



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

**EXTENDED MONITORING VISIT**

**GREENE'S TUTORIAL COLLEGE**

**(5553889)**

Full Name	<b>Greene's Tutorial College</b>
Address	45 Pembroke Street, Oxford, OX1 1BP
Telephone Number	01865 664432
Email Address	carmen.dare@greenes.org.uk
Website	www.greenes.org.uk
Principal	Ms Carmen Dare
Proprietors	Greene's Tutorial Educational Limited
Age Range	16+
Total number of students	55
Numbers by age and type of study	16 – 18: 16 18+: 39 FE only: 55
Inspection date	<b>10 October 2023</b>

## 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.

An extended monitoring visit is for those colleges found at the last inspection to have met or exceeded the quality 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. Inspectors will also consider the impact of any material change reported since the last inspection.

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## 1. CHARACTERISTICS AND CONTEXT

- 1.1 Green's Tutorial College is a private limited company limited by guarantee. It is situated in the centre of Oxford in four separate but closely located buildings. Founded in 1967, the college is owned and governed by its proprietors and managed by the principal.
- 1.2 The college aims to provide flexible programmes of study designed to meet the individual needs of students focusing on preparation for university. The vast majority of teaching is on a one-to-one basis with some small groups and, increasingly, online tuition.
- 1.3 The majority of students are enrolled on full-time A-level courses, whilst others follow short courses and revision courses. The college also offers preparation for the International English Language Testing System (IELTS) examination. Admission to the A-level course is by interview, taking into account previous examination results, reports and references. Students whose first language is not English are assessed and additional language support is provided where necessary.
- 1.4 At the time of the inspection there were 55 students enrolled. Most are over 18 years old and there are similar numbers of male and female students. The majority of the students are from the United Kingdom (UK) and have English as their first language.
- 1.5 Full-time course enrolments begin in September, although students are accepted throughout the year. Short courses and supplementary programmes are offered through the year including during school holidays. Only the full-time courses were running at the time of the inspection. Students who require additional support are identified during admission and further provision is put in place. There are currently four students who require additional support for English language.
- 1.6 This visit took the form of an extended monitoring visit as the college reported an increase of capacity by 25 per cent or more. Consequently, section four of the Framework concerning student welfare, including health and safety will be examined in detail.
- 1.7 The college was previously inspected on the 07 – 09 September 2021 when it met all Key Standards and the quality of education was judged to exceed expectations. The recommendations from the previous report are:
  - Maintain managers' recent improvement in communicating to staff key strategic decisions so that staff are consistently informed of significant developments.
  - Arrange for teachers with particular expertise in using online teaching techniques to share their practice with all teachers.
  - Ensure that all college policies contain review dates.

## 2. SUMMARY OF FINDINGS

- 2.1 **The college exceeds expectations.** At the previous inspection of 07–09 September 2021 the college was found to exceed 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. Students are well educated in a highly supportive environment and in accordance with their aims. Initial assessment prior to, and on arrival, is excellent. A comprehensive series of tests and interviews ensures that students are accurately placed on a programme of study in accordance with their academic abilities and future higher education needs. Course provision is excellent. A well-developed curriculum is offered that is flexible and is highly effective in meeting the needs and future educational aspirations of the students. Courses on offer to students on Student visas meet the definition of an approved qualification, as set out in the Home Office guidance. Teaching is excellent. Teachers are experienced, have comprehensive subject knowledge and in the vast majority of lessons use highly effective teaching methods to deliver engaging and student-focused lessons. There are clearly defined processes in place to monitor students' progress to ensure that they are successfully progressing towards their learning aims. Students' make excellent progress given their starting points.
- 2.3 Arrangements for the health, safety and welfare of students are excellent. The college's four buildings are fit-for-purpose and well maintained. A wide range of detailed health and safety policies and procedures are implemented effectively to ensure a safe and secure environment for students to learn and staff work. Fire precautions, drills and evacuations are systematically undertaken and are clearly understood by all students and staff. Student registration and attendance records are excellent. They are accurate, very well managed and are highly effective in monitoring attendance and taking any necessary action. Procedures for reporting to the Home Office are fully understood by relevant staff and highly secure. Pastoral support and guidance for the students is excellent and in accordance with the colleges aims. Arrangements for the safeguarding of students under the age of 18 are excellent, fully implemented and reflect official guidance. Relationships between staff and students are excellent. Students report that they feel safe and very well supported.
- 2.4 The effectiveness of governance, leadership and management is excellent. Effective oversight is combined with good levels of financial support so that the high quality of education and welfare, health and safety of students are maintained. Leadership and management are excellent. A comprehensive management structure, with clear roles and responsibilities, ensures that the college is very well run and meets all its legal obligations. There is effective communication between managers and other staff. As a result, a clear vision for the future of the college is shared by all staff, who work very well together for the good of the students. The college is very successful in attracting and retaining highly qualified and experienced administrators, teachers and managers. Procedures for the recruitment of staff are excellent, in accordance

