



Self-assessment on Management and Governance

Acculearn Training Limited

T/A

Cranbrook College

ACCULEARN

Provider's Name: Acculearn Training Limited

Provider's UKPRN: 10042483

1. Management and Governance Arrangements

Acculearn Training Limited T/A Cranbrook College is a medium sized provider with turnover of £224,029/- around 115 students and 7 Staff. We are incorporated in England and Wales as a private limited company.

The Governing Body has total 5 members which consist of 2 members from a range of professional (education and business) backgrounds, the Principal, One Director Governor and One Staff Governor.

The Governing Body has ultimate responsibility for overseeing the work of the College. It is primarily concerned with:

- Articulating the vision, mission and values of the organisation; being responsive to the needs of the community
- Developing strategy; setting corporate objectives; maintaining high expectations
- Agreeing/ratifying policies; taking decisions on key matters/developments
- Reviewing progress and impact against plans and targets
- Providing challenge and support to the College Leadership Team
- Ensuring the effectiveness of performance management systems, monitoring priorities that are focused on improving teaching, learning and assessment
- Actively promoting equality and diversity; safeguarding students
- Ensuring solvency, probity, effective financial management, and the safeguarding and development of capital assets
- Discharging Governors' legal responsibilities as an employer; ensuring good employment practice
- Ensuring continuous quality improvement within the organisation, including the Board's own performance
- Meeting the College's statutory duties as a college and a company

The Governing Body must meet at least 2 times in a year. However, the number of meetings can be higher, if the need arises.

The Governing Body is the ultimate authority for decision making powers. The Governing Body is supported and assisted by Search and Governance Committee (SGC), Quality and Research Committee (QRC) and Planning and Resource Committee (PRC). The Search and Governance Committee is delegated with governance related powers.

The following are the main responsibilities of the Search and Governance Committee:

- To advise on matters relating to membership and appointment as the Governing Body may remit to the committee
- To consider and advise the Governing Body on the composition and balance of the Governing Body and its committees.
- To advise formation of different committees to perform different tasks and advise and support the Governing Body
- Ensure the effective implementation of the good governance rules in the college

The Quality and Research Committee shall comprise of members from different expert areas like Human Resource, Academia, Quality and Assurance and one person from outside the College. It is responsible for ensuring the compliance with the quality.

The Planning and Resource Committee is responsible for planning and guiding on the availability of the financial, human and material resources to equip the college with the growing needs of expansion. It helps the Governing Body in alignment of its policies with the strategies vision of the College. The Committee will consist of Head of Human Resource, Head of Finance, a member from Information Technology and member from Quality and Assurance areas.

2. Self-assessment of Management and Governance Arrangements

The management and governance arrangement for the college are effective. The college has its Quality and Assurance Policy. The Governing Body ensures that it is implemented in letter and spirit. The Governing Body gets support and help of the Governance Committee to perform its governance tasks in an efficient manner. In addition, the Governing Body forms Working Groups for a special task as and when needed.

The Governing Body is also supported by Quality and Research Committee. The Quality and Research Committee helps the Governing Body in assessing the current quality status and its compliance with the relevant authorities' and organisations' quality assurance policies. The Committee plays a pivotal in implementation of the Governing Body's commitment to quality assurance policies in letter and spirit.

In addition to this, the awarding bodies have their own Quality and Assurance Policies and it is ensured that the said polices and guidelines are complied with. The College has various internal polices and procedure which ensure that the due controls and checks are in place and are adhered to. For this purpose, our designated teams are in place to ensure the compliance to the quality in accordance with the different quality agencies and the awarding bodies. The awarding bodies also guide and help in implementing those policies. The awarding bodies constantly visit the premises to assess the quality and standard of the premises and the students. Several external visits are conducted by the awarding bodies for this purpose to assess the compliance position of the College. The level of the trust in our quality and compliance can be judged by the fact that the College has been awarded Direct Claim status for majority of the course or programmes run at the college.

3. Public Interest Governance Principles

<p>Academic Freedom: Academic staff at an English higher education provider have freedom within the law:</p> <ul style="list-style-type: none"> • to question and test received wisdom; and • to put forward new ideas and controversial or unpopular opinions; <p>without placing themselves in jeopardy of losing their jobs or privileges they may have at the provider.</p>	<p>The College follows an open policy. The Staff members are part of the input we take while formulating policies related to academic matters. The feedback of employees is given due consideration in all matters of the College governance and management. At the College, we encourage to put forward any new ideas or to discuss any controversial issue within the law and look for the solutions to the issues in accordance with the relevant law.</p> <p>The feedback of the students is also given due consideration and it is ensured that all the stakeholders give their opinion and provide ideas without placing themselves in jeopardy of losing their jobs or privileges. For this purpose, the staff members and the students are encouraged to share their ideas and to give their opinion through different communication tools which are clearly defined in the Communication Strategy and Policy of the College. The stakeholders are encouraged to use any channel of communication like intranet, emails, regular meetings or mobile phones to provide their feedback.</p>
<p>Accountability: The provider operates openly, honestly, accountably and with integrity and demonstrates the values appropriate</p> <p>to be recognised as an English higher education provider.</p>	<p>It is covered by our mission statement, vision statement and the core values of the College. The College has its own set of internal policies, like Assessment Policy, Admission Policy Complaint Policy, Equality and Diversity Policy, Quality Assurance Policy and other such policies together with the policies of the awarding bodies. The Governing Body ensures compliance to these policies to ensure the values of openness, honesty, accountability and integrity at the College. The Governing Body with the help of the Committees formed by it, ensures that policy of the openness, honesty and integrity is adhered to. If need arises the committees further form Working Groups consisting of the people from the relevant background and expertise to ensure compliance to the principles of honesty, accountability and integrity. At all the stage, it is ensured the members involved themselves are persons of the said principles.</p>
<p>Student Engagement: The governing body ensures that all students have opportunities to engage with the governance of the provider, and that this</p>	<p>Every possible effort is made to get the input of the students while conducting the courses. At the end of semester, unit or subject end feedback of the students is sought for every teaching staff member. If any concerns</p>

