Recommendation
We recommend continued accreditation. The next inspection now falls due in 2025; there are no grounds for bringing this forward. However, evidence must be submitted within three months to demonstrate that weaknesses in S3 have been addressed. The required evidence was subsequently submitted.

Changes to the summary statement
Now that W1 is met an area of strength can be added for care of students.

New summary statement
The British Council inspected and accredited Bracknell and Wokingham College (part of Activate Learning), Bracknell in February 2020 and in December 2021. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and safeguarding under 18s and accredits organisations which meet the overall standard in each area inspected (see www.britishcouncil.org/education/accreditation for details).

The English language teaching department of this college of further education offers courses in general English and ESOL for adults (18+) and young people (16+).

Strengths were noted in the areas of premises and facilities, and care of students.

The inspection report stated that the organisation met the standards of the Scheme.

Updated summary inspection findings

Teaching and learning
The provision meets the section standard. The academic staff team has a professional profile appropriate to the context, and there are systems in place to ensure that teachers support students effectively in their learning. Courses are structured and managed to provide the maximum possible benefit to students. The teaching observed met the requirements of the Scheme.

Welfare and student services
The provision meets the section standard. The needs of the students for security are met. There are appropriate leisure opportunities and students benefit from well-managed student services. Pastoral care, information, advice and support is provided to a high standard. Care of students is an area of strength.

Safeguarding under 18s
The provision meets the section standard. Overall, there is appropriate provision for the safeguarding of students under the age of 18 when they are on the college campus and during scheduled activities.

Organisation profile

<table>
<thead>
<tr>
<th>Inspection history</th>
<th>Dates/details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First inspection</td>
<td>February 2020</td>
</tr>
<tr>
<td>Last full inspection</td>
<td>February 2020</td>
</tr>
<tr>
<td>Subsequent spot check(s) (if applicable)</td>
<td>N/a</td>
</tr>
<tr>
<td>Subsequent supplementary check(s) (if applicable)</td>
<td>N/a</td>
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<tr>
<td>Subsequent interim visit(s) (if applicable)</td>
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</tr>
<tr>
<td>Other related non-accredited activities (in brief) at this centre</td>
<td>N/a</td>
</tr>
<tr>
<td>Other related accredited schools/centres/affiliates</td>
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</tr>
<tr>
<td>Other related non-accredited schools/centres/affiliates</td>
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</tr>
</tbody>
</table>
Student and staff profile

<table>
<thead>
<tr>
<th></th>
<th>At inspection</th>
<th>In peak week: October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ELT/ESOL student numbers (FT + PT)</td>
<td>128</td>
<td>133</td>
</tr>
<tr>
<td>Minimum age (including closed group or vacation)</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Typical age range</td>
<td>20–62</td>
<td>20–62</td>
</tr>
<tr>
<td>Typical length of stay</td>
<td>12–32 weeks</td>
<td>12–32 weeks</td>
</tr>
<tr>
<td>Predominant nationalities</td>
<td>Romanian, Brazilian, East Timorian</td>
<td>Romanian, Brazilian, East Timorian</td>
</tr>
<tr>
<td>Total number of teachers on eligible ELT courses</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Total number of managers including academic</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total number of administrative/ancillary staff</td>
<td>1</td>
<td>1</td>
</tr>
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</table>

Premises profile

<table>
<thead>
<tr>
<th>Address of main site</th>
<th>Activate Learning, Bracknell and Wokingham Campus, Church Road, Bracknell, Berkshire RG12 1DT</th>
</tr>
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<tbody>
<tr>
<td>Additional sites in use</td>
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</tr>
<tr>
<td>Additional sites not in use</td>
<td>N/a</td>
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<tr>
<td>Sites inspected</td>
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</tbody>
</table>

Introduction

Background
This was the routine spot check of a newly accredited organisation, the main purpose of which was to follow up on points to be addressed from the first full inspection in February 2020. Because of the global pandemic the routine spot check inspection was delayed, and it was conducted remotely. The inspector for this spot check had been one of the two inspectors who conducted the first full inspection.

Bracknell and Wokingham College (BWC) is part of an educational group, Activate Learning (AL). AL has six accredited centres in the UK: BWC, City of Oxford, Guildford, and Reading Colleges are accredited in their own right; Banbury and Bicester are accredited as part of City of Oxford.

The colleges in the group share common management, administrative, marketing, and academic systems. EFL and ESOL are located in the faculty of Lifeskills. Day-to-day functions at college level are managed by the faculty manager under the general direction of the AL delivery director with responsibility at county level for Berkshire.