with legal requirements, with all appropriate checks undertaken. As a result, all required employment and suitability checks are completed on staff before their employment is confirmed.

### **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 recommendation in this area from the previous inspection report is:
- Arrange for teachers with particular expertise in using online teaching techniques to share their practice with all teachers.
- 3.3 Excellent progress has been made against the recommendation. The college has broadened the continuing professional development opportunities offered to tutors to include a number of sessions on online teaching, including tuition for students with learning difficulties and disabilities, and managing stress and anxiety for distance learners. In addition, a subject forum has been created, hosted by the head of subject to which tutors are invited to share thoughts on best practice and their experiences in teaching their fields, including online tuition. As a result, teachers with particular expertise in using online teaching techniques are able to share their practice with teachers across the college.
- 3.4 Initial assessment prior to, and on arrival, is excellent. A comprehensive series of tests and interviews ensures that students are accurately placed on a programme of study in accordance with their academic abilities and future higher education needs. As a result, students report that they are very satisfied with the provision offered.
- 3.5 The quality of course provision and curriculum is excellent. Students are well educated in a highly supportive environment and in accordance with their aims. A clear policy statement ensures that the curriculum is well planned and provides a wide range of courses to meet the educational needs of the students. As a result, courses offer suitable progression routes, with A-levels having a clear progression route into higher education, for which students receive excellent support and guidance on their university choice and its subject and entry grade requirements. The courses on offer to students on Student visas meet the definition of an approved qualification as set out in Home Office guidance.
- 3.6 Overall, teaching is excellent and results in high levels of student progress. Teachers plan their lessons well. They use their in-depth understanding of the needs of each of their students to successfully adapt lessons to meet individual learning requirements and deliver student-focused lessons. Teachers are enthusiastic and have excellent subject knowledge and rapport with their students. In most classes, a wide range of teaching and learning methods are used to deliver engaging lessons. However, in a small minority of classes, online research tasks are set which limit the available time for teacher/student discussion and would be better undertaken prior to the class.
- 3.7 Teaching effectively promotes fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths



and beliefs. It encourages respect for other people including those with the protected characteristics set out in the Equality Act 2010.

- 3.8 Assessment is excellent. There are clearly defined processes in place to monitor students' progress to ensure that they are successfully progressing towards their learning aim. Tutorials are held regularly and effectively support students to review their progress. As a result, the progress of each student is carefully tracked and allows managers, teachers and students to monitor their progress effectively. Overall, students make excellent progress given their starting points.

