal records are appropriate in detail and content and are securely stored. Personal records are updated appropriately.

Suitable policies and an effective security system, including password protection, are in place to ensure data is appropriately protected.

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.	☒ Yes ☐ No
3.2	Experience and qualifications are appropriately checked and verified before recruitment, and records are accurately maintained.	☒ Yes ☐ No
3.3	The recruitment process for trainers working remotely includes a face-to-face online interview.	☐ Yes ☐ No ☒ 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.	☒ Yes ☐ 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

MOGL recruits appropriate staff. It has developed a set of instructor competence criteria, which it employs when recruiting staff. For trainers, this includes confirming their expert knowledge, industry experience, training experience, content development capabilities and peer-reviewed publications. Consequently, MOGL recruits high-quality staff. All staff, including self-employed trainers, have signed contracts.

MOGL carries out appropriate checks prior to recruitment. This includes obtaining Curricula Vitae (CVs), checking qualifications and obtaining references.

This inspection is confined to the in-person delivery of courses taking place in the UK, so the use of trainers working remotely is not applicable.

Trainers confirm that they are observed teaching each time they conduct a course. These observations and the feedback from the participants are used to review the trainer's performance in debriefing and course development meetings, which take place after every course. As a result, trainer performance is appropriately reviewed, and high standards are maintained. An appropriate process supported by suitable documentation is in place to appraise non-teaching staff at least annually. The MD appraises the AD highlights strengths and areas for development in a professional dialogue.

Managerial and administrative staff receive appropriate CPD. Most recently, staff have received CPD regarding anti-radicalisation. The MD is also currently finishing his Master's in Business Administration (MBA).

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 and 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

The promotional materials, including the website, present an accurate representation of MOGL's location and the variety and characteristics of its resources and services. Contact details are available, supported by a map of the Provider's location.

A dedicated section of the website, which is easy to navigate, outlines the training provision and provides useful information about the courses. The course information is regularly updated. The website contains a downloadable course directory. This contains an up-to-date list of the courses available, covering course content, description, objectives, intended audience, location and fees. As a result, prospective participants can obtain the necessary information regarding the available training options, enabling them to make informed choices about the course that aligns most closely with their requirements.

MOGL's terms and conditions are readily accessible via the website.

4.3 However, key policies should be made accessible through the website in order to promote transparency.

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.	☒ Yes ☐ No ☐ NA
5.3	A formal application and selection process ensures that participants meet the entry requirements.	☒ Yes ☐ No ☐ 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.	☒ Yes ☐ 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.	☒ Yes ☐ No
5.6	Overseas recruitment agents are properly selected, briefed, monitored and evaluated.	☐ Yes ☐ No ☒ 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.	☒ Yes ☐ No

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

Comments

MOGL's participants are almost always booked on the course by their employer's HR or training department. The promotional material on the website includes full details of the participant profile for whom the course is designed, as well as details of the course content and objectives. Consequently, employers and participants booking courses for themselves can make informed choices about the appropriate course to meet their expectations and needs.

While the courses do not have specific educational or language requirements, the promotional material contains comprehensive course descriptions that outline the intended participant profile. The level of English language used in the website acts as an indicator of the level of the English used on the courses. Participants are sent by their companies because they know the courses meet their needs and that the participants are able to cope with the course content and the level of English. Individual participants not sponsored by a company choose to take the courses in order to gain understanding of the course content and enhance their own careers.

Prospective participants and their employers are provided with sufficient information to enable them to make a judgment on the suitability of the course and discuss any concerns before registration. The courses are highly

specialised. Detailed course information is provided to ensure participants and/or their employer's HR and training departments have a clear understanding of the nature and technical level of the course before making an application.

Any concerns or need for additional information prior to registration are usually made via the applicant's employer's HR department. MOGL replies to all application enquiries within its 24-hour target response time. Therefore, prospective participants are fully briefed prior to enrolment. Participants confirm that the courses meet their expectations and their needs.

MOG does not use overseas recruitment agents.

Almost all participants are enrolled on the courses by their employers' HR or training departments. These departments will already have any relevant information regarding participants' additional support needs, if relevant.

