

Inspection documentation

Please note that in order to comply with GDPR requirements, some documents may need to be redacted or edited before being sent to inspectors. In general, it is your responsibility to ensure that documents sent are compliant with GDPR, but in a number of cases we provide specific guidance. Documents where specific guidance is provided are glossed *GDPR* in this list and the guidance is provided in the relevant part of the Appendix.

Stage 1

Initial background documentation

These documents in stage 1 inform the initial setting up of the inspection, allowing the Unit and inspectors to understand the size and location of the organisation.

You must send documents 1 and 2 to the Accreditation Unit by the application deadline specified.

The Accreditation Unit will send documents 1, 2, 3, 4, and 5 to the inspectors when the inspection is confirmed.

The reporting inspector will request documents 6, 7, 8, and 9 from you as soon as s/he receives confirmation of the date of the inspection (send to the inspectors, not the Unit). At the same time, the reporting inspector will agree with you arrangements for the preparation and dispatch of Stage 2 documentation.

Stage 2

Inspection preparation documentation

To be sent by the provider directly to the inspectors electronically at least ten working days before the start of the inspection.

(See www.britishcouncil.org/sites/default/files/sending_documentation_2018.pdf)

In many cases, templates of documents used are required rather than actual samples of completed documents. All documents and templates to be taken from current use, not specially prepared.

Stage 3

Documentation to be reviewed on site

Confidential material.

Any bulky paper material (e.g. completed paper feedback forms).

(T) = Template available on the website

The bold type indicates the name of the document as it appears in the *Criteria, requirements and guidance* document, where the reference number is also used.

Stage 1: initial background documentation

Please see above for information about what needs to be provided at what time.

1. ***Inspection application*** form (T)
2. **Brochures**
3. **Previous inspection reports:** last full inspection and any subsequent spots/interims
4. Any significant **correspondence** between the provider and the Unit or student/agent complaints
5. **Annual declaration** including *Declaration of legal and regulatory compliance* and any *Notification of change* forms (current year only) (T)
6. **People to be seen form***

7. Any **action plan** and evidence relating to Points to be addressed from previous inspection(s) (*T*)
8. **Site plan** of main premises and description and location of any additional premises (on any campus plans, please indicate location of ELT offices and probable teaching rooms)*
9. **Organogram** including all management and academic staff for ELT and the wider organisation where appropriate*

*Any updates to these to be notified to inspectors at time of first contact

Stage 2: inspection preparation documentation

Management

10. **Organisation plans** (*T is optional*) see guidance for M1, M2
11. **Self-evaluations** (*T is optional*)
12. **List of staff:** all current administrative and welfare staff, involved with ELT students, stating relevant qualifications and experience (*T*) *GDPR*
13. **Job descriptions** for all relevant management, academic, administrative, and welfare staff including the person in overall charge, e.g. the principal or CEO *GDPR*
14. **List of types and frequency of meetings held**
15. **Recruitment documents:** description of recruitment procedure(s); documents relating to staff recruitment, e.g. application forms, interview pro-formas, reference request pro-formas *GDPR*
16. **Induction documents:** description of induction procedure(s); documents relating to staff induction, e.g. description of areas covered, induction checklist *GDPR*
17. **Appraisal documents:** description of staff appraisal procedure(s); documents relating to staff appraisal, e.g. pro-formas used, any guidance notes *GDPR*
18. **List of CPD:** internal and external activities for all staff for the previous 12 months *GDPR*
19. Document setting out the **policy on student absences** and how this is made available to staff and students
20. **Complaints procedures:** description of the procedures for making a complaint and how information about this is made available to students and parents/legal guardians
21. **Feedback procedures:** description of how feedback from students and staff is collected, analysed, and acted on; samples of proformas or templates for feedback
22. **Description of publicity**, including social media, e.g. what is available, which is the main medium, any translations
23. **Description of closed groups:** any arrangements that have been made with closed groups, over the preceding six months, that are additional to, or changes to, terms specified in publicity

Resources and environment

24. Any **map/floor plan** or site information that would help in the planning of the inspection, including the location of teaching rooms
25. Any **policy statement or records relating to resources**

Teaching and learning

26. Completed **spreadsheet** for all academic staff working during the week of inspection (both overall staff summary worksheet and the detailed individual records worksheet) (*T*) *GDPR*
27. **Rationales** for any T1, T2, T4 exceptions (*T*) *GDPR*
28. **Qualifications evaluation** form where the status of ELT/TESOL qualifications is uncertain (*T*) *GDPR*
29. **Current timetable:** comprehensive and accurate class timetable for the inspection period so inspectors can easily see which teacher is teaching which class, in which room, at what time; all break periods should be clearly indicated *GDPR*
30. **Description of cover arrangements** for absent teachers
31. **Syllabuses or related guidelines** for course design for all course types run
32. **List of closed-group courses** run in preceding six months
33. **Description of placement procedures**
34. Any **tutorial proformas** *GDPR*

35. **List of any examinations** for which preparation/guidance/enrolment is provided
36. **Description of end-of-course certificates/reports** provided for students; related templates *GDPR*
37. Any written **description of assessment criteria and procedures**