BWC offers part-time day and evening ESOL courses for adults and young people (16+), based on two classes of two hours per week for ten weeks. At the time of the inspection, ESOL classes were running at Entry 1, 2 and 3, and Levels 1 and 2, with all courses leading to an ESOL qualification. Although the college offers preparation courses leading to external EFL examinations, these courses have not run recently and any EFL students have joined ESOL classes. Since March 2020 there have been periods when the college premises were closed, and courses were run online. Since September 2021 all classes have been face-to-face.

All students are local; the college does not offer accommodation.

Preparation
A date for the inspection was agreed with the college and a number of documents were requested and received in advance. The spot check inspection of BWC was scheduled to follow the inspection of the head office of the AL group. The report and action plans submitted by the college following the full inspection were made available to the inspector.

Programme and persons present
The inspection was conducted over one morning and part of an afternoon by one inspector. The inspector had also been one of two inspectors who had inspected the head office of AL earlier in the same week. Meetings were held with the AL lifeskills executive director, the delivery director for Berkshire, the BWC faculty manager, the head of campus, the head of health and safely, and two teachers.

Findings
Findings are reported in the Action taken on points to be addressed.
Management

M2 More detail related to English language provision is needed in plans to achieve objectives.

Addressed. The provision for ELT is included in the 2021–2024 plan.

M4 Minutes of ESOL team meetings need to be fuller in order to serve as an adequate record of what was discussed and any decisions concerning action to be taken or actually taken.

Addressed. Minutes of the meetings are more detailed, making use of a template containing a section for action points.

M5 Initial feedback is collected only once each academic year, in week seven of the first ten-week term, using questions which take no account of the linguistic proficiency of ESOL students, and no action on negative responses is recorded. End-of-course feedback is not elicited.

Addressed. Feedback questions have been adjusted to reflect linguistic proficiency. Additional ways of collecting early and end-of-term feedback have been introduced. Feedback on action taken is provided by ‘You said/ We did’ posters.

M18 Contact details for emergency contacts contain no information on whether they speak English.

Addressed. A request for this information has been added to the enrolment form.

M25 More clarity is needed concerning costs. Descriptions of both ESOL and EFL courses contain the sentence ‘There may be additional fees for this course, such as school trips, textbooks and exams’. This is confusing, since for ESOL courses, exam fees are included, and for EFL courses, a textbook is included and exam fees are specified in the dates, times, and fees page. No indication of the cost of trips is given.

Partially addressed. For EFL courses the information is given that exam fees are not included and a link to the examination provider’s site is given. Otherwise, the information is unchanged.

Premises and resources

P9 No technical support is available for teachers working in the evening.

Addressed. The IT helpdesk is open when teachers are arriving for evening classes. Teachers know they can move to another room if the technology is faulty in the room they have been allocated, and technical support is available from fellow teachers.

P12 There is no policy for the review of teaching and learning resources and no evidence that classroom resources are regularly reviewed.

Addressed. Teaching and learning resources have undergone a major review since the full inspection in February 2020, and there is provision for regular review at the end of each term.

Teaching and learning

T8 No evidence was seen of a policy or established strategies for coping with continuous enrolment.

Addressed. A ‘late enrolment process’ has been created for teachers; information is in the handbook for students.

T11 The course design is not based on explicitly stated principles.

Addressed. The ESOL and EFL courses are based around appropriate coursebooks, and a range of paper-based and online resources is available to teachers and learners. Academic managers and teachers have collaborated to create schemes of learning (SoLs) for different levels which use a suitable coursebook as a framework. The SoLs also include content to help students meet the requirements of the external exams.

T12 There was no evidence that the review process in recent years has been rigorous in its consideration of course design or materials in the light of changing student demographics.

Addressed. The course design has recently undergone a thorough revision and is reviewed at the end of each term.

Welfare and student services

W1 Fire evacuation practice drills are not held during the evenings. There is no suitably experienced person acting as ‘duty manager’ during the evenings when ESOL classes are held.

Addressed. There is a responsible person on duty on the two evenings when classes take place. Fire drill procedures have been reviewed and awareness training implemented. There is a slide presentation and ‘run-through’ held with all students at the start of each term.

Safeguarding under 18s
S3 It is not made explicit to parents enrolling their children aged under 18 that they will be in classes with students aged over 18. **Not yet addressed.**

S4 Suitability checks are not renewed every three years for members of staff who do not subscribe to the update service. **Addressed.** All teaching and managerial staff working with ELT learners have their suitability checks renewed every three years.

**Conclusions**

Many of the points from the first full inspection in February 2020 have been satisfactorily addressed. Now that W1 is met Care of students is an area of strength. It was not possible to observe the teaching; therefore points to be addressed in criteria T23 to T29 could not be checked directly. However, evidence was provided to demonstrate that there has been a focus on these points of weakness via continuing professional development, and as part of classroom observation and monitoring by academic managers.