

Accreditation Service for International Colleges

Final Report: Re-accreditation

College: Birmingham Christian College
Crowther Hall
Hamilton Drive
Selly Oak
Birmingham
B29 6AJ

Principal: Dr Lord Abraham Elorm-Donkor

Date of visit: 30 September 2021

ASIC Inspectors: Re-accreditation Reporting Inspector: Geoff Boston

Accreditation decision: Accredited for 4 years

Date of decision: 24 November 2021

1 Introduction

1.1 Historical background and links with other colleges

Birmingham Christian College (hereafter referred to as BCC) was first registered at Companies House on 22 November 1988, registration number 16402320, as a company Limited by Guarantee. BCC is a registered Charity (number 1002205). It is run by a Board of Directors, all of whom are Trustees (see Section 1.5).

Currently, BCC is fully supported and financed by the Church of Pentecost (which has churches throughout the world). The Church of Pentecost UK continues to provide the necessary financial support to ensure the financial viability of BCC. Since the last accreditation in August 2016, BCC has become a subsidiary of the Church of Pentecost UK to secure the on-going relationship with the Church of Pentecost UK and has become a Company Limited by Guarantee. (Company No. 02320164).

1.2 Location

BCC occupies a two-storey house on the Selly Oak campus of Birmingham University, a 15-minute walk from Selly Oak rail station, which is a 10-minute journey from Birmingham New Street rail station. There are frequent buses from Selly Oak station passing close to the premises.

1.3 Academic provision

BCC offers HECert/HEDip/BA(Hons) in Theology, Certificate/Diploma in Theology, Graduate Diploma in Theology (all validated by Newman University, Birmingham), Short and Part-time Courses, Online Short Courses, all awarded by BCC and newly offered counselling courses which are external awards from NCFE and CPCAB. See Section F for full list.

1.4 Current student numbers

FT International (student visa required)	122
FT International (student visa not required)	106
FT UK/EU	0
PT	0

Predominant countries of origin

Ghana, Europe, and the Middle East.

1.5 Personnel

Owner(s) (*names, nationalities, and visa status*)

There are no owners.

Director(s) (*names, nationalities, and visa status*)

Kwaku Joe Adomako - British
 Osei Owusu Afriyie - British
 Kwabena Agyapong-Kodua - British
 Winifred Agyemang - British
 Lord Abraham Elorm Donkor - British

Francis Owusu Kwaah - British
Eric Kwabena Nyameke – Ghanaian (visa not required as not working in UK)

Principal (*name, nationality, and visa status*)

Dr Lord Abraham Elorm Donkor - British

Management (*names and job titles*)

Dr Caleb Nyanni – Academic Dean
Mr Godfried Asante – Director of Finance, Business & Operations
Mrs Briony Seymour – Director of Trust Administration

Current staff numbers

Teaching staff: under 10 hours	14
Teaching staff: 10-20 hours	0
Teaching staff: 20 hours and over	1
Management staff: FT	4
Management staff: PT	0
Support staff (administrative/technical): FT	0
Support staff (administrative/technical): PT	1

1.6 Meetings held at Stage 2 and Stage 3

A meeting was held with senior management (Dr Caleb Nyanni – Academic Dean, Mr Godfried Asante – Director of Finance, Business & Operations Mrs Briony Seymour – Director of Trust Administration). Other separate meetings were held with academic and support staff and a group of students.

1.7 Statutory requirements met

Yes No

1.8 Significant features/changes since previous inspection

There are new academic partnership arrangements and new programmes. There has also been a change in the college's legal status. (See 1.1 and 1.3).

2 Areas of Assessment

A Premises and Health and Safety

Area A documentation

Floor plan of each site being inspected, showing classrooms and other teaching facilities, offices, toilets, student study areas, refreshment areas, residential areas, emergency exits:

Yes No

List of teaching rooms showing capacities and any specific teaching resources:

Yes No

A.1

A.1.1	<i>Lease agreement or evidence of ownership (originals)</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
A.1.2	<i>Confirmation from the local authority that the college has permission to use the premises for educational purposes (D1 planning approval or equivalent)</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

BCC has a 99-year lease with the University of Birmingham which expires 23 June 2067. D1 approval for the premises was granted in 1960 by Birmingham City Council.

A.2

Comments:

There is an external sign for BCC while the internal signage for floors, rooms and the emergency fire exits is very clear.

