

Organisation name	University of Portsmouth Centre for Continuing Professional Development (CCPD)
Inspection date	6 November 2023
Current accreditation status	Accredited
Reason for spot check	Routine: newly accredited institution

Recommendation

We recommend continued accreditation. The next inspection falls due in 2026; there are no grounds for bringing this forward.

Changes to the summary statement

No changes need to be made to the summary statement, apart from changing the name of the centre and adding the date of this inspection.

New summary statement

The British Council inspected and accredited the Centre for Continuing Professional Development at the University of Portsmouth in August 2022 and November 2023. 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 university offers courses in academic English for adults (18+) throughout the year and bespoke courses for closed groups of adults (18+) during the summer vacation.

Strengths were noted in the areas of strategic and quality management, learning resources, academic management, course design, learner management and teaching.

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

Updated summary inspection findings

Management

The provision meets the section standard and exceeds it in some respects. The CCPD's role reflects a core strand of the university's strategic plan and, in general, the management of the provision operates to the benefit of the students. *Strategic and quality management* is an area of strength.

Organisation profile

Inspection history	Dates/details
First inspection	August 2022
Last full inspection	August 2022
Subsequent spot check(s) (if applicable)	N/a
Subsequent supplementary check(s) (if applicable)	N/a
Subsequent interim visit(s) (if applicable)	N/a
Other related non-accredited activities (in brief) at this centre	N/a
Other related accredited schools/centres/affiliates	N/a
Other related non-accredited schools/centres/affiliates	N/a

Student and staff profile	At inspection	In peak week: August 2023
Total ELT/ESOL student numbers (FT + PT)	198	165
Minimum age (including closed group or vacation)	18	18
Typical age range	18+	18–40

Typical length of stay	5–10 weeks	4–15 weeks
Predominant nationalities	None	Chinese, Kuwaiti, Indian
Total number of teachers on eligible ELT courses	9	10
Total number of managers including academic	3	3
Total number of administrative/ancillary staff	3	3

The *At inspection* figures refer to students receiving in-session support at the time of the spot check and the *In peak week* figures refer to the peak for pre-session courses in 2023.

Premises profile	
Address of main site	Park Building, King Henry 1 st Street, Portsmouth PO1 5BZ
Additional sites in use	Accommodation offered to all international students in the university's halls of residence.
Additional sites not in use	N/a
Sites inspected in 2023	Park Building, Harry Law halls

Introduction

Background

The Pre-session English (PSE) Unit of the University of Portsmouth was first accredited in August 2022. The two-day hybrid inspection took place at the time of the running of the pre-session courses and included a visit to the university by one of the two inspectors. All teachers teaching on the days of the inspection were observed and one inspector visited an on-campus student residence. In the inspection report, strengths were noted in the areas of strategic and quality management, learning resources, academic management, course design, learner management and teaching. The report also noted a small number of points to be addressed in the following 12 months and recommended that a routine spot check be conducted in the subsequent 18 months.

Preparation

The spot check inspector examined information from the Accreditation Unit including the 2022 inspection report. He held an extended initial meeting with the subject area leader for PSE TESOL and the centre manager, and subsequently received as requested a list of additional documentation from them.

Programme and persons present

The inspection was conducted remotely as none of the small number of points to be addressed in the 2022 report warranted the inspector to be on site. Interviews were held with the subject area leader for PSE TESOL, the centre manager, and the associate head (external accreditation). The inspector reviewed with management staff a number of documents that included: the points to be addressed from the 2022 report, the website and brochure, the student handbook and the student database. He also reviewed with them the support given to tutors.

Findings

Findings are reported in the sections immediately below and in the Action taken on points to be addressed.

Since the 2022 inspection, the Pre-session English (PSE) Unit has been re-named as the Centre for Continuing Professional Development (CCPD). In 2022, the provision was part of the School of Languages and Applied Linguistics, but is now situated in the School of Education, Languages and Linguistics (SELL). The eligible provision continues to consist of pre-session and in-session programmes for students and bespoke professional development courses with a language improvement component. The PSE courses are of four, six, ten and 15 weeks' duration; a 20-week pre-session course option is no longer offered due to reduced demand. Most of the centre's PSE course students go on to study at the university. The centre is currently developing an MA in TESOL course with a teaching practice component.

Management

Management systems and structures remain largely unchanged. The CCPD administration team is led by the centre manager assisted by centre administrators. Since the first inspection, the post of associate head (external accreditation) has been created. Student feedback is gathered through tutorials and surveys. There are plans for these measures to be supplemented by an early feedback form completed during initial tutorials. Pre-session teachers continue to receive an appropriate induction. The student handbook now makes clearer how attendance will be monitored. Publicity has been updated in the light of 2022 and 2023 inspection feedback. Changes include adding the minimum age and maximum class size to relevant documentation.

Premises and resources

These remain largely unchanged since 2022. The centre staff occupy different rooms but in the same Victorian building, located in the centre of the campus, close to other teaching buildings and to the city's Guildhall.

Teaching and learning

The academic staff profile has been improved, as all teachers on pre-sessional courses in 2023 were TEFLQ. A very good level of academic support is provided to them by the subject area leader, the module and assessment co-ordinators and the PSE mentor. This support will be strengthened further by the development of a PSE tutor handbook, a draft of which was sent to the inspector.

Welfare and student services

The services available to students remain largely unchanged and the points to be addressed have all been resolved. The relevant parts of the incident plan and risk assessments have been improved and students receive additional information about where they can receive advice about renting private accommodation from the university's student housing team.

Safeguarding under 18s

The minimum age remains 18.

Action taken on points to be addressed

Points which must be addressed within 12 months

Management

M18 The student information database does not currently indicate the English ability of emergency contacts.
Addressed. This information is now indicated.

M23 There are a number of errors in the English used on the website and in the PSE brochure.
Addressed. There are no errors in the English used on the website and in the CCPD brochure and flyer.

M24 Information on numbers is sometimes approximate rather than exact and no minimum age is given.
Addressed. The minimum age and the maximum class size are included in publicity.

Welfare and student services

W2 There is a comprehensive major incident plan. This is known to staff, but relevant aspects are not made known to students.
Addressed. The information given to students has been extended to include all relevant aspects of the major incident plan.

W26 Risk assessments are in need of development, particularly in relation to major incidents during excursions.
Addressed. This information is now shared with staff and students. First-aid trained staff go on excursions.

Other points to be addressed

Welfare and student services

W21 Students in the campus-based focus group said they had not been aware that assistance was available in finding private accommodation.
Addressed. This information is readily available to students, who are provided with a high level of support in this area by the university's student housing team.

Conclusions

The centre continues to meet comfortably all of the section standards of the Scheme and has fully addressed all of the points to be addressed in the 2022 report. There are no grounds for bringing forward the time of the next inspection, which falls due in 2026.
