



Review for Specific Course Designation: report of the monitoring visit of the UK Business College Ltd, April 2015

Section 1: Outcome of the monitoring visit

1 From the evidence provided in the annual return and at the monitoring visit, the review team concludes that the UK Business College Ltd (the College) has made acceptable progress with implementing the action plan from the April 2014 [Review for Specific Course Designation](#).

Section 2: Changes since the last QAA monitoring visit

2 Since the last QAA review the College has relocated to improved premises in the same area of London. This is because their previous building is to be demolished. The new premises have appropriate classrooms, computer laboratories and staff offices.

3 The College had continued to deliver programmes at levels 4, 5 and 6 in Management, and Health and Social Care, awarded by ATHE Ltd. However, the College had its Tier 4 licence withdrawn by the Home Office in February 2015, so cannot now sponsor international students. Consequently, students were not able to complete their programmes. The College currently has no registered students. Two former students volunteered to meet with the reviewers and discuss their experience at the College. Their contribution was constructive and helpful.

Section 3: Findings from the monitoring visit

4 The College has made good progress in addressing the advisable recommendations in the action plan. The action plan is regularly monitored by the Management Committee.

5 The College has maintained and developed the good practice identified by the review. The students receive updates about the UK Quality Code for Higher Education (Quality Code). They confirm they had a Quality Code briefing in their induction pack and completed a questionnaire to show their understanding.

6 The Teaching and Learning Committee has reviewed the College's academic policies and aims to do this annually. The Management Committee approves any changes to these. The College monitors staff performance through an annual review process, which identifies developmental needs or addresses areas of concern. The results of staff and student opinion surveys contribute to both the policy review and annual monitoring process.

7 The College has successfully completed the annual monitoring and review process, including comparison of yearly data from all courses. The Management Committee approves the final review report. The College produces assessment and internal verification data but the monitoring report does not currently include this information. The College intends to use the review report to strengthen its dialogue with the awarding organisation.

8 The College has also made good progress on all of the other action points. The teaching staff subcommittee now meets at regular intervals to bring the marking of

summative assignments up to the same standard as that for the formative assignments approach. The College has contacted local businesses; as a result, guest lectures are integrated into the course timetable. The students confirm that this makes them more aware of the real world of business and of work. A new information updating policy is now in place and students say the information they receive is accurate and consistent.

9 The student admissions process is rigorous and thorough. External assessment results demonstrate that the students are admitted with the ability to undertake the level and subject of study. The College Quality and Operations Manual contains particulars about the student recruitment and admissions process, together with detailed pre-enrolment material. All prospective students submit a portfolio of previous work and are interviewed either face to face or by a telecommunications application. There are transcripts of these interviews. The awarding organisation decides exemptions for specific students in recognition of prior learning. Applicants prove their English Language ability by providing English Language Test Scores from a valid test provider. These providers must be approved and licensed under the Secure English Language Test Providers by the Home Office. College admissions staff confirm any visa or qualification issues following the interview; only then do they offer the student a place. The College keeps all application data on its record system, as confirmed by the Independent Schools Inspectorate report.

10 There are clear and transparent assessment regulations and practices. These are described in the Quality and Operations Manual. The awarding organisation provides a detailed breakdown of the assessment criteria on its website, and students receive a hard copy of their assignment briefs from the College. Students confirm that teaching staff describe the assessment process at the start of each module. Two internal assessors mark student work and the internal verifier agrees the final grade. The awarding organisation's external verifiers then confirm this internal assessment process. Teaching staff provide assessment feedback to students in a face-to-face tutorial and complete individual learning plans with each student. The teaching staff track these individual learning plans; this also confirms that students' work is genuine. The Student Handbook describes the plagiarism policy. Students say they submit their assignments through plagiarism detection software and staff confirm they only mark work that has been through this process.

Section 4: Progress in working with the external reference points to meet UK expectations for higher education

11 The College continues to improve staff awareness of the Quality Code. Staff induction, internal training, and the Teaching and Learning Committee agenda develop this understanding. Staff say these activities have improved their wider understanding of the Quality Code and its relevance to their teaching. A member of staff has currently identified a developmental need from this process. The Quality Code Subcommittee met but decided its activities were replicating that of the Teaching and Learning Committee, so it was disbanded.

12 The College works with Part A of the Quality Code through its relationships with its awarding organisation. For example, the College relies on the awarding organisation to set its admissions entry criteria, develop curriculum and set programme learning outcomes. College practice aligns with Part B of the Quality Code, although the documentation could highlight this more effectively.

Section 5: Background to the monitoring visit

13 The monitoring visit serves as a short check on the provider's continuing management of academic standards and quality of provision. It focuses on progress since the previous review. In addition, it provides an opportunity for QAA to advise the provider of any matters that have the potential to be of particular interest in the next monitoring visit or review.

14 The monitoring visit was carried out by Mrs Catherine Fairhurst (Coordinator) and Mr Mark Langley (Reviewer) on 21 April 2015.

QAA1216 - R4450 - June 15

© The Quality Assurance Agency for Higher Education 2015
Southgate House, Southgate Street, Gloucester GL1 1UB

Tel 01452 557000
Email enquiries@qaa.ac.uk
Web www.qaa.ac.uk

Registered charity numbers 1062746 and SC037786