A.3*

Comments:

The premises are located on two floors. The ground floor comprises a reception area with IT facilities, an office for the Registrar, a library, staff kitchen, four single/double ensuite bedrooms, a student kitchen with cooking facilities including a large oven, and an accessible toilet together with toilets for men and women.

The first floor comprises the Principal's office, a meeting room, lecturers' office, a classroom, a student common room and the same student facilities as the ground floor. The premises are in an excellent state of repair and decoration, and very clean. The office and classroom furniture are of a high quality. The students and staff said that the toilets are always clean and provided with hand washing and drying facilities, and that the heating, lighting, and ventilation are all very good with some air conditioning. Although currently there is an accessible toilet, there is no lift in the premises, but the Principal and Registrar/Operations Manager indicated that arrangements could be made for academic activities to be undertaken on the ground floor. The Chapel Block is currently under renovation. When this is complete it will provide a large hall seating around 250 which can be divided with soundproof screens into 3 smaller lecture rooms. It will also house the college library, and IT suite and a student social space with kitchen area and will have good toilet facilities. The Chapel Block will have a lift and will have an accessible toilet and a ramp up to the building. It is planned to install ramps to other buildings and improve the footpaths and grounds when the building renovations are complete.

Commendable: The premises are appropriately furnished, very well-maintained and extremely clean.

A.4

A.4.1	<i>Local Authority certificate showing compliance with health/sanitary regulations</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
	<i>OR satisfactory inspection reports by Environmental Health Dept (if food is prepared on site) (originals)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

There are no facilities for the preparation of food for general consumption.

A.5*

Comments:

Students are able to study in the library and free wi-fi is available on campus. All students have a

college email account and a free Office 365 account giving them access to Outlook, Word, Teams etc. and there is a common room with eight seats where they can consume drinks and snacks, prepared in the students` kitchen.

Commendable: There is an appropriately sized common room with seating and the students have access to refreshment facilities.

A.6*

Comments:

The core staff team all have their own offices i.e. The Principal, Academic Dean, Director of Trust Administration and Director of Finance Business & Operations. Provision is made for part-time staff to work from home or hot desk in the premises. All staff have access to their own storage facilities and a place to prepare refreshments.

A.7*

Comments:

There are currently 3 lecture rooms.1 seating approx. 30 with touchscreen & laptop. Touchscreen has 'whiteboard' app, 1 seating 12-15 with TV Monitor and laptop and whiteboard, 1 seating 12-15 with projector and laptop and whiteboard. Lectures are recorded on Teams. Currently there is a PC available in the library. More lecture rooms with up-to-date facilities will be provided with the Chapel renovations.

A.8

A.8.1	<i>Health and safety declaration (Appendix 2 to AF)</i>	Yes	X	No	
A.8.2	<i>Health and safety risk assessment, with all recommendations met using HSE guidelines</i>	Yes	X	No	
A.8.3	<i>External fire risk assessment, with all essential recommendations met</i>	Yes	X	No	
A.8.4	<i>Health and safety policy</i>	Yes	X	No	
A.8.5	<i>Staff training records in relation to first aid, fire and emergencies, safety in areas of hazard</i>	Yes	X	No	
A.8.6	<i>List of qualified first aiders and their certificates</i>	Yes	X	No	
A.8.7	<i>Health and safety law poster (on display)</i>	Yes	X	No	
A.8.8	<i>HSE approved accident report book</i>	Yes	X	No	
A.8.9	<i>Fire precautions declaration (Appendix 3 to AF)</i>	Yes	X	No	
A.8.10	<i>Records of testing of fire detection equipment, extinguishers, alarms, and emergency lighting</i>	Yes	X	No	
A.8.11	<i>Fire notices and emergency/fire exit signs</i>	Yes	X	No	
A.8.12	<i>Records of timed fire drills including any hazards encountered and remedial action taken</i>	Yes	X	No	
A.8.13	<i>Safety rules applicable to areas of hazard</i>	Yes		No	NA
A.8.14	<i>Records of portable appliance testing (PAT)</i>	Yes	X	No	
A.8.15	<i>Gas and electrical safety certificates provided by qualified contractors</i>	Yes	X	No	
A.8.16	<i>Carbon monoxide detector is appropriately sited and operational</i>	Yes	X	No	
A.8.17	<i>Fire extinguishers correctly wall or floor mounted</i>	Yes	X	No	
A.8.18	<i>List of fire marshals</i>	Yes	X	No	