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

- 4.1 Students' welfare, including health and safety, is excellent. All Key Standards continue to be met.
- 4.2 This visit took the form of an extended monitoring visit as the college reported an increase of capacity by 25 per cent or more. Consequently, section four of the Framework concerning student welfare, including health and safety will be examined in detail.
- 4.3 The college's four buildings are fit for purpose, well maintained and effectively support and enhance the students' learning experience. Classrooms, and other areas of the college, are tidy, clean, with good lighting, heating, sound insulation and ventilation. A wide range of detailed health and safety policies and procedures are implemented effectively to ensure a safe and secure environment for students to learn and staff work. All necessary measures to reduce the risk of fire and other hazards have been taken. Fire precautions, drills and evacuations are systematically undertaken and are clearly understood by all students and staff. An appropriate number of fire marshals and staff trained in first aid are in place. Free drinking water is readily available throughout the college. Due to the age of the buildings, disabled access is not available.
- 4.4 Systems for recording registration and attendance are excellent and very well-managed. Comprehensive admission procedures are in place and strictly observed. Staff work very closely with senior managers to maintain clear and accurate admission registers and records. Electronic student files are accurately maintained and provide a clear record of checks on identification, previous academic experience, and where appropriate, visa status. Attendance records are accurate and daily attendance is very closely monitored. Relevant staff have a clear understanding of Home Office requirements regarding the enrolment and attendance requirements for students on Student visas. Attendance rates are very high.
- 4.5 Pastoral support for students is excellent. Detailed policies and procedures ensure that the college provides a safe and supportive environment where students can progress quickly. On arrival students receive a comprehensive induction which is effective in helping them settle quickly in their course, the college and the local area. Relationships between staff and students, and among the students themselves, are excellent with a strong culture of mutual respect, integration and tolerance. A wide range of policies and procedures reinforce this culture and the expectations of appropriate behaviour and conduct. An appropriate social programme is available to students.
- 4.6 The safeguarding arrangements for students under the age of 18 are excellent. Safeguarding has a very high profile with leaders, with all staff fully understanding their responsibilities. Arrangements have proper regard to official guidance and the implementation of safeguarding and recruitment strategies are appropriately checked and regularly reviewed by senior managers. There is a designated child

protection officer in place who is trained to the required level. All staff that have access to students under the age of 18 are subject to an appropriate Disclosure and Barring Service (DBS) suitability check prior to or on appointment.

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

- 5.1 The effectiveness of governance, leadership and management is excellent. All Key Standards continue to be met.
- 5.2 The recommendations in this area from the previous inspection report are:
- Maintain managers' recent improvement in communicating to staff key strategic decisions so that staff are consistently informed of significant developments.
  - Ensure that all college policies contain review dates.
- 5.3 Excellent progress has been made against the first recommendation. Whole staff meetings have been re-structured so that all departments now have the opportunity to contribute to items for discussion, with staff being made aware ahead of the meeting so that all staff can add to the meeting agenda and are kept up to date with key departmental notices. In addition, key business and strategic updates are a standing item each week. As a result, staff are consistently informed of significant developments.
- 5.4 Excellent progress has been made against the second recommendation. The front page of all college policies has been standardised and includes the reviewing body, the staff member responsible for implementation, and a date of last and next review.
- 5.5 The quality of governance is excellent. Effective oversight is combined with good levels of financial support so that the high quality of education and welfare, health and safety of students are maintained. The proprietors are highly active in the day-to-day business of the college and provide excellent support and guidance when required.
- 5.6 Leadership and management are excellent. A comprehensive management structure, with clear roles and responsibilities, ensures that the college is very well run and meets all its legal obligations. There is effective communication between managers and other staff. As a result, a clear vision for the future of the college is shared by all staff, who work very well together for the good of the students. Policies and procedures are well defined, appropriate and regularly reviewed. Self-assessment is well-developed, accurate and is used effectively to ensure the necessary resources are in place to meet the changing needs of the college. Performance data are used effectively to evaluate the provision and to highlight key issues for leaders and managers. Replies to the pre-inspection questionnaire and meetings with staff show that they are highly supportive of the college.
- 5.7 Arrangements to check the suitability of staff are excellent. Staff files are well maintained, with all required employment and suitability checks completed on staff before their employment is confirmed. A comprehensive central record of appointments is effectively monitored by senior staff.

- 5.8 The complaints policy and procedure are clear and appropriate, and includes provision for outside adjudication if necessary. Students confirm that they are aware of the policy.
- 5.9 The provision of information is excellent. The college's website is clear and user-friendly. Prospective students are able to access accurate and highly relevant information to inform their study choices.
- 5.10 The college was highly responsive in providing information for the inspection in a timely manner.

## **6. ACTIONS AND RECOMMENDATIONS**

The college has maintained the excellent quality found at the last inspection.

### **Recommendations for further improvement**

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

- Review the use of student online research tasks in lessons to ensure the best use of class time.

## INSPECTION EVIDENCE

The inspectors observed lessons. They held discussions with the proprietors, senior members of staff and attended registration sessions. 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

Dr Nigel Chambers	Lead Inspector
Mr Duncan Gregory	Team Inspector