Prospective participants can also contact the MD or GM directly to discuss the course in more detail before enrolment. As a result, MOGL is able to respond appropriately to any needs that are identified.

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.	☒ Yes ☐ No
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and regularly reviewed.	☒ Yes ☐ No ☐ NA
6.3	Participant absences are followed up promptly, and appropriate action is taken.	☒ Yes ☐ No ☐ NA

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

Comments

The participant handbook outlines the attendance requirements well. The courses are short, and full attendance is expected. Attendance certificates are withheld if attendance expectations are not met. This expectation and the importance of punctuality are highlighted during the induction. As a result, attendance is excellent.

Accurate and secure records of attendance are taken at the beginning of the day and after each break. This attendance data is kept centrally as a digital record. As a result, attendance rates are very well recorded.

Class sizes are very small. Any absences would be easily identifiable. In the case of participant absence, trainers would contact the administrative staff, who would in turn take prompt, appropriate action.

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.	☒ Yes ☐ 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.	☒ Yes ☐ No
7.3	Feedback is obtained, recorded and analysed on a regular basis.	☒ Yes ☐ No
7.4	The feedback is reviewed by management, and appropriate action is taken.	☒ Yes ☐ No
7.5	There is a mechanism for reporting to the participants what the provider has done in response to their feedback.	☒ Yes ☐ No

7.6	Reports are compiled at least annually that include the results of the provider's performance reviews, an analysis of appropriate data, including participant feedback, and action plans.	☐ Yes ☒ No
7.7	Action plans are implemented and regularly reviewed, with outcomes reported to management.	☒ Yes ☐ No

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

Comments

MOGL has effective mechanisms in place to gather and respond to feedback from participants, trainers and clients. The Provider's staff that are present during the course are in regular communication with participants and promptly address any issues or concerns that arise. During the course, trainers ask participants to share their thoughts regarding the day's learning and any omissions or suggested improvements. Participants also complete end-of-course feedback forms.

MOGL has effective mechanisms in place for obtaining feedback. Participants are invited to fill out comprehensive feedback forms online. These include an evaluation of the trainer and whether participants' individual needs have been met. The feedback forms include opportunities to voice opinions and give suggestions, as well as to award an overall numerical score.

Trainers also provide feedback themselves at the end of the course during evaluation meetings. Consequently, all stakeholders have the opportunity to evaluate the courses and to provide their feedback.

Feedback is obtained, recorded and analysed at the end of every course. The feedback is collated and analysed in course evaluation meetings attended by the MD, the GM and the trainer. A review of the feedback from participants and trainers is included in these meetings. Development points that arise from the course evaluation meetings are addressed prior to the course being taught again. In this way, the courses are continuously developed and improved.

Participants are informed directly of any changes made in response to their feedback. Trainers are informed about any changes made from their feedback directly by the MD or GM prior to the course being offered again.

Each course is followed by a course evaluation meeting focused on refinements to the course. These meetings play an important role in maintaining standards and in driving improvements in the quality of the provision.

7.6 The outcomes of these reviews are not consolidated into an annual report that references performance reviews, data, feedback and action plans. As a result, opportunities could be missed to identify areas for continuing improvement.

Action plans containing development points regarding individual courses are drawn up at the course evaluation meetings. These contain specific outcomes to be accomplished before the course is taught again These action plans are monitored by the MD and the GM. Consequently, MOGL is able to make continuous improvements to its courses.

INSPECTION AREA – TEACHING, LEARNING AND ASSESSMENT

8.   Course management is effective

8.1	There is a suitably qualified and/or experienced course manager or management team with responsibility for course delivery and the management of the trainers.	☒ Yes ☐ No
8.2	Training sessions are timetabled, and rooms are allocated appropriately for the courses offered.	☒ Yes ☐ No
8.3	The allocation of trainers to courses provides a consistent learning experience, and delivery is monitored to ensure consistency across all provision.	☒ Yes ☐ No
8.4	The commissioning of individual course materials is managed effectively, and the content and style of the materials are checked to ensure standardisation across the provision.	☒ Yes ☐ No

8.5	There are appropriate policies and procedures for the acquisition of teaching/training and learning resources, which ensure that all trainers have access to the appropriate quantity and quality of resources on the day(s) of the course for the benefit of the participants.	☒ Yes ☐ No

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

Comments

The MD and GM, together, act as programme manager and take overall responsibility for overseeing the portfolio of courses delivered. Courses are developed with the aid of content specialists who also teach. These people are suitably qualified and experienced. Consequently, course management is effective.