Welfare and student services

38. Completed current **premises risk assessments** for all premises where students are taught and/or accommodated
39. **Abusive behaviour document**: document setting out the policy for dealing with abusive behaviour and behaviour that may lead to extremist radicalisation, and how staff and students are informed of this policy
40. **Description of accommodation offered**: type and location of any accommodation offered by the provider
41. Comprehensive and accurate **list of accommodation in use** during the inspection period so that inspectors can easily see where all students in accommodation arranged by the provider or its agent are staying *GDPR*
42. **Accommodation placement**: sample documents relevant to the placement of students in accommodation: *GDPR*
 - application form for prospective hosts
 - inspection form/checklist, including safety and suitability
 - letter of agreement between hosts and provider
 - information/advice for hosts
 - information/advice for students
 - pricing and payment details
 - booking confirmation letter for students/hosts or residence
 - evaluation form
43. Any **current leisure programme** covering the inspection period
44. Documentation setting out the policy on **supervision ratios** for leisure activities both on- and off-site, and the provision of training for staff leading these activities
45. **Information for group leaders**: any information for and/or agreement with group leaders *GDPR*
46. Samples of **risk assessments** and emergency plans relating to the supervision of activities, and guidelines for responding to situations where students are at risk
47. Samples of any **leisure activity information** packs for students
48. Any **previous leisure programmes**, for the preceding three months

Safeguarding under 18s

49. Documentation setting out the **Safeguarding policy** and how the requirements of the policy are made known to all stakeholders (e.g. staff, students, parents, homestay hosts, contractors)
50. **Parental consent** template(s) *GDPR*
51. Description of how the **24-hour emergency** contact number is made known to students

Information for staff and students

52. **Staff handbooks/notes**:
 - any information for administrative/support staff
 - any information for residential staff
 - any information for activities staff
53. **Teacher handbook/notes**:
 - relating to academic resources
 - guidance about teaching
 - description of course structure
 - guidance about teaching performance.
54. **Student handbook/notes**:
 - advice about coming to and living in the UK
 - information on welfare and student services
 - any information on safeguarding

- course rules/conditions
- information relating to academic resources
- course description/methodology statement
- guidance notes on examinations
- information on any library or self-access centre.

Stage 3: documentation reviewed on site

Management

55. **Minutes of meetings**
56. Signed **staff contracts** (with terms and conditions of service)
57. **Teaching staff records** – including copies of Level 6 and ELT qualifications
58. **List of appraisals** within last 12 months and evidence that these have taken place
59. **Completed enrolment records**, including booking terms and conditions, and evidence of payments made for specified services, e.g. course type, duration, taught hours, accommodation, transfers
60. **Students records**: students' local contact details and their designated emergency contact
61. **Attendance records**/registers
62. Record of **follow-up for student absences**
63. Completed **student feedback** forms and record of follow-up action
64. Records of **staff feedback** and any action taken
65. **Records of any complaints** and action taken

Teaching and learning

66. **Observation records** for teachers with MAs in TESOL or TESOL-related subjects with no observed teaching component, minimum five hours
67. **Teacher observation records and feedback**
68. **Course documentation for past courses** including any closed-group courses run in last six months which are of a course type not seen during the inspection
69. Sample copy of any **placement tests** used
70. Sample copy of any **progress, mid-course and exit tests**
71. Sample of any **completed tutorial records**
72. Sample of **completed leaving certificate/academic report**
73. **Class profile** for each class running during inspection showing nationality breakdown, and any specific needs or learning characteristics that individuals or the group as a whole may have (*to be available in class for the observer*)
74. **Lesson plans**, including teacher's full name, level/name of class, room number, aims, activities, any homework to be given, with copies of materials and handouts used (*to be available in class for the observer*)

Welfare and student services

75. **Safety log**: records of fire drills, accident/incident book
76. Dated **records of accommodation inspections**
77. **Accommodation records** including rooming lists for residential accommodation

Safeguarding under 18s

78. **Evidence of suitability checks**, references and criminal record checks etc., for all holders of roles involving responsibility for or substantial access to under 18s, including all resident adults in homestay providers, and group leaders. NB Copies of DBS checks should not be held on file; inspectors will ask to see certificate number and date issued
79. Samples of completed **parental consent** forms

Appendix: GDPR guidance

Stage 2 documents

1. Only non-completed templates of these documents should be sent to the inspectors. However, completed documents should be available for inspectors to view onsite.

Documents: 15, 16, 17, 34, 36, 42, 45, 50. Your privacy notice/data-sharing agreement with your staff and students should make it clear that this use is covered.

2. In these documents, names should be redacted before sending the document to the inspectors. However, a non-redacted version should be available for inspectors to view on site.

Documents: 12, 13, 18. Your privacy notice/data-sharing agreement with your staff should make it clear that this use is covered.

3. Note the specific guidance for these documents.

Document 26, 27, 28, 29: the completed versions of these documents (including names) need to be sent to the inspectors in advance for planning and verification purposes. Your privacy notice/data-sharing agreement with your staff and students should make it clear that this use is covered.

Document 41: Please send a list of homestay accommodation with the following fields

Host identifier e.g. number	Street name (not number)	Name of town or area	Postcode	Number of students currently staying	Ages of students staying (18+ or age if under 18)	Nationalities of students currently staying	Number of male and number of female students	If no students at present, does this host accept U18s?
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Please also prepare a 'key' matching the 'host identifier' on this list with the name of your host on your database/records. This key should be given to the inspectors on arrival and will not be taken away. Your privacy notice/data-sharing agreement with your homestay hosts should make it clear that this use is covered.

Stage 3 documents

These documents are only for viewing on site and are required for verification purposes. With the exception of document 74 (lesson plans), copies will only be taken off site with the express agreement of the provider. Your privacy notice/data-sharing agreement with your staff, homestay hosts and students should make it clear that this use is covered.

Data sharing agreement with Accreditation UK

Please see the 'Accreditation UK Information Sharing Agreement' which you have signed for more information about how we handle the information we receive.

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