

Section 1: Centre Details and Our Contact Details

Centre Details	
Centre Number:	8461189
Centre Name:	International Bible Training College (IBTI)
Centre Address:	Hook Place BURGESS HILL West Sussex RH15 8RF
Head of Centre	
Name:	Eliana Whyte
Email:	eliana@ibti.org.uk
Telephone:	01444 248 383
Review Details	
Review Date:	7 March 2024 (Visit)
Review Duration:	0.5 days
Centre Risk Status	
Status:	Low

Our Contact Details	
Quality Reviewer	
Name:	Jacqueline Fryer
Email:	jacquelinefryer@ncfe.org.uk
Mobile:	
NCFE Contact Details	
Email:	customersupport@ncfe.org.uk
Telephone:	0191 239 8000
Website:	ncfe.org.uk

QA Groups:

Customised Qualifications

Section 2: Previous Action Plan

Has the Centre carried out the actions agreed with the Quality Reviewer regarding:

	Actions complete	Actions outstanding	No action taken	No action required
Management Systems and Administration				✓

Feedback to the Centre

This is the college's second year AMR, at its last review carried out by Jacqueline Fryer on 8 March 2023, no actions were set. Therefore, the No Action Required box has been ticked.

Section 3: Management Systems and Administration

To continue to be approved to offer our qualifications, you must meet the criteria below.

		Yes	No	N/A
3.1	Aims, policies and procedures that are supported by senior management are in place and understood by the delivery and assessment teams	✓		
3.2	Sufficient work placements are available to learners and supporting policies and procedures are in place			✓
3.3	Recruitment and induction processes are in place for all staff involved in the qualification(s)	✓		
3.4	Processes are in place to ensure all staff are provided with accurate advice and support to enable them to identify and meet their training and development needs, via ongoing continuous professional development (CPD)	✓		
3.5	Procedures are in place to ensure effective communication and appropriate allocation of time for team meetings and standardisation activities between all staff involved in the qualification(s)	✓		
3.6	Responsibilities, authorities, and accountabilities are clearly defined, allocated and understood by all staff involved in the qualification(s)	✓		
3.7	Marketing and advertising of all qualification(s) is clear, accurate, not misleading and complies with our guidelines	✓		
3.8	Appropriate recruitment and registration processes are in place for learners	✓		
3.9	An enrolment and induction process which provides sufficient information, advice and guidance is in place for all learners	✓		
3.10	Processes are in place for the transfer of credits, the recording of exemptions and recognition of prior learning as required	✓		
3.11	Learners' development needs are matched against the requirements of the qualification, and are regularly reviewed in agreed individual assessment plans	✓		
3.12	A planned programme of delivery is in place for all active qualification(s)	✓		
3.13	Learner records and details of achievements are accurate, kept up to date and securely stored	✓		
3.14	Adequate procedures exist to ensure secure and safe storage of live and completed learner assessment records and examination materials	✓		
3.15	Adequate and compliant processes are in place for external and controlled assessment(s) which meet NCFE and JCQ requirements	✓		
3.16	Processes are in place for withdrawing qualification(s) and learner(s)	✓		
3.17	Appropriate certification processes are in place for learners	✓		
3.18	Feedback is used to evaluate the quality and effectiveness of qualification(s) which leads to continuous improvement	✓		
3.19	Processes are in place to notify us of any changes that would affect the ability to maintain delivery or assessment of qualification(s)	✓		
3.20	A robust process in place to ensure that content is fit for purpose where Customised Qualifications are developed	✓		

Observations and feedback regarding management systems and administration

This is the College's Second Year AMR. The College's Declaration has been authenticated by Rebekah Tonge the Internal Verifier for the International Bible Training College.

This AMR has been carried out on-site with Rebekah, Gordica Karanfilovska, and Eliana Whyte to discuss each criterion

confirming compliance.

Please note that failure to complete this form accurately or undertake the AMR may result in sanctions being applied and will impact your College's risk status.

The purpose of the AMR is to ensure that the provision falls in line with NCFE quality standards for Management and Administration and that the College remain compliant with our College Agreement and Approval criteria which can be located at the following link

<https://www.ncfe.org.uk/qualifications/mandatory-policies-fees/>

3.1: The college confirms its aims, policies, and procedures remain in place and are supported by senior management and understood by the delivery and assessment teams. There is a named person responsible for updating policies and procedures. Updated policies are then ratified by a named Trustee Board and then shared with the staff team via the Dropbox Shared Folder. Updated policies include the Code of Good Practice, Complaints and Procedures, Personnel Disciplinary Policy, and Social Media Policy. Other resources include Cultural Induction PPT and Voluntary Workers Handbook.

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3.2: Work placements are not part of the requirement for the qualifications delivered.

3.3, 3.6: The college confirms its recruitment and induction processes are in place and no changes have been made to these processes. A comprehensive induction checklist and staff handbook are in place to support new starters, who are supported through the mandatory processes. No new staff have been recruited to deliver NCFE products. The college has shared several CVs for staff who volunteer and help out around the grounds and in the offices; most are previous students; however, they are not involved in the teaching of students. Organisational chart of the staff structure and Board of Directors seen.