Each class is managed individually. They are scheduled in advance, and timetables are published before each course begins. Rooms allocated are appropriate for the courses offered. As a result, the timing and allocation of rooms are appropriate and well managed.

Trainers are specialists in the area they teach and are allocated to courses accordingly. They have an important role in developing or modifying the courses they teach. Each course has one trainer for its entirety. This ensures a consistent learning experience. Each course is monitored at least twice each day. As a result, participants enjoy high-quality teaching.

There is a clear and effective procedure for requesting academic resources before courses begin. This involves the MD, the GM and the trainers. Often, the sponsoring company is also consulted. The commissioning of individual course materials is managed effectively. Participants receive learning packs, the content of which is standardised across the provision.

Trainers confirmed that the courses are well resourced and that they are able to obtain any additional resources they might reasonably require. Trainers confirmed that they have all the resources they need on the day of the course. Participants confirmed that the resources are of a high quality. Inspection observations confirm this view.

9. The courses are planned and designed in ways that enable participants to succeed

9.1	The courses' design and content reflect current knowledge and practice and are regularly reviewed and revised.	☒ Yes ☐ No
9.2	Courses are designed in ways that allow participants to develop the knowledge and skills required for final examinations and/or assessments or that meet the needs of their employers.	☒ Yes ☐ No ☐ NA
9.3	Course materials are designed for a specific and clearly stated level of study and include appropriate support material.	☒ Yes ☐ No ☐ NA
9.4	Course materials are appropriately presented and sufficiently comprehensive to enable participants to achieve the course objectives.	☒ Yes ☐ No
9.5	Teaching/training sessions maintain an appropriate focus on any assessment objectives or statement of intended learning outcomes established by the awarding and/or examination body.	☐ Yes ☐ No ☒ NA
9.6	The courses are designed so that participants are encouraged and enabled to develop independent learning skills.	☒ Yes ☐ No ☐ NA
9.7	The academic and/or professional backgrounds and particular support needs of participants are taken into account in the planning and design of the course.	☒ Yes ☐ No

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

Comments

The MD is responsible for designing and developing the courses. Courses are developed with the help of content specialists, in collaboration with the HR or training departments of the client companies. As a result, the courses are continuously being reviewed and updated.

Courses are designed in collaboration with the client companies. The course materials have well-defined lesson objectives. This provides a suitable course structure. As a result, participants can develop the knowledge and skills needed by their employers.

Course materials are designed effectively by the course content specialists and reviewed before the course begins. The course materials have an appropriate focus on the course objectives. The course materials include up-to-date case studies and examples drawn from current industry circumstances. Consequently, course materials appropriately support the learning.

Courses are meticulously planned. Course materials are detailed, comprehensive and varied. They are presented in a logical manner. As a result, the materials support the courses effectively.

The courses are not overseen by an awarding or examining body.

The trainers encourage participants to use their own experience and knowledge to work out their answers to scenarios and problems. This supports the development of their independent learning skills.

MOGL has a strong bond with the client companies, even during the planning and design stage of courses. This ensures that the differing needs of participants are taken into account. Participant feedback indicates that they find the course content valuable. Inspection observation corroborates this assessment.

10.	**Trainers are suitable for the courses to which they are allocated and are effective in their delivery**	
10.1	Trainers have a level of subject knowledge and pedagogic and communication skills that allows them to deliver courses effectively.	☒ Yes ☐ No
10.2	Trainers are supported in their continuing professional development and are enabled to develop further pedagogic techniques to enhance the learning of participants.	☒ Yes ☐ No ☐ NA
10.3	Trainers respond to the different backgrounds and particular support needs of participants in their delivery of the teaching/training sessions.	☒ Yes ☐ No
10.4	Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content.	☒ Yes ☐ No

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

Comments

Trainers are recruited according to their expert knowledge, industry and training experience, content development capabilities and their peer-reviewed publications. The trainers have specific qualifications and experience in the technical areas they teach. They therefore have strong subject knowledge. In addition, they plan their lessons well.

