



**EDUCATIONAL OVERSIGHT INSPECTION OF PRIVATE FURTHER  
EDUCATION COLLEGES AND ENGLISH LANGUAGE SCHOOLS**

**MONITORING VISIT**

**THE RECORDING WORKSHOP**

**Company Registration number - 05798223**

Full Name The Recording Workshop  
Address Unit 10, Buspace Studios, Conlan Street, London, W10 5AP  
Parent\Company name The Recording Workshop  
Telephone Number 02089688222  
Email Address jose@recordingworkshopuk.com  
Website recordingworkshopuk.com  
Principal Mr Jose Gross  
Proprietor Mr Jose Gross  
Age Range 18+  
Total number of students 14  
Numbers by age and type of study 18+: 14  
FE only: 14

Inspection date **8 September 2016**

## PREFACE

This inspection report follows the Framework for Educational Oversight Monitoring Visits and Extended Monitoring Visits of private further education colleges and English language schools. The focus of the visit is to confirm that the quality standards reported at the last full inspection are being maintained.

The ISI is an approved Educational Oversight body authorised by the Home Office to inspect privately funded further education colleges and English language schools in England and Wales offering courses on the Qualifications and Credit Framework. It is designed to improve the quality of education on offer to international students who attend UK colleges through Tier 4 of the points-based system for student visas.

ISI inspections are required to:

- Report on the extent to which colleges comply with the published Educational Oversight Standards;
- Assess and report on the quality of educational outcomes and provision;
- Where applicable, make recommendations outside the scope of the Standards to support continued improvement of quality.

Inspection provides objective and reliable reports on the quality of colleges, and by placing reports in the public domain, makes this information available to students, Government and the wider community. Inspection takes account of the context of each individual college, and of how it evaluates its own performance and demonstrates its success.

The inspection of the college is from an educational perspective and provides limited inspection of other aspects, though inspectors will comment on any significant hazards or problems they encounter which have an adverse impact on students. The inspection does not include:

- (i) an exhaustive health and safety audit;
- (ii) an in-depth examination of the structural condition of the college, its services or other physical features;
- (iii) an investigation of the financial viability of the college or its accounting procedures;
- (iv) an in-depth investigation of the college's compliance with employment law.

A monitoring visit is for those colleges found at the last inspection to have met or exceeded the Standards for Educational Oversight. Inspectors will make judgements on progress against any action points and recommendations made at that time. The inspection will not examine all other Standards in detail but will sample to confirm that previous Standards have been maintained and that there are no contrary indicators to those quality judgements.

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## 1. CHARACTERISTICS AND CONTEXT

- 1.1 The Recording Workshop was founded by the proprietor in 1989 and is a company limited by shares. The college has been in its current premises in a business centre in a semi-residential area of Kensington, London since 1999. The proprietor is the principal and is supported by a small team of staff. The college aims to provide students with theoretical knowledge of sound engineering and the opportunity to practice the principles of music production in an authentic music environment.
- 1.2 The curriculum is highly-individualised and internally-devised with specialised courses linked to vocational outcomes. Students can also study accredited BTEC courses at level 3, 4, and 5. All courses are related to sound engineering and music production and each intake of students is limited to a maximum of four students. Courses are full-time at Foundation or Advanced levels. Workshops are also offered in specialist equipment and sound techniques and industry-specific software on demand. Enrolment is on a two-monthly cycle. Students are assessed prior to arrival for suitability for the courses. Prior to acceptance, overseas students are required to provide evidence of good English language skills and competency.
- 1.3 The college only accepts students over the age of 18 years. There were 14 students; an equal number of male and female. Four students attend full-time and the remaining on a part-time basis. There are students from India, Pakistan and France but the majority are from the UK. Two students attend on Tier 4 visas. At the time of the inspection two students have been identified as special educational needs and/or disabilities or additional support in English language.
- 1.4 The college was last inspected on 16 June 2015 where it met all Key Standards and the quality of education was judged to meet expectations. The recommendations from the previous report are:
  - Formalise the recording of the college's response to student feedback to include measurable targets with a clear timeline;
  - Establish job descriptions for all staff.

## 2. SUMMARY OF FINDINGS

- 2.1 **The college meets expectations.** At the previous inspection of 16 June 2015 the college was found to meet expectations and the quality of education as judged at that time has been maintained.
- 2.2 The quality of the curriculum, teaching and learners' achievements is excellent. The curriculum is flexible, well organised and is highly responsive to individual students needs. Courses on offer to Tier 4 students lead to qualifications or outcomes which meet the definition of an approved qualification for Home Office purposes. Pre-arrival assessment is thorough and results in highly individualised course planning. Teaching is excellent, classes are interesting, students are highly motivated and as a result they make outstanding progress in lessons and in independent study. Students work is regularly assessed and they receive excellent feedback on what they need to do to improve; consequently student achievement is very high.
- 2.3 Students' welfare, including health and safety, is good. There are appropriate policies that are effectively monitored and implemented. Systems to manage health and safety including fire risk are effective and accurate records maintained. Students receive a very good health and safety and first aid induction. Registration and attendance records are accurate with good procedures and systems to meet Home Office requirements for students attending on Tier 4 visas. Pastoral care is very good with teachers knowing the students well, and consequently any issues are identified and supported promptly. Students receive excellent information and advice including career guidance.
- 2.4 The effectiveness of governance, leadership and management is good. The educational direction is clearly directed by the proprietor and this is supported by an appropriate management structure and a warm and friendly environment. Quality assurance systems effectively contribute to accurate self assessment and development planning. Satisfactory progress has been made to the recommendation to collect and manage student feedback. Physical documentation is not held in a single location and this restricts easy access. Staff files confirm all pre-employment checks have been undertaken and good progress has been made to the recommendation to establish job descriptions. The provision of information is excellent.