BCC has 2 first aiders with First Aid at Work qualifications and 2 Fire Marshals. Staff and students (when studying on campus) receive documents and are briefed on health and safety during their inductions. Residents also receive these documents and are briefed when they arrive. Fire drills take place twice a year. Fire Risk Assessments are carried out annually by UK Risk Ltd. Fire alarms and emergency lights are serviced twice a year by Brookside Fire Service Ltd who also service the fire extinguishers. PAT testing is carried out annually by Hawksworth Appliance Testing Ltd. All boilers are serviced annually, and gas safety certificates provided, and electrical wiring is inspected every 5 years with electrical safety certificates provided.

B Management and Staff Resources

B.1

B.1.1 Diagram of staffing structure (all staff) with names

Yes No

Comments:

The Board meets twice annually and are responsible for ensuring compliance with the Memorandum and Articles of Association, Charity Law and other legal requirements, financial viability, approving budgets and accounts, ensuring it carries out the objects for the public benefit, and approving the strategic plan. Staffing levels are appropriate for the size and nature of BCC. Staff found the management to be supportive and ready to discuss requests for additional resources. There is an external contract for technical support.

B.2*

B.2.1 Minutes of staff meetings

Yes No

B.2 Minutes recording actions, individuals responsible, audit trail*

Yes No

Comments:

The senior management meets weekly. Faculty meetings with Visiting Lecturers are held at least annually. The Academic Dean is in regular contact with all Visiting Lecturers by phone or video link. The Director of Trust Administration is also in regular contact with Visiting Lecturers and all staff by email, providing any necessary updates. The Board of Trustees/Directors meet twice a year, and the Principal is in contact with them at other times as necessary. Other meetings relating to the running of courses are held during the year such as Admissions Committee meetings as required and Programme Assessment Boards twice a year, including presenting students results and discussing changes to courses. Appropriate minutes are taken, with action points, for these meetings. There is effective communication amongst the staff.

Commendable: There are formal minutes of staff meetings at appropriate levels with an audit trail confirming that actions noted have been carried out by named individuals.

B.3

B.3.1 Employer's Liability Insurance Certificate (original on display)

Yes No

B.3.2 Public Liability insurance

Yes No

B.3.3 Equal opportunities policy relating to employment

Yes No

B.3.4 Written procedures for: staff promotions

Yes No NA

staff discipline

Yes No

complaints/grievances

Yes No

Comments:

The Public and Employers Liability insurance is due for renewal 29 October 2022. Staff expressed their satisfaction with their working conditions and contractual arrangements. The policy and procedures relating to equal opportunities, staff discipline and complaints are included in the Staff Handbook. BCC is too small for staff promotions to be realistic.

B.4*

B.4.1 *CVs of staff who manage courses and/or subject areas*

Yes No

Comments:

Courses and subjects are overseen by the Academic Dean who organises lecturers for the various modules, timetabling of classes and production of assessment and examination papers. The current Academic Dean has been in this role since April 2017, has a PhD in Theology and is currently studying to be a Senior Fellow of the Higher Education Academy (SFHEA).

Commendable: There is a designated person, one of whose principal roles is to take responsibility for the delivery of the courses.

B.5

B.5.1 *Course and room timetables*

Yes No

Comments:

Per week, BA students at Level 4 are online for 7-8 hours per week, at Level 5 Semester 1, 7-8 hours and Semester 2, 4-5 hours, and at Level 6 4-5 hours. BA students also do intensive blocks in class for 5-6 hours per day for 2-3 weeks. Private study for 10 credit modules is 10 hours per week; for 20 credit modules is 20 hours per week. For Level 6 students doing dissertations, the module tutor works with students on their proposal and then, liaising with the Dean, allocates a suitable lecturer to act as their supervisor. Regular meetings are arranged, and students can also contact their supervisor between meetings with any questions. Intro to Christian Counselling – students are online for 2 hours per week for 15 weeks or 3 hours per week for 10 weeks with private study – 5 hours or 7 hours respectively. Certificate in Christian Ministry & Leadership – students are online for 2 hours per week. The course length is 1 year with private study – 6 hours per week. L2 Cert in Counselling Skills – Students are online for 5 hours per week. with private study – 6.5 hours. The course length is 15 weeks. L3 Cert in Counselling Skills – Students are online for 5 hours per week with private study – 8 hours per week. The course length is 15 weeks. The students expressed their satisfaction with these arrangements as they left time for private, individual study. The staff also expressed their satisfaction with the timetables.

