



College Business Development Plan

Anglo Skills College: Knowledge – Skill - Power



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Approved By:	Farooq Mir, Principal 



Overview of Business Development Plan;

The college development plan is the part of overall strategic plan. We setup the goals and objectives in our three-year strategic cycle. The set goals and targets are highlighted in the strategic plan, but we would like to explore all these goals in college business development plan.

Anglo Skills College is an institute committed to providing wide range of academic and professional courses especially in the areas of business and English Languages and vocational studies, to fulfil the needs of the 21st Century.

ASC aim to establish strong plan to meet and achieve the targets through different analysis and surveys done during the last period of development plan cycle.

The survey and questionnaire from students and learners would enable us to set the goals of teaching and learning and improve the quality of teaching for next cycle and provide the best place of learning resources and support for their future success and attainment. To get more sustainable business to grow, we have also setup the goals to expand our marketing and student's recruitment by offering wide range of courses at different level from Level 1 to Level 7 by reviewing the previous 3 years cycle of college business.

Previous Development and Achievement 2013-15 (Short Term Goals)

What we have Already Achieved

From April 2013 to March 2015, Anglo Skills College was running English language courses which includes, ESOL, General English, FCE and IELTS (B1- C1 Level) preparation classes along with the undergraduate business courses. Most of the students during this period were local and European back ground. They registered for English courses for maximum 6 month and minimum period is 3 months to achieve one level. Most of the students are registered to learn English for communication, English for work and IELTS preparation.

We have also run a short training courses from 2013- 2015. We have worked with different internal student's clubs from Middle East and Europe's to provide those in house short training skills courses and trained 800 students and professionals.

In English languages courses, Anglo Skills College have trained around 200 students. Most of these students have learned English for communication purpose and English for work, who completed their courses. The courses are between pre-entry levels to advance level. Some students have very excellent feedback, which provided more strong foundation to college to expand and improve the quality of courses. Our undergraduate courses are level 4 HNC, level 5 HND, level 7 in business studies.

Now we have wide range of teaching and learning material for these courses at each level from pre-entry to advance level from different prestigious awarding bodies. Therefore, we keep their full record and keep profile of all the students whose first language is not English.

We have developed our own assessment procedure to assess the students to complete their need analysis. This would further give us the idea about the students learning needs at initial level. So the teacher has a clear picture to teaching those students in the given time scales of 3 months.

Since our establishment, our development plan for the next three years consists of three main elements:



1. **Knowledge:** To provide an institute where knowledge is both taught and distributed to ensure all students have the opportunity to gain knowledge to better their careers and personal aspirations
2. **Skills:** To transfer skills with the aid of many prestigious awarding bodies so we can provide a diverse range of courses and subjects
3. **Power:** To further grow and prosper as a college so we are able to empower more students and teachers so that we can expand and grow.
4. Anglo skills college is growing progressively to meet the current need of local and international market and has develop the strong link with local and international business to offer wide range of education and training services to the business.
5. We have wide range of courses of BTEC degree level up to level 7 and NVQ L3 and L4. We are subcontractor with pathway group to run the funded courses through SFA for two years and run the subcontract funding for more than 100,000 pounds during this period.
6. In year 2016-17 we meet the financial health assessment to pass the 3 areas of
 - A) Subcontracting with financial history. But this year account is not ready until July 2017.
 - B) Track record of delivery and achievement of 100 % of funded courses.
 - C) High level of internal and external quality assurance track record as training provider.

What we offer...

Our programmes and courses are career-oriented and designed for current global industrial demand as well as future need for individuals. Therefore, our stakeholders are many and varied. We deliver an extensive range of courses through vocational routes comparable with UK National Qualification levels in areas of Business, Management, Human Resource, English Language, Travel and Tourism, as well as Information Technology. These range from entry-level certificates to Advanced Diplomas like BTEC HNC, HND and level 7 Leadership courses, which have progression routes to degree qualifications at UK universities as well as professional credentials which are recognised all over the world. Moreover, these courses are accredited by prestigious UK awarding bodies such as OCR, Edexcel, City and Guilds etc.

