



**EDUCATIONAL OVERSIGHT INSPECTION OF PRIVATE FURTHER
EDUCATION COLLEGES AND ENGLISH LANGUAGE SCHOOLS**

HOVE COLLEGE

Company Registration Number - 2749354

Full Name	Hove College		
Address	Stuart House, 48 Cromwell Road, Brighton, BN3 3ER		
Parent\Company name	British Study Centres		
Telephone Number	01273 772577		
Email Address	jeff@hovecollege.com		
Website	www.hovecollege.com		
Principal	Mr Jeffrey Taylor		
Proprietor	Mr Simon Cleaver		
Age Range	18+		
Total number of students	31		
Numbers by age and type of study	18+		31
		FE only	31
Inspection dates	21 – 23 June 2016		

PREFACE

This inspection report follows the Framework for Educational Oversight of private further education colleges and English language schools. The inspection consists of a three-day team inspection of the institution's educational provision.

The ISI is an approved Educational Oversight body authorised by the Home Office to inspect privately funded further education colleges and English language schools in England and Wales offering courses on the Qualifications and Credit Framework. It is designed to improve the quality of education on offer to international students who attend UK colleges through Tier 4 of the points-based system for student visas.

ISI inspections are required to:

- Report on the extent to which colleges comply with the published Educational Oversight Standards;
- Assess and report on the quality of educational outcomes and provision;
- Where applicable, make recommendations outside the scope of the Standards to support continued improvement of quality.

Inspection provides objective and reliable reports on the quality of colleges, and by placing reports in the public domain, makes this information available to students, Government and the wider community. Inspection takes account of the context of each individual college, and of how it evaluates its own performance and demonstrates its success.

The inspection of the college is from an educational perspective and provides limited inspection of other aspects, though inspectors will comment on any significant hazards or problems they encounter which have an adverse impact on students. The inspection does not include:

- (i) an exhaustive health and safety audit;
- (ii) an in-depth examination of the structural condition of the college, its services or other physical features;
- (iii) an investigation of the financial viability of the college or its accounting procedures;
- (iv) an in-depth investigation of the college's compliance with employment law.

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1. CHARACTERISTICS AND CONTEXT

- 1.1 The college is located in Hove near Brighton and is a private not-for-profit company limited by guarantee and the proprietor is the director. Founded in 1977 the college initially delivered secretarial skills, expanding in 1988 to include information and communication technology (ICT) and travel industry programmes. Since 1999 the college has focused on delivering courses in media studies, design skills and internet business studies. The college aims to prepare students for the commercial world by providing training in multimedia and design studies.
- 1.2 Courses are offered at Levels 4 and 5 providing externally accredited vocational and higher education programmes. Courses comprise of modular units and are aligned to provide students with the academic profile to support progression into final year university degree programmes. Courses run for 18, 36 or 72 weeks and students can create their own learning programmes from a range of modules to create bespoke courses. Students can join the college at any module start point throughout the year. Students are accepted after meeting course-specific entry criteria. There are strict entry requirements for English language skills for all overseas students.
- 1.3 At the time of the inspection there were 31 students enrolled at the college, all over 18 years of age and the vast majority were female. Students come from 10 different nations including, Sweden and Japan as well as from the local area. Eight students attended on Tier 4 visas. Two students have been identified as having special educational needs and/or disabilities (SEND).
- 1.4 The college was last inspected on 28 April 2015 where all key standards were met and the quality of education was judged to exceed expectations.

2. SUMMARY OF FINDINGS

- 2.1 **The college exceeds expectations for the quality of education.** At the time of the inspection, all Standards for Educational Oversight were met and quality is excellent.
- 2.2 The quality of the curriculum, teaching and learners' achievements is excellent. Assessment of students prior to arrival is effective and students receive excellent information, advice and guidance. Initial assessment is thorough and successfully places students at the correct level. The range of high quality courses meet students needs and aspirations and provides clear progression routes into employment or further study. Support for students with SEND is excellent. Courses on offer to Tier 4 students meet the definition of an approved qualification, as set out in the Home Office guidance. The quality of teaching and its impact on learning is excellent. Teachers are well qualified and skilled. There is good support for students wishing to improve their English language skills. Lessons are interesting and stimulate interest and students make excellent progress in class and in their assignments. Assessments are very well managed and students receive outstanding feedback on written work. Students make excellent progress in their studies and teachers provide consistently high quality feedback on achievements and what students need to do to improve.
- 2.3 Students' welfare, including health and safety, is good. The premises are fit for purpose, safe, secure and very well maintained. There is an appropriate number of staff trained in first aid and fire safety who are supported by effective policies and well monitored systems. The arrangements to mitigate risk including external activities, fire safety and first aid are good. The college maintains accurate registration and attendance records and fulfils the Home Office requirements for Tier 4 visas. The policy for the collection and refund of fees is fair. Pastoral support is excellent and students report that they are very well cared for. The social activities programme is appropriate with interesting activities and experiences. Careers guidance is good and effectively supports students to make informed decisions about employment or further study.
- 2.4 The effectiveness of governance, leadership and management is excellent. The proprietor provides effective oversight and educational direction and successfully discharges his responsibilities for education and welfare, health and safety. There are clearly delegated responsibilities and accountabilities supported by well-managed policies and procedures. Self-evaluation is accurate and improvement planning and target setting is excellent. The systems for quality assurance are robust and highly successful. The arrangements for recruiting and retaining staff are excellent with all pre-employment identity checks completed prior to appointment. Staff records are well maintained; however, in a few instances there are inconsistencies in the contents of staff files. The provision of information is excellent.