B.6

B.6.1 *Written procedures for the production of examination/test papers for formative tests/mock examinations*

Yes No

B.6.2 *Written procedures for the conduct of assessments, including invigilation arrangements*

Yes No

B.6.4 *Approval as an awarding body test/examination centre (originals)*

Yes No

All examination papers are stored electronically on a secure online file storage system. Hard copies are kept in a locked cabinet in the Director of Trust Administration's office which is also locked when not occupied by a member of staff. The Director of Trust Administration is the Examinations Officer. Invigilators for Examinations are members of staff who have not been involved in teaching the subject concerned and guidelines on the conduct of examinations are given and explained to all

invigilators. Appropriate protocols are in place when the counselling courses from NCFE and CPCAB are running.

B.7*

B.7.1	Staff Handbook specific to the college	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.7.2	Records of staff having signed for the Staff Handbook	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.7.3	Written staff induction programme	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.7.4	Documented appraisal system	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.7.*	Formal records of appraisals with agreed targets	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.7.5	Staff development policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.7.6	Records of staff development activities	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The staff handbook was first produced in 2017. Staff are sent updates as necessary, and it is also posted on Moodle. Staff have been happy with the content. Three of the senior management team are currently undertaking additional qualifications which have been funded by the college. For Visiting Lecturers, a training day is held at least annually and as partners with Newman University all staff are invited to attend suitable training events held at the University.

Commendable: Appraisal is conducted and recorded thoroughly and is constructively linked to personal development.

B.8*

B.8.1	Written procedures for the observation of teaching	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.8.2	Records of observation of teaching	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
B.8*	Written procedures for addressing issues identified during the observation of teaching and for monitoring improvements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

Staff teaching observations and appraisals are carried out annually. A member of the teaching staff observes a lecture and completes the observation form. Following this, a meeting is held with the lecturer to discuss the observation and other things are also discussed. Issues identified and addressed include: 1. inadequate material so lecturer was asked to provide both handouts and online material pre and post lecture, 2. class participation so encouraged lecturer to use different techniques such as small group discusses and quizzes to enhance class participation, 3. time keeping so had conversation with lecturer to keep an eye on the time and stick to lesson plan.

Commendable: Class observations lead to the enhancement of teaching and learning.

B.9

B.9.1	CLA licence	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Copyright notices at photocopiers and printers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The expiry date of the CLA licence is 31 July 2022.

B.10

B.10.1	Registration with the Information Commissioner's Office (original)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
--------	---	-----	-------------------------------------	----	--------------------------

Comments:

The BCC with registration (Z9149847) with ICO is due for renewal on 31 August 2022

C Learning and Teaching: Course Delivery

C.1

C.1.1 Pre-enrolment information

 Yes No

Comments:

The students said that they had received full information of entry requirements, fee charges, the refund policy, and details of documents to be brought to enrolment.

C.2

C.2.1 Course handbooks/course descriptions

 Yes No

Comments:

There are course descriptions/handbooks with comprehensive information on the curriculum, learning outcomes and assessment schedules. The students confirmed that they were able to access this information before they began their courses and found it to have been helpful and accurate. This information is also available on the student platform.

C.3*

C.3.1 CVs of teaching staff detailing:

Academic and professional qualifications

 Yes No

Summary of academic career and other relevant employment

 Yes No

Recent staff development activities

 Yes No

Responsibilities within the college

 Yes No

Comments:

The CVs of all of the teaching staff show a range of relevant qualifications and/or experience, including relevant teaching qualifications.

Commendable: Teachers have relevant pedagogic qualifications.

C.4*

C.4.1 Lesson plans for observed classes

 Yes No

C.4.2 Written procedures for teachers on providing feedback on students' work

 Yes No

C.4.3 Samples of marked student work

 Yes No

Comments:

The faculty and students said that lesson plans are provided in addition to the detailed course descriptions and the students confirmed that other useful material is provided through the portal. The students also confirmed that they receive good, helpful written feedback on their written work. Both students and faculty considered the students' workload to be reasonable. A live online (Teams) lesson was observed on the subject of Research Methods from the Level 6 BA in Theology course. Also, access was given to the student platform to observe various modules online. All teaching and lesson observations were deemed to be commendable. Students said that their workloads were manageable and that they could submit their assignments online and also receive tutors' notes online.