Our aim...

Our aim is to provide opportunities to all types of students who cannot obtain the required qualifications through mainstream institutes, or when their circumstances have in some way prevented them from continuing their professional development. Therefore, our courses are flexible and correspond to their needs in their existing or future professions.

Anglo Skills College main achievements is that in short space of time they have managed to get accredited by many prestigious awarding bodies which has enabled the college to offer a wide range course. Our aims are to attract two types of student's community national and international students by offering wide range of courses at Anglo Skills College.

Next College Development Plan Cycle (2017-19)

By reviewing all different areas of business development, we setup goals and targets for Next 3 years. As the part of strategy our college development plan reflects in terms of all key areas of its operation.

- **Goals 1** – Continually maintaining and raising its education standard through ISI or any quality assurance body audit and inspection. Our first aim is to achieve the Grade 1 report in all areas of ISI inspection and assessment.
- **Goal 2-** Anglo Skills College is tier 4 sponsor to recruit international students around the world. It is our aim to offer our services to wider international community and Maintain the UKBA Sponsor



licence for tier 4 general students to reach wider international student community.

- **Goal 3.** Expend our courses to the EU and home student's community. To attract the local and EU students, our aim is to register with Skills Funding Agency and apply for funding through subcontracting.
- **Goal 4.** Anglo Skills College is successfully completed first Cohort of BTEC HNC with Edexcel. Which means we have successfully passed the academic management review and standards verifier visit. Our aim is to maintain our educational standards and expand our courses range to the higher level HND and Level 7 to achieve the Direct Claim Status.
- **Goal 5** – Expand our marketing strategy for wider community by offering the wide range of courses from level 1 to level 7 and establish the links with local and international business to provide the skills focused courses to improve the current gap of local businesses and organise the skilled training to meet the current needs of local workforce. Excess to funding and contract to provide the education and training courses for the local community and trained the workforce for local business through sub-contracting.
- **Goal 6.** Registered with SFA to gain the direct contract and funding as a prime contractor.

Development in Teaching and Learning

Anglo Skills College have developed its own system of teaching and learning, which start from initial assessment of the students and course delivery process. Teachers have their own scheme of work in all courses currently running at the college within the time schedule.

College have also have aim to develop and improve the mechanism with and teaching and administration that teachers have weekly meetings with senior management to discuss any teaching and learning issues in term of delivery. In our professional practice the teacher must submit the lesson plan one day before the lesson delivery through email to the admin office. So, teacher and admin office strongly connected in term of course delivery process. We would like to develop and improve these practices at high professional level.

Student attendance is one of important aspect to make a progress in the course. Irregularities in attendance would make the students' progress inefficient and rusty. We have plan to improve our communication system with students and make it more efficient.

In our previous practice of student's admission, Prospective students would need to fill up the application form, which include student's personal information and evidence of their immigration status to meet the UKBA compliance and their course eligibility. Anglo Skills College uses two methods to record this. One is electronically recorded via Microsoft Excel and the other method of recording is student filing via a filing cabinet. Anglo skills college aim is to attract local and international student with equal ratios. Therefore, one of our main strengths as a college is that we are incredibly flexible in terms of when we run our classes for e.g. we offer classes' full time, part time, daytime, evenings and weekends.

Following our previous students turn over, it is our aim to attract more students for next cycle to accommodate the needs of our students and be able to provide times and days which suit their individual needs available for all types of students aged 18 and above and through this we can cater the needs of all students and their individual needs and expectations in future.



Staff Development and training

Anglo skills college has aimed for continues professional development policy since of its establishment. Currently we have trained staff and have recruited some trained staff on self-employed contract.

The existing staff have offered training by time to time to improve their teaching methodology and experience through teaching observation process and feedback.

To achieve our targets, we have setup the time frame and we continue to review our progress toward achieve our targets in staff development.

Anglo Skills College is aware, before offering level 4 and above degree level courses, we need strong foundation in terms of HR, and Teaching and learning. From the experience of last cycle of three years development plan, we have improved the previous process of quality assurance through the guidance of frequent visits of external verifiers and quality assurance and ISI inspection and visits. The new development plan is more suitable to meet the current and future needs of college in term of trained and experience staff.