### **3. THE QUALITY OF THE CURRICULUM, TEACHING AND LEARNERS' ACHIEVEMENTS**

- 3.1 The quality of the curriculum, teaching and learners' achievements is excellent. All Key Standards continue to be met.
- 3.2 The curriculum is excellent and is well supported by a very clear and well-implemented educational statement. The curriculum is flexible, well organised and utilises a wide-range of resources that enables steady progress through customised skills-based modules and formal accredited courses. Accredited courses are well organised with successful systems to enable accurate student progress monitoring. Bespoke workshops provide outstanding opportunities for skills and subject development.
- 3.3 Courses offered to Tier 4 students lead to qualifications or outcomes which meet the definition of an approved qualification for Home Office purposes.
- 3.4 Assessment prior to arrival is excellent. As well as a thorough and effective initial assessment students receive very high levels of individual support to identify career goals and interests and this successfully places students on the best study modules and courses.
- 3.5 The quality of teaching and its impact on learning is excellent. Teachers are highly experienced practitioners and have excellent sector knowledge that results in outstanding customised lessons. Lessons are planned to respond to individual student's learning needs and are very well planned. Students are highly motivated and express high levels of satisfaction in the college's response to their individual aspirations and inspectors agree. Classes are stimulating with students successfully developing skills using high quality resources including authentic, original material as well as music already in the public domain.
- 3.6 Assessment of student work is excellent. Students receive regular and comprehensive feedback on their progress and as a result they are able to successfully undertake independent study and identify further development needs. Teachers respond very well to student self evaluation and this results in plenty of opportunities for students to practice and consolidate their skills.
- 3.7 Attainment in formal courses is very good and in workshops it is outstanding. It is clear that students prefer the practical activities; however, they receive very good support in their written assignments. Students report great satisfaction in their skills development and express delight in their achievements.

#### **4. STUDENTS' WELFARE, INCLUDING HEALTH AND SAFETY**

- 4.1 Students' welfare, including health and safety, is good. All Key Standards continue to be met.
- 4.2 The arrangements for health, safety and security of the premises are good. Policies are well implemented and effectively monitored to ensure students and staff are kept safe and well. The premises are well managed and the arrangements to ensure the premises conform to fire safety legislation, including fire safety equipment and fire evacuation, are effective and records are accurate. In addition to college evacuations, centre evacuations are also undertaken on a regular basis and accurate records are held by the college and the building management. Electrical equipment, including portable appliances, are tested regularly and well maintained. Prior to using the specialist equipment, students receive thorough training in safe working practices and first aid and as a result the college provides a safe environment.
- 4.3 Arrangements for student registration and the recording of attendance are good. The college maintains accurate registration and attendance records and has effective systems to fulfil the Home Office requirements for Tier 4 visas.
- 4.4 Pastoral care is very good and is enhanced by the friendly and supportive environment. Teachers know their students well and as a result any personal concerns are quickly addressed.
- 4.5 Information, advice and guidance, including careers advice, is excellent and students confirm they are highly satisfied with the support and care they receive from the college.



## 5. THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

- 5.1 The effectiveness of governance, leadership and management is good. All Key Standards continue to be met.
- 5.2 The recommendations in this area from the previous inspection report are:
- Formalise the recording of the college's response to student feedback to include measurable targets with a clear timeline;
  - Establish job descriptions for all staff.
- 5.3 Satisfactory progress has been made to the first recommendation. A system to collect and manage formal student feedback has recently been introduced; however, it is too soon to measure the impact of this.
- 5.4 Good progress has been made to the second recommendation. Job descriptions reflecting the roles and responsibilities for staff are now in place and have been shared with staff.
- 5.5 The proprietor fulfils legal obligations and provides clear educational direction that successfully incorporates the college's aims and ethos. The management structure is appropriate for the size of the college and provides effective resource planning that successfully enables the maintenance of high standards. Relationships are warm and friendly and as a result communication across the college is highly effective.
- 5.6 The systems and processes to support quality assurance are effective and the proprietor knows his college very well; however, there is no central filing system for physical documentation that results in some information not being easily located. There are satisfactory systems to support accurate self assessment and development planning is appropriate and effectively contributes to the college's success.
- 5.7 Records demonstrate that all pre-employment checks for staff have been undertaken and files are well maintained.
- 5.8 The provision of information is excellent with information on the website and in printed material accurately representing the college.
- 5.9 The college responded to all requests for information to support this inspection in a timely manner.

## **6. ACTIONS AND RECOMMENDATIONS**

The college school has maintained the good quality found at the last inspection.

### **Recommendations for further improvement**

In order to further improve the good quality provided, the college should:

- Ensure physical documentation is easily accessible.

## INSPECTION EVIDENCE

The inspectors observed lessons, conducted formal interviews with students and examined samples of students' work. They held discussions with senior members of staff. The responses of staff and students to confidential pre-inspection questionnaires were analysed, and the inspectors examined regulatory documentation made available by the college.

### Inspectors

Mrs Jacqueline Lawrence	Lead Inspector
Ms Jane Beeson	Team Inspector