Lessons are appropriately paced, and time is used well. Trainers allow suitable time for participants to ask questions. The teaching fosters learner application, with a good range of activities to engage participants. The trainers are able to communicate difficult concepts effectively and make use of high-quality visual resources to support communication. Consequently, they deliver the courses effectively.

Trainers are usually only engaged for each individual course. Trainers confirm that they develop their knowledge and skills through the observations and course development meetings that are held during and after each course.

The trainers respond effectively to the specific requirements of the participants and are effective in involving them in active participation. Any specific individual needs are highlighted by the client company or are identified through

the enrolment process. Trainers have a supportive rapport with the participants, which allows participants to express their queries and concerns openly.

Lesson observations show that trainers employ a wide range of effective strategies to involve participants actively in learning. Lessons are well planned and effectively resourced and trainers make clear the learning aims of each session. They ensure that lessons are conducted at an appropriate pace for the participants.

Trainers use question-and-answer techniques skilfully to assess the participants' understanding and modify the learning appropriately. They also provide useful and timely feedback to the participants. The courses include the use of relevant industry-specific examples and case studies. The trainers vary their teaching strategies to include individual, pair and whole-class learning. As a result, course satisfaction rates are very high and participants make good progress.

11.	**Participants receive appropriate assessment and feedback on their performance and progress, both of which are effectively monitored**	
11.1	Courses include a schedule of assessments, the procedures and criteria for which are available in writing and are provided in advance to participants and trainers.	☐ Yes ☐ No ☒ NA
11.2	Ongoing assessments appropriately reflect the content and standards of final assessments.	☐ Yes ☐ No ☒ NA
11.3	Assessment outcomes are monitored to enable the identification of participants who are not making satisfactory progress, and prompt intervention takes place if required.	☐ Yes ☐ No ☒ NA
11.4	Participants are made aware of how their progress relates to their target level of achievement.	☒ Yes ☐ No ☐ NA
11.5	Additional support and/or advice on alternative programmes are provided to participants who are judged not to be making sufficient progress.	☐ Yes ☐ No ☒ NA
11.6	Feedback is given to individual participants on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery.	☒ Yes ☐ No
11.7	Participants have appropriate access to trainers outside the scheduled course delivery time.	☒ Yes ☐ No ☐ NA
11.8	The provider takes appropriate steps to identify and discourage cheating and plagiarism and penalises offenders.	☐ Yes ☐ No ☒ NA
11.9	Realistic deadlines are set and communicated well in advance to participants, and any required coursework and revision periods are scheduled in advance.	☐ Yes ☐ No ☒ NA
11.10	Prompt action is taken when participants miss deadlines or when the work submitted is not of a satisfactory standard.	☐ Yes ☐ No ☒ NA

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

Comments

Participants receive appropriate feedback on their performance and progress.

The courses are not formally assessed so there are no ongoing assessments or assessment outcomes. It is not possible to transfer to an alternative programme.

Feedback and additional support are given to all participants on an individual basis so that they know how they are progressing with the development of their knowledge to meet their and their employer's needs for the future.

The courses are highly interactive. This affords very good opportunities for trainers to provide feedback to participants. Pair and group activities and question-and-answer sessions are integrated into the courses. This allows for further feedback to be provided on participants' understanding and progress.

Feedback is highly effective, being both individualised and constructive in nature. As a result, participants' learning is well supported and encouraged.

Trainers are generous with their time. Participants have appropriate access to trainers before lessons start, during breaks and lunchtimes, and after lessons. Consequently, participants have the opportunity to talk informally about any queries or concerns they may have.

The courses do not have formal assessments or assessed coursework. Consequently, there is no cheating, plagiarism or deadlines for the submission of coursework or revision periods.