In case of expansion we have a plan to recruit more trained staff in placed to develop our internal quality assurance and business development

We believed we have strong business plan for current cycle to raise our resources, teaching quality and management and student flux in different courses and programme.

Growth of Learning Provision and development

In the last business cycle, Anglo Skills College were offering a wide range of English language courses which range from pre-entry level for those with little command of English language, to business level for those who feel that they could improve their language for professional purposes. We also had short English summer camps which are culturally-based programmes for groups to learn English while having the opportunity to practice and participate in activities with sightseeing.

Gaining and improving command of English could enhance an individual's career prospects, widen his or her network of contacts and friends and open a new sphere of discovery in the English-speaking world. What better place to study this diverse and exciting language than in the country of its origin?

We also recognise the ongoing role of English in the globalised society and its necessity for modern career-seeking professionals. To this end, we offer a range of accredited and non-accredited courses to gain internationally recognised qualifications such as IELTS, Business English from A1 to C1 Level and BTEC HNC/HND Level 4/5 courses and in-house training courses

For the next period of cycle, we are planning to start marketing on Edexcel HNC Business Level 4 and Strategic Management & Leadership Level 7 for those students who want to progress onto degree or masters qualifications and work in the field of business and also recruiting the foundation degree students.

Staff Development and HR Management

Staff development and HR management is one the key area for business development. Anglo Skills College is always working towards its staff improvement and HR development. Now we have staff recruitment panel, who is responsible to recruit the quality staff by shortlisting on the basis of their qualification, experience and subject knowledge.



To run our HNC level 4 and BTEC Level 7 courses, we have criteria to recruit highly qualified staff who have degree and above level academic qualification along with teaching qualification supporting teaching and learning, DET or doctor level qualification with vast teaching experience.

Similarly, for English language courses, we have qualified English teacher, who have degree in English along with CELTA or DELTA or TESOL qualification. Anglo Skills College has successfully recruited qualified staff, who have advance knowledge and skills of assessment and development curriculum and teaching material. Who can also assess the work and internally verified the students work to meet the high-quality education standards.

We have also staff development policy and procedure, which include staff CPD procedure and any arrange any additional training if college required.

In 2016, Anglo Skills College also reviewed its staff development plan and now our organisational structure is further subdivided into different departments like administration office, academic office, internal quality assurance team, and Marketing and IT development.

Staff member are some additional responsibilities in the college along with their main duties.

Quality Assurance in Teaching, Learning and Assessment

Anglo Skills College (ASC) is progressively working to establish its robust teaching learning and assessment procedure to ensure all teaching delivery and assessment practices and decisions are regularly reviewed on a termly basis and evaluated to ensure the validity of the award of credit.

As an educational and training provider, Anglo Skills College has aim to develop its full Educational Quality Assurance Plan, which includes all internal quality assurance procedures with regards to staff development, teaching and learning and students' assessment, progress and achievement. All action plans have been developed at the start of the BTEC Courses.

After Approval UKBA Tier 4 licence, and ISI inspection to meet the education standard, Anglo Skills College has aim to develop its full Educational Quality Assurance Plan, which includes all internal quality assurance procedures with regards to staff development, teaching and learning and students' assessment, progress and attainment.

All action plans have been developed at the start of the BTEC Courses to develop staff professional skills at required standard.

To achieve these standards, I have registered myself for internal quality assurance course at the beginning of 2014. In September 2014 I have achieved the full internal quality assurance with A1 and V1 qualification, which give me in detailed knowledge of internal assessment and quality assurance at high quality level. Now, we have developed the plan to manage the gaps and fully reviewed initially to check the quality and competencies of assessor work right at the starting of the course until the end.

As an internal quality assurer, making sure the teaching and learning process should be smooth and robust, I have established the regular monitoring and observation system for Tutors and Assessors to make sure that the course run smoothly from the start to the end. To maintain the quality of teaching and learning, I have also planned to observe and monitor the classroom teaching in two weeks' time. This plan would further enable us to establish full feedback followed with monthly meetings, professional discussion or by review of the quality of assessment records.