Commendable: The classes observed were characterised by an appropriate range of approaches, and excellent interaction with the students, and hand-out materials were of high quality.

C.5*

Comments:

The library continues to expand its store of relevant books, some with multiple copies available. There is a computer, printer, and suitable seating. The students and staff expressed their satisfaction with the library. The students said that they were aware of the public libraries and the facilities they offer, but that the BCC library provided everything they required.

D Quality Assurance and Enhancement

D.1*

<i>D.1.1</i>	<i>Written procedures for course review</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>D.1.2</i>	<i>Records of course review meetings, including action points</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>D.1*</i>	<i>Minutes showing effective action is taken as a result of the course review process</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

There are comprehensive written procedures for course review, which takes place annually at the end of every course and faculty confirmed that they all play a part. Appropriate changes are implemented and there are detailed records of course review meetings and minutes showing that effective action has been taken. Students provide input to course review through consideration of their feedback questionnaires.

Commendable: Formal minutes of course review meetings show that effective action is taken as a result of the course review process.

D.2*

<i>D.2.1</i>	<i>Examination results from awarding bodies</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<i>D.2.2</i>	<i>Written analyses of student performance by course and cohort</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>D.2*</i>	<i>Statistical analysis is made of examination results, making comparisons across modules assessed at a given time and with earlier results, together with evidence of any action taken</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>D.2*</i>	<i>Cohort analyses are made showing the progression of all students who enrol on each course at a given time and gain a formal award</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

No external courses have been completed yet, however; procedures are in place to collate statistical analysis from these courses. Pass and completion rates are collated from all the historical courses at BCC.

D.3*

<i>D.3.1</i>	<i>Completed feedback questionnaires and documented action taken</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>D.3.2</i>	<i>Records of meetings involving students</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The students confirmed that they provide feedback on individual teaching staff performance, course

delivery and academic/welfare support through online questionnaires every semester. The students also indicated that they are informed of any responses to their feedback and that they have identified consequent changes in some of the modules. The Principal liaises with the students to discuss their feedback and the BCC responses.

Commendable: There is documented evidence to show that effective action is taken in response to student feedback.

D.4*

D.4.1 *Written procedures covering the following:*

Course delivery and review	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Teaching and learning	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Formative assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Monitoring student progress	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

D.4.2 *Records of:*

Timely completion of programmes by students	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Retention rates	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Completion rates	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pass rates	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Attendance rates	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

D.4* *Written record that college policies and procedures are formally recorded and updated annually*

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Comments:

There are clear and informative written procedures for these topics. The staff indicated that there has been a review of the written procedures, which will be continued in future years. Attendance is taken twice per day on paper-based registers and the data transferred to the College SMS.

D.5

D.5.1 *Written procedures for course design and curriculum development*

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

D.5.2 *Records of course development meetings*

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

D.5.3 *Course descriptions, including:*

Outline of curriculum	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Learning outcomes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Teaching approaches	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Assessment details	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

D.5.4 *Course approval documentation*

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

D.5.5 *Evidence of external validation*

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

Comments:

There are appropriate procedures for course design and curriculum development and all academic staff are involved.

E Student Welfare

E.1*

E.1.1 *Pre-arrival information for international students, including advice on:*

<i>living in the UK</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>police registration</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<i>registration for NHS treatment</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>banking</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>travel cards</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

Students reported that the pre-arrival information was comprehensive. International students receive additional relevant information regarding living in Birmingham. A meet and greet service is offered to international students and advice is given in finding suitable accommodation if students do not wish to live in the on-site accommodation.

Commendable: BCC provides a meet and greet service for overseas students and also provides them with accommodation.

E.2*

Comments:

The students said that they would approach the Principal or one of their tutors for help and advice relating to personal problems but indicated that as they are quite mature, they would probably be able to resolve any problems on their own or with the help of fellow students who are in pastoral ministries.

Commendable: There are qualified and experienced people to deal with student welfare issues.

E.3

<i>E.3.1 Written student induction programme</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>E.3.2 Student handbook specific to the college</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>E.3.3 Records of students having signed for the student handbook</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The students said that they had been given an induction on arrival at BCC which had followed a written programme, including information on health and safety and staff roles. They also said that they had been given a Student Handbook during their induction and that they had signed for its receipt. The students indicated that the Handbook, which is also available on the student platform, is very comprehensive.