3. THE QUALITY OF THE CURRICULUM, TEACHING AND LEARNERS' ACHIEVEMENTS

3.(a) Assessment of students prior to or on arrival

- 3.1 Assessment of students prior to arrival is excellent with students receiving excellent information, advice and guidance prior to arrival. Students are given plenty of information on modules and courses supporting students to personalise their study programmes. All students receive excellent academic counselling to ensure additional support needs are identified prior to arrival.
- 3.2 Initial assessment processes are well organised with effective procedures that make good use of the pre-arrival information. The assessment processes successfully place students on the appropriate study modules and teachers incorporate assessment information in course and lesson planning. Consequently, few students change programmes or fail to complete their chosen course of study.

3.(b) Suitability of course provision and curriculum

- 3.3 The curriculum offers students a good range of specialist multimedia and design modules that successfully support students to make choices that meet their personal and career aspirations. The curriculum is flexible, supporting individual choice as well as ensuring students are able to explore latest software and supporting technologies. Students report great satisfaction in the flexibility of academic options in planning and managing their study programmes.
- 3.4 All students make excellent progress and are well educated in line with the college's aims. All students receive excellent individual support including those with SEND. There are good opportunities for students who request additional English Language skills development.
- 3.5 Courses on offer to Tier 4 students lead to qualifications or outcomes which meet the definition of an approved qualification for Home Office purposes.

3.(c) The quality of teaching and its impact on learning

- 3.6 The quality of teaching and its impact on learning is excellent. Excellent progress has been made to the recommendation from the previous inspection to encourage greater student interaction in lessons and this was evident in lesson planning and observed classes where students confidently present their work to their peers, who provide constructive feedback and greatly enhance the learning outcomes in these sessions. Lessons are well planned and teachers ensure individual student needs are supported. Teachers are highly qualified, with the vast majority having experience as practitioners in their specialist skills and as a result students are able to explore and exploit current technologies and measure progress against professional as well as academic standards. Lessons are stimulating, provoke interest and students make excellent progress in class and in their assignments. Excellent progress has been made to the recommendation from the previous inspection to support teachers to

make good use of college's Virtual Learning Environment (VLE) and this was demonstrated in the range and quality of teaching and learning resources used by teachers in lessons and in the high quality of students work in independent study activities and assignments.

- 3.7 There is outstanding individual learning support by teachers and academic managers through scheduled tutorials and targeted support. Students are encouraged to take responsibility for their own learning and as a result standards across study programmes are very high. Assessment of students work including assignments, is comprehensive and consistent providing outstanding direction on what has been achieved as well as what students need to do to improve. Students produce excellent work of a consistently high standard.

3.(d) Attainment and progress

- 3.8 Attainment and progress is excellent. Students make excellent progress against their starting points and success levels are consistently high. All courses are evaluated against externally set performance measures and overall student achievement in assignments is excellent.
- 3.9 Students report great satisfaction in their progress in class, with achievements in their understanding and application in new skills as well as their results in module assignments.

4. STUDENTS' WELFARE, INCLUDING HEALTH AND SAFETY

4.(a) Health, safety and security of the premises

- 4.1 The arrangements for health, safety and security of premises are good. There is a clear policy for health and safety that is promoted by a coherent statement of intent that is displayed in student areas and in every classroom. There are effective systems to mitigate risk including well-managed assessments for external activities, legal compliance and facilities management. The arrangements for fire safety and first aid are good with appropriate levels of staff trained to undertake responsibilities in these areas.
- 4.2 The premises are excellent providing a safe, secure and attractive environment. The premises are well decorated and all the facilities are very clean and fresh. Classrooms provide an attractive and comfortable environment, are well lit and ventilated with appropriate sound insulation. All student areas are uncluttered, tidy and equipped with appropriate furnishings and fittings.