From January 2015, Anglo Skills College has developed the full mechanism of teaching, assessment and student feedback. The tutors and assessors are aware that they must produce the scheme of work and ILPs and this would be assessed and verified from the College IQA, before starting course delivery. Which is linked with the monitoring process of teaching and learning. In this process to ensure that the lesson plan, lesson activities are delivered according to scheme of work. By completing each unit, to ensure that each student on the course has been provided formative feedback by the assessors. If necessary, advise them any changes and development needed in course delivery and summative feedback is completed for final assessment and verification process. Finally, we have our internal quality assurance procedure to conducted standardisation meeting and review by involving all assessor and admin staff in the team and record all meeting minutes, documentation and outcomes, the internal verification documents and all records should be placed in the file. From 2017 we have started to train our more staff to gain assessor and verifier qualification as a part of quality assurance to raise the standard.

We have successfully completed our 6 years of delivery and tracking record of BTEC courses. ASC have achieved 100% achievement of student's attainment in BTEC Courses in business. The internal quality assurance of these courses is tracked and monitored on regular basis until student's achievements and progress. Finally, our assessment board is approved the student's courses work and recommend for final qualification and certification.

Student's Recruitment and Student Welfare

Anglo Skills College has developed its fair and strong student's recruitment procedure for international and home students. To recruit international students, we make sure, that students are interviewed and fulfill the admission criteria for higher education (level 4 to level 7) course and English language competency. We assess the students through skype interviews, even if students fulfill the basic requirement of admission. For local students, we have established the initial functional skills test. These arrangements are very much helpful for students' progress and achievements. Tutors are also clear idea about the student's education level and is best time to set the targets for students at initial stage, if any weakness is identified at the start of the course and can be overcome with the manageable time scale.

Once the students are enrolled, it is job of admission team to give them full induction about the college. Anglo Skills College has established full induction programs, which is fully inclusive with all essential information for local/ EU and international students. This admission pack include pre-arrival information and local transport, accommodation information. We are also providing full induction day, which cover, health and safety procedure, fire risk assessment and first aid and public liability insurance issues through presentation and workshops.

We have also dedicated student's welfare officer, who is responsible to choose the students from each department as a student's councilor and organizing meetings with students to arrange study tours and social events and students are encouraged to organize their own social programs. Student's welfare is also responsible to organise student events and seminars to facilitate the student's communities with current advanced knowledge and skills.

Students are also well informed if they are registered with NUS (National Union of students) to get lot of offers and discount in traveling, purchasing on store national rail and transport system. Student's welfare is also responsible to arrange the local trips and tours for students.



Students are also informed through notices board about any ongoing event and seminars. College have also established the student's net page on its websites, to provide up-to-date information through student's welfare.

We have equal opportunities policies to make sure, that students are treated equally, without discrimination of gender race and age. Our student's department is strongly follows of our equal opportunities policy, which provide the opportunities to the students and welcome students from all backgrounds, genders and race and ethnicity to participate in our social and study programs. Welfare officer also choose to have student representatives for each course and class, so they have direct links with the management team where they can discuss any student issues or concerns. Which, we would explain on induction day.

Marketing and Development Strategy

Anglo Skills College is progressively developing its marketing strategy. Marketing strategy is focused on both types' students' community sectors national and international students. We have plan to recruit students each year according to our catering capacity and staff availability. Since 2011, we are successfully running short term summer course in summers. Which is gradually growing every year. It is our planning to expand this market area on wider international community level. Review our Marketing Strategy under the reflection of our previous marketing strategy, continuously overseeing and over-viewing our marketing strategy to generate the strong financial review for successful college in future.

In 2015 we have planned to expand our marketing in Europe and Middle East and South Asia. At the same time, we are focusing on local communities to attract more local students. Our HNC/HND and Leadership level 7 courses are very compressive to provide strong foundation for bachelors and master programs in UK universities. To attract local students, we know the main stream funding is the key point to attract local students. We are registered as education and training provider (ROTO) with skills funding agency. Which means, we are eligible to tendering and bidding the educational funding contracts through main stream procedure. We are also eligible for subcontracting for employability and job search courses.