E.4

<i>E.4.1 Child protection policy (under 16)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
<i>E.4.2 Staff list recording DBS checks (under 18s)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
<i>E.4.3 Staff list recording enhanced DBS checks (under 18s plus personal tutoring/mentoring system)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA

Comments:

BCC does not recruit students under the age of 18.

E.5

<i>E.5.1 Disability strategy, including advice to seek guidance from bodies such as UKCISA where special needs cannot be met by the college</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>E.5.2 Written documentation where students have the opportunity to declare</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

special learning, medical or physical needs

Comments:

The application form makes provision for students to declare any special needs. There is an accessible toilet on the ground floor of the premises. The Chapel Block, which is now under construction, will have a lift and will have an accessible toilet and a ramp up to the building. It is planned to install ramps to other buildings and improve the footpaths and grounds when the building renovations are complete.

E.6

E.6.1 Written guidance to homestay students and providers, including a recommendation that adults also living in the homestay are DBS checked

Yes

No

 NA

E.6.2 Records of homestay inspections by the college, including compliance with legislation

Yes

No

 NA

Comments:

BCC does not provide homestay accommodation for students.

E.7

E.7.1 Written student complaints and grievance procedure

Yes

No

Comments:

The students confirmed that there are clear procedures for making informal and formal complaints in the Student Handbook.

F Awards and Qualifications

F.1

F.1.1 Appendix 4 to AF for each approved external course

Yes

No

F.1.2 Confirmation of collaborative arrangements with UK universities signed by a person empowered with the necessary authority (originals)

Yes

No

 NA

F.1.3 Confirmed centre status of recognised UK awarding bodies (originals)

Yes

No

External courses offered but not yet started:

1. Introduction to Christian Counselling Level 4 accredited by NCFE delivered online using Microsoft Teams for online lectures and Moodle for course materials.
2. Certificate in Christian Ministry & Leadership Level 4 accredited by NCFE delivered online using Microsoft Teams for online lectures and Moodle for course materials.
3. Certificate in Counselling Skills Level 2 accredited by the Counselling & Psychotherapy Central Awarding Body (CPCAB) due to begin delivery online January 2022
4. Certificate in Counselling Studies Level 3 accredited by the

Counselling & Psychotherapy Central Awarding Body (CPCAB) due to begin delivery later in 2022 following the above Level 2 course.

5. Certificate/Diploma and Graduate Certificate/Graduate Diploma courses accredited by NCFE (Levels 4/5 and 5/6) but don't currently have any students starting these courses.

6. Individual modules which make up the courses in point 5. above as stand-alone courses - each has NCFE accreditation.

F.1.4 Evidence that foreign awards are recognised by their own government and have been authorised to be delivered overseas, and by UK ENIC at the appropriate academic level

Yes

No

 NA

List of courses, awarding bodies and universities and end date of agreements:

F.1.5 Written evidence that students are registered with the awarding body

Yes

No

F.1.6 Written evidence that the awarding body follows QA procedures in its relationship with the college

Yes

No

Comments:

Students have been recruited for the above courses (1-3) to start in January 2022.

F.2

F.2.1 Appendix 4 to AF for each approved internal course

Yes

No

F.2.2 Documentation confirming educational institution or awarding body recognition of the internal courses (originals)

Yes

No

List of courses and their approving organisation and whether this is recognised by Ofqual:

1. CertHE/DipHE/BA in Theology (Biblical & Pastoral Theology) Levels 4, 5 & 6 validated by Newman University delivered by blended learning using Microsoft Teams for online lectures and Moodle for course materials.

2. CertHE/DipHE/BA in Theology (Missional Leadership) Levels 4, 5 & 6 validated by Newman University delivered by blended learning using Microsoft Teams for online lectures and Moodle for course materials.

Comments:

F.3

F.3.1 Written guidance for staff on the scheduling and content of:

formative assessment (all courses)

Yes

No

summative assessment (internal courses)

Yes

No

F.3.2 Written summative assessment regulations for internal awards (where the summative assessment is not provided by the validating body)

Yes

No

Comments:

Formative assessments are set on a weekly basis after each academic tutor has delivered their section of the modules. There are appropriate assessment regulations for the internal awards.