12. **The provider offers courses leading to accredited awards granted by recognised awarding bodies**

This standard is judged to be: ☐ Met ☐ Partially Met ☐ Not Met ☒ NA

Comments

13.	**There is a clear rationale for courses leading to unaccredited or internal awards, i.e. awards that are made on the basis of the outcomes of formal internal assessment methods**	
13.1	There is a clear statement of the level claimed relative to the RQF, CQFW or SCQF and evidence that participants who receive the award meet the stated requirements for that level.	☐ Yes ☐ No ☐ NA
13.2	There is evidence of the extent to which the awards are accepted for the purposes of employment or further study.	☐ Yes ☐ No ☐ NA
13.3	External moderators are involved in the assessment process.	☐ Yes ☐ No ☐ NA

This standard is judged to be: ☐ Met ☐ Partially Met ☐ Not Met ☒ NA

Comments

14.	**There are satisfactory procedures for the administration of examinations and other means of assessment**	
14.1	The provider complies with the requirements of the relevant awarding bodies in terms of examination security and administration.	☐ Yes ☐ No ☐ NA
14.2	For internal awards, there are effective systems in place for examination security and administration.	☐ Yes ☐ No ☐ NA
14.3	For internal awards, there are clear procedures for participants to appeal against their marks.	☐ Yes ☐ No ☐ NA

This standard is judged to be: ☐ Met ☐ Partially Met ☐ Not Met ☒ NA

Comments

15. **There is appropriate provision of advice for participants intending to proceed to employment or higher/further education**

15.1	Participants have access to advice from an appropriate staff member on further study and career opportunities.	☐ Yes ☐ No ☐ NA
15.2	If the provider offers courses preparing participants for higher/further education, they have access to prospectuses and advice from a designated staff member both on selecting courses and institutions and on the application process.	☐ Yes ☐ No ☐ NA

This standard is judged to be: ☐ Met ☐ Partially Met ☐ Not Met ☒ NA

Comments

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.	☒ Yes ☐ No
16.2	Participants receive appropriate information, advice and guidance before the start of the course.	☒ Yes ☐ No
16.3	Participants receive an appropriate induction and relevant information at the start of the programme.	☒ Yes ☐ No
16.4	Participants are issued with a contact number for out-of-hours and emergency support.	☒ Yes ☐ No ☐ 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.	☒ Yes ☐ No
16.6	Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults, which are regularly reviewed.	☐ Yes ☐ No ☒ NA
16.7	A suitable policy and effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	☒ Yes ☐ 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.	☒ Yes ☐ No ☐ 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.	☒ Yes ☐ No

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

Comments

Participants receive effective welfare support that is appropriate to their age, background and circumstances. Almost all participants are mature employees of oil and gas companies and already working at middle or senior levels in those companies. They are all fluent in the English language.

The GM is overall responsible for participant welfare and is appropriately experienced. The first point of contact for any welfare concerns is the class trainer, who can contact the GM or MD in a timely fashion. Participants confirm that they feel well supported.

Appropriate information, advice and guidance are made available prior to the courses. The sponsoring companies work in collaboration with MOGL to design the courses. This information is passed on to the participants to ensure that the courses meet their needs.

Course information is also provided on the Provider's website. MOGL sends participants appropriate information for travelling to and entering the UK. This supports the visa application process and contributes to well-managed travel plans.

All participants undertake a short but appropriate induction on arrival. The induction covers health and safety and a brief overview of key policies, including on anti-discrimination, abusive behaviour and cyberbullying. Participants are made aware of the process for expressing any concerns they may have. As a result of the induction, participants can settle quickly into their course.

Participants are issued with an emergency telephone number prior to their departure for the UK.

MOGL's terms and conditions are contained in the participant handbook. These require participants to adhere to high professional standards. In addition, MOGL has suitable policies in place to avoid discrimination. These form part of the Provider's equal opportunities policy.

The abusive behaviour policy clearly defines what is meant by abusive behaviour and includes cyberbullying. It outlines the actions to be taken in response to such behaviour. Cyberbullying is also effectively covered in MOGL's e-policy. Consequently, participants are able to study in an environment that is conducive to effective learning.

No participants are under the age of 18.