In September 2015, we are invited from skills funding agency to bid for 24 + loan provision for level 2 and 3 courses. Which means, we would be able to excess on government funding to offer our courses for local student's community to provide education and training to fill the gap of local and national labour market. We are actively working on this project.

Our English language school is successfully progressing to attract students from all part of the world. In 2015, we are also planning to register with British council to expand our English language school for international students. We have recently applied for accreditation process. This would give us the access on student's agents and students community on worldwide.

To grow our marketing, we have planned to recruit experience and professional marketing team to use all possible modern marketing resources, website search, marketing material, leaflets, social media, Facebook, LinkedIn, Twitter and local radio and newspapers.

We have recruiting staff for marketing to widening our marketing for wider community.

In 2015, we have also decided to Hire consultants and bid writers to compete the local educational and training contracts. We have also established strong review procedure of marketing through on



line surveys and student's questionnaires to improve and develop more successful marketing strategy.

In 2016, we have been subcontracted with Pathway Direct to secure 60,000.0 funding from student learning loan. We have run these funded courses for two consecutive years and trained 50 people from diverse background community. Our achievement is 100% in student's progress and course completion.

In 2016-17 we have run 3 courses of L3 in Child Care and teaching assistant L3.

In 2017-18, we have been approved from Saudi government to teach academic and general English on Tier-4 Visa. In 2018, we are expecting 10-15 sponsored students on tier 4 visa, 20 students from sponsored dependent students.

In April 2018, Anglo Skills College is approved to deliver DWP Funding for local claimants. We have planning to extend these services to other cities in 2018-19.

Ensure Stability, Sustainability

We believe the most important part of college development plan college growth and sustainability. All our targets and goals can be achieved through continuous growth and business development. This would further enable the college to recruit more students and develop the strong team of staff to expand the capacity of college. Anglo Skills College believe that there is no end of any organisations towards its development and progression.

For successful and sustainable organisation, it is important to have an experienced staff and professional team work structure. We always looking to improve this area. We believe strong and experienced team can achieve the target and goals of success of the college. For sustainability and stability, it is important to review the progress and development through team work coordination and strong management strategy. Anglo Skills College have established strong procedure of development to expand its business by offering wide range of courses to attract the local, EU and English language students to be sustained enough for longer time.

Further Developments and targets over the next three years 2018 – 2020

In this development plan cycle we should have strong internal quality assurance systems to aspire further development and prosper in the three key sectors of teaching & learning, management & Leadership and education & training. Our development for the next three years will outline the following key areas:

In 2018-19, ASC aim to continue to develop a high standard of teaching and learning across the college.

Anglo Skills College is applying for registration with Ofsted for students for BTEC HND and L7 courses to qualify for funding 2019-20. We are in the process of preparing and reviewing all policies and procedure according to the new regulation to qualify for the HCFE funding. We are in the process of completing the application in August 2018.

In 2018-19, we have been approved for DWP funding and expanding our delivery for funded courses to different cities of the United Kingdom and started working towards it.

In 2019-20, We are planning to run funded L3 and above NVQ and RQF courses in business, child care, education and training and health and social care sector.

To ensure, how to achieve this target, we setup the plan which include the teacher's observation and student feedback and follow up these feedback for further development and improvement.

This improvement is recorded and discussed in the monthly minute meeting and arrange further training if needed. This would further include to the staff appraisal process.



To ensure effective delivery, fair assessments, support the staff and students to ensure student achievement

Anglo skills college is successfully completed its 6 years of delivery for L3 and above level courses. Which enable us to develop the rigorous system of delivery and assessment and progression.

All tutors have been observed and supported on regular basis and provided full training, where and when its needed. Tutors are also provided up to date training for new educational changes and improvements. In our regular staff meetings, all process of teaching, internal assessment and student's attainments has been discussed and followed up for future improvements through our continues professional development procedure and schedule and any other arrangement for staff training. This continue process of interaction and coordinating of tutors with internal verifiers and assessors have make enormous improvement in student's attainments in terms of producing the quality of work.