F.4

F.4.1 *Written guidance on academic misconduct*Yes No

Comments:

The students and staff confirmed that there is guidance on the avoidance of academic misconduct and the associated penalties.

G Marketing and Recruitment

G.1*

G.1.1 *Ethics policy in relation to the marketing of the college and the recruitment of students; the ethical practice of staff and agents*Yes No G.1.2 *Written administrative procedures/process diagram for processing student enquiries*Yes No

Comments:

The Principal is responsible for the implementation of the ethics policy and for ensuring the ethical recruitment of students, the majority of whom are recommended by their “home” church. here are sound procedures for dealing with student enquiries. Students confirmed that the recruitment process was rigorous.

Commendable: All staff adopt an honest, thorough, and ethical approach in the marketing of the College and its courses and in the recruitment of students. An appropriate infrastructure exists for dealing with student enquiries.

G.2*

G.2.1 *Written criteria for the appointment of agents*Yes No NA G.2.2 *Written briefing documents for agents*Yes No NA G.2.3 *Sample agent agreement*Yes No NA G.2.4 *List of active agents and their contact details*Yes No NA G.2.5 *Evidence of monitoring the performance of agents:**Records of agents` student recruitment data*Yes No NA *Student satisfaction questionnaires*Yes No NA *Procedures for dealing with unprofessional and unethical agents*Yes No NA

Comments:

BCC does not use agents for the recruitment of students as they are normally recommended by their church.

G.3

G.3.1 *Website*Yes No G.3.2 *Prospectus*Yes No G.3.3 *Approvals/licences for the use of images on the website and hard copy literature*Yes No G.3.4 *Sample advertisements and other marketing literature*Yes No

Comments:

BCC has a new and very informative website. The students said that the information provided on courses, admissions requirements, fees, living costs and accommodation had proved to be accurate.

G.4

G.4.1	Written academic admissions requirements (on course summary)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
G.4.2	Written English language requirements (on course summary)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
G.4.3	Equal opportunities policy in relation to student selection	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

There are appropriate academic and English language admissions requirements, which are forwarded to the students and are available on the website. The students indicated that they believed that they would complete their courses successfully and the staff concurred with this view. Students are expected to have an IELTS score of 6.5 or equivalent. There is an equal opportunities policy in relation to student selection.

H Compliance with UK Border Agency Regulations and Reporting Mechanisms

H.1

H.1.1	Student application form	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.2	Written administrative procedures for processing applications/process diagram including establishing a student's true intention to study	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.3	Sample offer letter and CAS/visa letter	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.4	Written administrative procedures/process diagram for monitoring the number of offers made, and accepted, to PBS and non-PBS students	Yes	<input type="checkbox"/>	No	NA
H.1.5	Confirmation of students' academic qualifications and English language competence prior to joining the course (in student files)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.6	Written administrative procedures for checking the student's financial status	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.7	Enrolment form	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.8	Written administrative procedures/process diagram for student admission and enrolment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.9	Written administrative procedures/process diagram for handling deposits, fee payments and refunds and for maintaining records of these transactions	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.10	College policy for the refund of deposits	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.11	List of students showing: Course; date of first enrolment in the college; date of enrolment on current course; nationality; plus, sight of passport and visa details	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.1.12	Written information for students about their rights and obligations under the Student Visa regulations	Yes	<input type="checkbox"/>	No	NA

Comments:

The Principal, Dr Lord Abraham Elorm-Donkor, assisted by the Director of Trust Administration, Mrs Briony Seymour, is responsible for the implementation of these policies and procedures. There

is a review process for the refund policy, the enrolment form is comprehensive and there is an appropriate offer letter. The students said that BCC had acknowledged receipt of their applications and dealt with these very efficiently and quickly. Students` fees are paid before they enrol.

H.2

H.2.1	Written administrative procedures/process diagram for creating and maintaining student files	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.2.2	Sample student files containing all required documents	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.2.3	Evidence of a self-service system for students to update their personal details or a change of circumstance form	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Historical record of contact details	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The Director of Trust Administration, Mrs Briony Seymour, is responsible for the creation and maintenance of the students` files, which are securely stored in locked cabinets in her office. There is a change of circumstances form for students to update their personal details and they indicated that they were aware of this.

H.3

H.3.1	Written administrative procedures/process diagram for investigating a no show and reporting to UKVI	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-------	---	-----	-------------------------------------	----	--------------------------

Comments:

There are appropriate procedures for investigating a no show and the Principal will report these to UKVI, although there is no formal requirement to do so.