MOGL has developed a suitable policy to protect participants from the risks associated with radicalisation and extremism. MOGL has carried out a risk assessment and has identified and mitigated the risks associated with radicalisation and extremism. The MD and GM have undertaken relevant training and given appropriate guidance to trainers. Consequently, participants are suitably protected from these risks.

MOGL has an effective e-policy in place that outlines the acceptable use of electronic devices and digital platforms. The policy effectively fosters a respectful online environment, protects the privacy and confidentiality of individuals, prohibits cyberbullying and promotes compliance with relevant laws.

MOGL collects contact details for participants and their next of kin as part of the registration and enrolment process. This information is readily available to appropriate staff whenever it is required.

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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.	☒ Yes ☐ No
17.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	☒ Yes ☐ No
17.3	Information and advice specific to international participants continue to be available throughout their course of study.	☒ Yes ☐ No

17.4	Provision of support takes into account cultural and religious considerations.	☒ Yes ☐ No

This standard is judged to be: ☒ Met ☐ Partially Met ☐ Not Met ☐ NA

Comments

MOGL sends international participants appropriate advice before their arrival regarding travelling to and staying in the UK. Participants are sent detailed information about hotels in the vicinity, as well as detailed information about travelling to the training venue.

All international participants receive an appropriate induction presentation. This includes an overview of the course and some key policies. It also includes basic health and safety information, including evacuation procedures. Any remaining queries or concerns can be dealt with at this stage.

In addition to the trainer, the MD or the GM is available throughout the courses to provide further information or additional advice should the need arise.

The staff at MOGL are fully aware of the importance of taking into account cultural and religious considerations during the courses. There are numerous opportunities for international participants to express any specific needs or welfare concerns. As a result, international participants are appropriately supported in their cultural and religious practices and are consequently able to concentrate on gaining the maximum benefit from attending the course.

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.	☒ Yes ☐ No
18.2	Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course.	☒ Yes ☐ No
18.3	Participants are advised of BAC's complaints procedure.	☒ Yes ☐ No ☐ NA

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

Comments

Participants are typically sponsored by their companies through their HR or training departments. The contractual terms and conditions are those negotiated between MOGL and the client company. These include refund arrangements agreeable to both companies. Contractual terms and conditions for individuals not sponsored by a company are fair and include an appropriate refund arrangements and cooling-off period.

Participants have access to a fair complaints policy which is shared with them prior to the start of the course. The complaints procedure is fair, comprehensive and widely disseminated in the participant handbook and on the Provider's website. The procedure for making a complaint is clear. The complaints process is set out in detail.

The complaints policy includes an appropriate reference to BAC's complaints procedure.

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.	☐ Yes ☐ No
19.2	Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted.	☐ Yes ☐ No ☐ 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.	☐ Yes ☐ No
19.4	A level of supervision is provided that meets the needs of participants.	☐ Yes ☐ 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.	☐ Yes ☐ No ☐ 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.	☐ Yes ☐ 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.	☐ Yes ☐ No
20.3	The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.	☐ Yes ☐ No
20.4	Appropriate advice and support are given to both hosts and participants before and during the placement.	☐ Yes ☐ No
20.5	Clear monitoring procedures are in place, with opportunities for participant feedback and prompt action taken in the event of problems.	☐ Yes ☐ 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.	☒ Yes ☐ No
21.2	The social programme is responsive to the needs and wishes of participants.	☐ Yes ☐ No ☒ NA
21.3	Any activities within the social programme have been chosen with consideration for their affordability for the majority of participants.	☐ Yes ☐ No ☒ NA
21.4	The activities organised by the provider are effectively supervised by a responsible adult representative with suitable qualifications and/or experience.	☐ Yes ☐ No ☒ NA
21.5	Off-site social activities are subject to an appropriate risk assessment, and suitable safeguards are put in place as a result.	☐ Yes ☐ No ☒ NA

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

Comments

MOGL does not provide a formal, organised social programme. This is appropriate, given the duration and nature of the courses. Information regarding local leisure activities is provided on request.

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.	☒ 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

MOGL has secure tenure, in the form of a licence, for the sole use of its office and training space.