Develop an assessment board process in accordance with the QAA Quality code expectations.

The academic board consist of senior academic staff members and principal to meet quarterly to start working to share their assessment and marking practice and have advantage to adopt the good practice in assessments. The IQA have a regular meeting to discuss with the tutors and assessors and provide regular advice and guidance if needed. Which enable internal verification process to drive and maintain the quality of education and assessment standards.

Higher education staff development to promote opportunities for staff participation and training

We are always keen to nominate and recommend the dedicated staff for any ongoing training for professional development. Many staff members have got advance skills and training with up to date knowledge of professional practices.

Maintain a strong and effective management system.

To achieve the targets, we have reviewed all areas of development of the colleges in the minute meeting and explore the gaps in any areas and then set up the time schedule to improve those gaps. In our regular management meeting, we raise the points for further development and follow-up until for target achievement. There are regular meeting taking place to maintain and communicate to achieve all the targets and goals for each area of development.

Implement Quality assurance reporting, evaluation and internal audits

The key to an organisation's success is to manage those risks effectively and as effectively as stakeholder's demand.

As a small college, we have strong communication process to reduce the risks and have evaluated how to assess the quality of risk management processes, systems of internal control and corporate governance processes. Evaluating internal controls is wide ranging because everyone from the admission office to academic office is involved in internal control. The regular meeting is continuing development process and advice and guidance are provided at all level of management. The college is also having the system of continually reviewing the compliance of quality of education and training standards. To ensure that college is adhering to rules, regulations, laws, and codes of practice, guidelines and principles as they apply individually and collectively to all departments of the college.

Further & Higher education and training



- Formulate and deliver an expanding range of excellent curriculum for Further/Higher Education and Training, in line with the east midlands region to appeal to more local and national students.
- Develop five foundation courses which are reflective of demand from regional and international industry
- Implement Higher Education scholarship streams to help support the planned growth in demand for Higher Education.
- Develop a language school, offering courses in Spanish, Italian, French, Arabic and Urdu.

Marketing

- Reach to a wider range of students (nationally and internationally) to provide quality teaching.
- Develop international and national links with appropriate training providers and educational agents.
- To support employability, careers advice and guidance for students
- Design new marketing materials (leaflets, prospectuses and posters) and distribute around Nottingham
- Implement new marketing strategies and advertising campaigns locally and internationally (Bus advertisements, radio adverts, stalls in city centre).

Sub-Contracting: Develop the link with local business and job market to trained and facilitate the workforce to provide up to date training and skills to cover the gap of local job prospect especially focuses on workforce working in in child care and education and teaching sector. We have trained 60 peoples in child care sector to provide L3 qualification and skills to cover the skill gap of local schools and nurseries through subcontracting and utilized the 100,00 SFA funding to train the local workforce and achieved the 100% success rate to complete the qualification. In 2016-17 we have run funded courses in child care and supporting teaching and learning and trained 30 learning with 100 % students achievement. In 2017-18, we have continued this contract for trained 25 more learners have achieved the qualifications and finally get into job.

E Learning:

VLE learning is one of recommendation of last ISI visit. Creating a Virtual Learning Environment for full time BTEC students to support learning and activities out of contact learning hours. The college has setup its VLE /Moodle website system and students and teachers have been provided full training how they could be connected through the VLE system. The VLE system is also linked with the Anglo skills college main websites. Students and tutors can login and get access and communicate with each other through VLE. Now it is easy for students and tutors to communicate more frequently. The office administrator is also having administrative control to monitor the day to day learning and teaching activities. This would provide the opportunity to develop more active communicating with students and tutors. This would further useful how Implement an online applications processing facility and how to develop online resources and e services for students and implement an online student notice board, so they have a form of ownership and can take responsibility for their learning.

In 2018-19, we are planning to start our BTEC HND business and L7 Leadership and strategic management courses through distance learning globally. All these courses could be Delivering through E learning platform.