H.4

H.4.1	Written procedures/process diagram for recording and monitoring student attendance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.4.2	Completed student attendance registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.4.3	Sample records of cumulative attendance and contact points	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.4.4	Course timetables	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

Students` attendance is recorded frequently on paper-based registers twice each day and the data transferred to the College SMS. There are appropriate course timetables.

H.5

H.5.1	Written administrative procedures/process diagram dealing with student absences and reporting to UKVI	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.5.2	Sample warning letters to students regarding unsatisfactory attendance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The Principal is responsible for dealing with student absences, and, given that all of the students are resident in the BCC premises, these are dealt with promptly.

H.6

H.6.1	Written administrative procedures/process diagram for monitoring academic progress and reporting unsatisfactory progress to UKVI	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.6.2	Sample student assessment records	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.6.3	Student files incorporating progress records	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.6.4	Sample warning letters to students regarding unsatisfactory progress	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The Director of Trust Administration, Mrs Briony Seymour, is responsible for looking after the student files and progress records. These procedures were clearly explained. Students are informed of their academic progress through the class tutor meetings, student portal and via email.

H.7

H.7.1	Written administrative procedures/process diagram for dealing with withdrawals and deferrals and reporting to UKVI	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-------	--	-----	-------------------------------------	----	--------------------------

Comments:

The Principal, Dr Lord Abraham Elorm-Donkor, is responsible for dealing with withdrawals and deferrals and, although there is no formal need to do so, will report these to UKVI.

H.8

H.8.1	Written staff appointment procedures/process diagram	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Job descriptions	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Person specifications	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.8.2	Sample job advertisements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Is Jobcentre Plus used?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.8.3	Sample contracts for management, academic and support staff	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.8.4	Written evidence that staff qualifications have been verified	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.8.5	A list of staff (including owners and directors) showing their visa status	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Written evidence of verification that staff have the right to work in the UK	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The Principal, Dr Lord Abraham Elorm-Donkor, assisted by the Director of Trust Administration, Mrs Briony Seymour, are responsible for the appointment of staff. The staff said that they had been interviewed by the Principal prior to being offered an appointment. Staff qualifications are confirmed by sight of their original qualifications certificates and contacting the awarding bodies. The staff confirmed that they had job descriptions and contracts. All staff have the right to work in the UK.

H.9

H.9.1	Written administrative procedures/process diagram for creating and maintaining staff files	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.9.2	Sample staff files containing all required documents	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
H.9.3	Evidence of a self-service system for staff to update their personal details or a change of circumstance form	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Historical record of contact details	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

The Principal is responsible for staff records. Staff files are held securely in the Director of Trust

Administration`s office and comply with ASIC requirements. Update forms for personal contact details are available. Staff were aware of this facility.

H.10

H.10.1 Written administrative procedures/process diagram for notifying UKVI and ASIC of change of premises or extension of existing premises

Yes

No

Comments:

BCC confirmed they understand this requirement.

3 Areas of Strength and Good Practice

The College is congratulated on:

- its well-prepared documentation and effective administrative system,
- the improvement of its quality management systems since the last accreditation,
- the quality of its premises and its teaching facilities,
- the accommodation for students,
- the refreshment and common room facilities for students,
- its internal communications, including regular, minuted staff meetings,
- its attention to course management,
- its support for staff development,
- its systems for the observation and enhancement of teaching delivery,
- its well-qualified staff,
- the quality of the teaching observed,
- its attention to quality assurance through annual course review,
- its rapid and constructive response to student feedback,
- the pastoral care of its students,
- its ethical approach to student recruitment,

4 Conditions and Recommendations for the College to address

The College is required as a condition of accreditation to:
There are no conditions.

The College is recommended to:

- inform ASIC when the Chapel extension is completed and in use. (H10.1)

5 Recommendations to the Accreditation Committee

The Inspector recommends that Birmingham Christian College be accredited for a further four years and that Areas of Operation A, B, C, D, E and G be deemed commendable. Birmingham Christian College should, therefore, be considered as a candidate for Premier status.

Name of Inspector: Geoff Boston

Date: 28/10/2021

Notes:

1. *This indicates that the Sub-Area may be deemed commendable.
2. Where staff and student views are stated in the report, these refer to the views expressed by those individuals whom the Inspectors met.