If required, MOGL is able to hire additional external premises for temporary or occasional training purposes.

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

The premises are safe and secure. Access is restricted and secured by a receptionist at the entrance, supported by Closed-circuit Television (CCTV). Rooms are locked when not in use. Consequently, staff and participants are safe when on the premises.

The premises are modern, bright and well decorated and are maintained to a high standard. They provide a comfortable environment for the participants and staff.

MOGL does not use hazardous areas or hazardous equipment.

Participants and staff receive appropriate health and safety information as part of their induction. Visitors are advised of health, safety and evacuation procedures.

The premises are well signposted and can easily be seen from the street. The proprietor of the building does not allow extensive signage inside the building, but visitors are directed by the receptionist to MOGL's main office on arrival.

The premises provide generous circulation space for participants and staff. The reception area is spacious and bright and creates a suitably welcoming environment.

Toilets are conveniently located on each floor of the building. The toilets are clean and well maintained.

Each room has its own heating and air-conditioning units. This ensures that rooms are ventilated and heated appropriately.

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

Training rooms vary in size but are all appropriate for the classes being run.

The training rooms contain high-quality teaching resources, such as large-screen monitors that can be linked to laptop computers to support course delivery. As a result, the training rooms provide an effective and comfortable learning environment.

Assessments are not required for these courses.

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.	☒ Yes ☐ 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.	☒ Yes ☐ No

25.5	Administrative offices are adequate in size and are resourced for the effective administration of the provider.	☒ Yes ☐ No

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

Comments

Participants have access to additional space in the form of break-out areas, where they are able to access the internet for independent study.

Trainers are also able to access break-out areas and their training rooms to prepare, mark work and relax.

Participants and staff have access to space and facilities suitable for the consumption of food and drink. The course fees include lunch and refreshments. Additionally, each floor includes a kitchen area that is equipped with cooking facilities and beverages, as well as a comfortable break-out area for relaxation. A cafeteria is conveniently located on the ground floor.

MOGL can hire suitable additional rooms for use when required at the premises. Room sizes vary from those suitable for private meetings to those of sufficient size to hold staff meetings.

The administrative office is adequate in size and is well resourced.

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated   ☒ Yes   ☐ No

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

Numbering of action points aligns with that of the minimum standards

MANAGEMENT, STAFFING AND ADMINISTRATION

Provider's strengths

The MD and the GM form a highly qualified and experienced management team that is strongly committed to achieving MOGL's mission and aims.
The training courses are well organised so that time is well used, and trainers and participants focus on the participants' learning.
The course information available from the website is comprehensive and up to date so that participants are able to choose the course that best meets their needs.
MOGL and its stakeholders take great care to ensure that participants are enrolled on the course that is most appropriate for their needs.

Actions required	Priority H/M/L
4.3 MOGL must make its key policies accessible through its website.	☐ High ☒ Medium ☐ Low
7.6 MOGL must produce an annual report that references reviews, data, feedback and action plans in order to identify areas for improvement.	☐ High ☒ Medium ☐ Low

TEACHING, LEARNING AND ASSESSMENT

Provider's strengths

The courses are continuously being reviewed and updated so that they are always current and up to date.
Trainers are experts in their fields and participants benefit from their knowledge and experience.
Lessons are meticulously planned and well-resourced and, as a result, participants'' satisfaction rates are very high.
The courses are highly interactive so that participants are able to focus on areas of interest to them.

Actions required	Priority H/M/L
None	☐ High ☐ Medium ☐ Low

PARTICIPANT WELFARE

Provider's strengths

Participants receive effective welfare support prior to and during the course.
Participants are well informed about the course prior to enrolling so that they can choose the most appropriate course to meet their needs.

Actions required	Priority H/M/L
None	☐ High ☐ Medium ☐ Low

PREMISES AND FACILITIES

Provider's strengths

The premises are modern, bright and well decorated and are maintained to a high standard and provide a good environment for working and learning.

Actions required	Priority H/M/L
None	☐ High ☐ Medium ☐ Low

RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

None

COMPLIANCE WITH STATUTORY REQUIREMENTS

The inspection was carried out by:

John Rooney	Lead Inspector