3.4: The college confirms processes remain in place ensuring all staff are provided with accurate advice and support to enable them to identify and meet their training and development needs, via ongoing continuous professional development (CPD). One journal the college produces is the IBTC Times Journal, this issue looked at AI – Is an AI generated Jesus Problematic? And The Inspiring Journey of a Missionary Pioneer.

3.5: The college confirms procedures remain in place to ensure effective communication and appropriate allocation of time for team meetings and standardisation activities between all staff involved in the qualification(s). Weekly briefings take place each Monday for all staff. Academic meetings to check the syllabus and teaching are planned in the calendar and take place regularly throughout the year.

3.7: Marketing and advertising of all qualification(s) is clear, accurate, not misleading, and complies with our guidelines and can be viewed on their website. The college markets its courses in a variety of ways that include social media, the colleges website, open days, IBTC journals and posters. The NCFE-accredited courses are advertised with comprehensive details of what the courses entail and a list of the different types of learning activities, and the range of assessment methods that will be used.

3.8, 3.9: The college provides a course outline for the two NCFE-accredited qualifications they deliver. The admissions policy supports students when deciding what course to apply for. The course outline details the entry requirements, what the courses entail and how the course is delivered. Over the past year, the college has had to make changes to the programmes and reduce the length of the course and for students to have an appropriate level of written and spoken English. This is due to changes for international students and the length of time they can study abroad. Further information on this under 3.20. The courses are residential and students are offered a mentor within the college but also encouraged to seek advice and support outside as well, this might be in the local community or the church. The student handbook provides detailed information on the services and facilities throughout the college. The Student handbook explains the accommodation, training, study and research, health and safety and church contacts.

3.10: The college does not use RPL for its customised qualification.

3.11 Students needs are regularly reviewed and recorded throughout the course. There are several documents completed by the student, staff, and peers including a mentoring form, personal development portfolio, personal learning journey, and Ready Life Application.

3.12: A planned programme of delivery is in place, along with the course handbook. The college holds academic group meetings

and along with the IQA, they are responsible for ensuring the course content is clear and fit for purpose. Since the reduction in the length of the course, an assessment planning document is now in place to support students in planning their assessments to meet the deadlines. Students and teaching staff have found this to be very informative and supportive.

3.13: The college follows its data protection policy and keeps student details for three years, in line with NCFE's requirements. Students' work is stored on the IQA's computer and is password protected. Students' portfolios are kept in the classroom.

3.14, 3.15: The college produces its exam materials, and once downloaded these are kept on-site in a locked cabinet. All staff involved in the management, delivery, assessment, and quality assurance of IBTC should be familiar with the Examination and Invigilation. Policy and Procedures. Examination rules are also included in the student handbook. When the IQA receives the exam papers they print them out. Once they have been marked and the marks recorded, these are shredded.

3.16, 3.17, 3.19 The academic department is responsible for the registration, certification, and withdrawal of students as recorded in the Academic policy. Certificates are handed out during the graduation ceremony or if necessary, these are posted out by signed for delivery. Should a student be withdrawn from the programme, NCFE will be informed and their registration cancelled on the portal

3.18 Students are encouraged to complete the student surveys. Information from these forms is used to improve the content and structure of the lessons and improve the student journey. Following the last survey for the Level 5 Diploma in Applied Theology, the staff implemented several actions, these included a Cultural Induction and inviting previous students to stay for a week to support the transition for new students.

3.20 The college holds academic review meetings to ensure the integrity of the Level 4 certificates and Level 5 diplomas. Due to changes in visa status for overseas students, the college has had to adjust the length of the courses from 9 months to 6 months. The course has been slimmed down without losing any of the content. Staff feel the course is now more focused and it has not impacted the content or learning outcomes for the qualifications. Changes introduced include students having a good level of English before applying and a two-week placement in a suitable setting taking place before enrolling. The comprehensive induction now taking place online before students arrive.

Section 4: Action Plan for Centre

Management Systems and Administration

Action:	There are no actions required for this section
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Section 5: Action for Quality Reviewer or Head Office

Action For	Action Required	By when
Quality Reviewer		
Head Office		

Section 6: Additional Information Sheet

Any additional comments regarding the review

My thanks to Gordica and Rebekah for facilitating this AMR review and for completing and uploading your Self-Assessment Form and additional evidence promptly.

Following your review, your Risk Status remains Low and this will show on your reports.

Your next AMR is scheduled for 4 March 2025.

Following today's review, you will receive an engagement survey following your review which will be sent to your Programme Contact. Can the Programme Contact, if different from the contact facilitating today's review, please forward this survey to them? We really appreciate you taking the time to feedback.

Bright Surveys - how to improve customer engagement with these.

Appendix A

List of products centre is approved to deliver with active registrations within the last 2 years

QA Group	Product Number	Product Name	Product Contact and email address	Number of Registrations	Number of Certifications	Date of Last Registration	Date of Last Certification
Customised Qualifications	CQ11516	Level 4 Certificate in Applied Theology	Gordica Karanfilovska gordica@ibt.org.uk	6	0	15 January 2024	
Customised Qualifications	CQ11569	Level 5 Diploma in Applied Theology	Gordica Karanfilovska gordica@ibt.org.uk	8	8	10 January 2023	20 June 2023