<p>allows for a range of perspectives to have influence.</p>	<p>are shown by the student's due action is taken to ensure the quality and standard of delivery of courses. The students' feedback is also welcome and incorporated to improve quality learning environment and use the latest possible learning tools and techniques. The Governing Body is updated in this regard through different staff members assigned with this task.</p>
<p>Academic Governance: The governing body receives and tests assurance that academic governance is adequate and effective through explicit protocols with the senate/academic board (or equivalent).</p>	<p>The Governing Body is updated during different meetings and at different intervals by the relevant Committees/Working Groups on the matters related to academic governance. The Committees/Working Groups are assigned with the task of submitting analysis and scrutiny of various reports and result sheets.</p>
<p>Risk Management: The provider operates comprehensive corporate risk management and control arrangements (including for academic risk) to ensure the sustainability of the provider's operations, and its ability to continue to comply with all of its conditions of registration.</p>	<p>Various types of risks associated with the operations and the academics are assessed on regular basis and ensured they are tackled with in accordance with the internal policy guidelines and quality assurance policy. It is ensured at the first place that no deviation from the polices takes place; and in case of any deviation or any potential risk, the Governing Body forms Working Groups consisting of members with relevant skill and expertise to address issues. Various risks are assessed for its severity and risk mitigates are put in place. Moreover, it is also ensured that the bother risk assessment and its mitigate are done in timely manner.</p>
<p>Value for Money: The governing body ensures that there are adequate and effective arrangements in place to provide transparency about value for money for students and (where a provider has access to the student support system or to grant funding) for taxpayers.</p>	<p>It is ensured that students get value of money and all the courses are conducted keeping in view this principle. Governing Body ensures that there are adequate and effective arrangements in place to provide transparency about the value of money.</p>
<p>Freedom of Speech: The governing body takes such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within the provider.</p>	<p>The Governing Body ensures that there is freedom of speech at the College and it is in accordance with the basic human rights rules and equality and diversity policy.</p>

<p>Governing Body: The size, composition, diversity, skills mix, and terms of office of the governing body is appropriate for the nature, scale and complexity of the provider.</p>	<p>Keeping in view the size and complexity of the organisation, the size, composition and skills mix and terms of the of the Governing Body are appropriate. It is ensured that governors are persons from diverse background and possess required skills and expertise to manage the affairs. However, in case of any task which requires further skills and expertise help is sought by forming different Committees and working groups with desired diversity, skills and expertise.</p>
<p>Fit and Proper: Members of the governing body, those with senior management responsibilities, and individuals exercising control or significant influence over the provider, are fit and proper persons.</p>	<p>All the members of the Governing Body are appointed in accordance with the instruments and articles of the governance. It is ensured that no person non-complaint to the Fit and Proper Test is included in the Governing Body. Valid checks are done, and due scrutiny is ensured before they become part of the Governing Body or any other committees formed.</p>

Additional public interest governance principle: providers authorised with degree awarding powers

<p>Records: Where degree awarding powers are solely contained in the provider's governing documents, and no order either under section 76 of the Further and Higher Education Act 1992, or under the Higher Education and Research Act 2017 exists, the provisions setting out those powers must be retained and may not be altered without the consent of the Office for Students.</p>	<p>Not applicable</p>
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Additional public interest governance principles: providers in receipt of financial support

<p>Independent members of the governing body: There must be at least one external member of the governing body who is independent of the provider, and whose term of office is normally limited to a maximum of three terms of three years or two terms of four years. For providers with large governing bodies, or more complex legal forms, additional independent members may be appropriate.</p>	<p>The structure of the Governing Body is such that there should be at least one member from outside and is independent of the College directors, shareholders or staff members.</p>
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Regularity, propriety and value for money:

The governing body ensures that there are adequate and effective arrangements in place to ensure public funds are managed appropriately, in line with the conditions of grant and the principles of regularity, propriety and value for money, and to protect the interests of taxpayers and other stakeholders. This also applies to any funds passed to another entity for the provision of facilities or learning and teaching, or for research to be undertaken.

The College is bound to comply with the internal policies as well as the quality assurance policies and other guidelines by the awarding bodies. There are constant visits made by the external assessors from the awarding bodies. They monitor the activities on regular basis at different intervals and surprise visits are also conducted to ascertain that compliance to the set procedures and guidelines is made by the College.