4.(b) Student registration and attendance records

- 4.3 Arrangements for student registration and the recording of attendance are good with accurate records maintained. There is a clear policy, effective systems and student records are accurate. There are effective systems and procedures for managing non-attendance and consequently attendance levels are very high. The procedures and systems to meet Home Office requirements for students attending on Tier 4 visas is excellent.
- 4.4 The arrangements for the collection and refunds of fees are fair.

4.(c) Pastoral support for students

- 4.5 Pastoral support is excellent. Effective policies, successful systems and caring staff quickly identify students concerns and result in prompt support. Relationships across the college are supportive and friendly. Communication across academic and pastoral staff is outstanding and, alongside well managed tutorials student welfare is highly effective. Students report feeling extremely well cared for and inspectors agree.
- 4.6 A well planned and managed induction programme supports students to settle into their studies quickly. A suitably organised social programme offers a wide range of cultural experiences, activities and outings. The programme is especially inclusive, successfully integrating students who have SEND. Students report great satisfaction with class visits and organised outings.
- 4.7 Careers guidance is good providing sufficient opportunities for students to explore employment or further study options.

5. THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

5.(a) Ownership and oversight

- 5.1 Ownership and oversight are excellent. The proprietor provides excellent oversight with effective communication and well-managed systems, providing accurate management information that successfully ensures the college's educational aims are achieved. All statutory obligations for welfare, health and safety are met. All legal permissions for welfare, health and safety are in place.
- 5.2 The proprietor successfully ensures resource planning across the college is well-managed, responding promptly to sector and technological requirements as well as student feedback. Good use is made of monitoring information and this results in excellent support and challenge to stimulate improvement.

5.(b) Management structures and responsibilities

- 5.3 The management structure provides clearly defined and delegated accountabilities and responsibilities. Relationships at all levels are warm and result in confidence and understanding of the institution's strengths and areas for improvement. Managers and staff are supported to undertake their responsibilities through well-managed policies that are regularly reviewed for effectiveness, and supported by robust systems. These systems provide an accurate overview of the effectiveness of the provision and managers make good use of information to ensure the success of the provision. Staff management policies are well-implemented. All staff are appropriately qualified with teachers who are experienced in their skills. Staff are supported through an effective induction process and receive regular training on health and safety, pastoral care and academic procedures supporting them to understand and meet the college's high standards.

5.(c) Quality assurance including student feedback

- 5.4 Systems and procedures to monitor and manage quality assurance are excellent. Student and staff feedback is regularly sought through a good range of methods and results in a prompt response or action. Management information and feedback from external assessments is analysed and evaluated and as a result managers have an excellent overview of the college's performance.
- 5.5 The system and process for staff appraisal are highly effective and includes regular teaching observations that are used to inform training and development planning. The leadership team places great emphasis on ensuring teaching staff are current practitioners with experience in specialist technologies. Regular training is provided to support staff to improve their teaching practice as well as supporting staff to participate in specialist skills development opportunities.

5.6 The complaints procedure is appropriate and includes resolution through an independent external adjudicator. Students confirm they know how to register a complaint.

5.7 The college operates an appropriate fee protection scheme.

5.(d) Staff recruitment, qualifications and suitability checks

5.8 The arrangements for staff recruitment are excellent. All pre-employment checks including collecting references and ensuring Disclosure and Barring Service (DBS) checks are undertaken. There is a well-managed and accurate central register of appointments. Staff records are well maintained; however, in a small minority of staff files the contents are inconsistent.

5.(e) Provision of information

5.9 The provision of information is excellent with information on the website and in printed material accurately representing the college.

5.10 The college responded to all requests for information to support this inspection in a timely manner.

6. RECOMMENDATIONS

Recommendations for further improvement

In order to further improve the excellent quality provided, the college should:

- Ensure the contents of staff files are consistent with each other.

INSPECTION EVIDENCE

The inspectors observed lessons, conducted formal interviews with individuals and groups of students and examined samples of students' work. They held discussions with senior members of staff and with the proprietor. The responses of staff and students to confidential pre-inspection questionnaires were analysed, and the inspectors examined regulatory documentation made available by the college.

Inspectors

Mrs Jacqueline Lawrence	Lead Inspector
Ms Elizabeth Rowan	Team Inspector