**Organisation profile**

*Please do not leave blanks. Use N/a if this does not apply or 0 if number is zero at time of inspection.*

|  |  |
| --- | --- |
| Inspection history | Dates/details |
| First inspection |  |
| Last full inspection |  |
| Subsequent spot check (if applicable) |  |
| Subsequent supplementary check (if applicable) |  |
| Subsequent interim visit (if applicable) |  |

|  |  |
| --- | --- |
| Current accreditation status |  |

|  |  |
| --- | --- |
| Other related non-accredited activities (in brief) at this centre |  |
| Other related accredited schools/centres/affiliates |  |
| Other related non-accredited schools/centres/affiliates |  |

**Private sector** *Delete this section if provider is state sector.*

|  |  |
| --- | --- |
| Date of foundation |  |
| Ownership  *Please delete name of company and/or company number if not relevant. If deleted, state type of ownership arrangement.* | Name of company:  Company number: |

|  |  |
| --- | --- |
| Other accreditation/inspection  *Please list* ***only*** *accreditations from the drop down* | *If more than one applies use the drop down and text box* |

**State sector** *Delete this section if provider is private sector.*

|  |  |
| --- | --- |
| Type of institution |  |

|  |  |
| --- | --- |
| Other accreditation/inspection  *Please list* ***only*** *accreditations from the drop down* | *If more than one applies use the drop down and text box* |

**Premises profile**

|  |  |
| --- | --- |
| Details of any additional sites in use at the time of the inspection but not visited/observed *(location/normal use of site/when used/number of rooms used)* |  |
| Details of any additional sites not in use at the time of the inspection  *(location/normal use of site/when used/number of rooms used)* |  |

|  |  |  |
| --- | --- | --- |
| **Student profile**  *Please do not leave blanks. Use N/a or 0 as appropriate. Note ‘select month’ box in peak week.* | At inspection | In peak week:  (organisation’s estimate) |

|  |  |  |
| --- | --- | --- |
| **ELT/ESOL students** (eligible courses) | At inspection | In peak week |
| Full-time ELT (15+ hours per week) 18 years and over |  |  |
| Full-time ELT (15+ hours per week) aged 16–17 years |  |  |
| Full-time ELT (15+ hours per week) aged under 16 |  |  |
| Part-time ELT aged 18 years and over |  |  |
| Part-time ELT aged 16–17 years |  |  |
| Part-time ELT aged under 16 years |  |  |
| **Overall total** ELT/ESOL students shown above |  |  |
| Junior programmes: advertised minimum age |  |  |
| Junior programmes: advertised maximum age |  |  |
| Junior programmes: predominant nationalities |  |  |
| Adult programmes: advertised minimum age  *(18+ or precise age if under 18)* |  |  |
| Adult programmes: typical age range |  |  |
| Adult programmes: typical length of stay |  |  |
| Adult programmes: predominant nationalities |  |  |

|  |  |  |
| --- | --- | --- |
| **Staff profile**  *Please do not leave blanks. Use 0 if needed.* | At inspection | In peak week  (organisation’s estimate) |
| Total number of teachers on eligible ELT courses |  |  |
| Number teaching ELT 20 hours and over a week |  | *Do not complete these* |
| Number teaching ELT under 20 hours a week |  | *greyed-out boxes* |
| Number of academic managers for eligible ELT courses *(**If a teacher has some academic management responsibilities, enter them here and NOT as a teacher)* |  |  |
| Number of management (non-academic) and administrative staff working on eligible ELT courses |  | *Do not complete these* |
| Total number of support staff  *(e.g. catering, maintenance, drivers directly supporting the ELT operation.)* |  | *greyed-out boxes* |

**Academic manager qualifications profile***Please read the Notes below before completing this section.*

|  |  |
| --- | --- |
| Profile at inspection | |
| Professional qualifications | Number of academic managers |
| TEFLQ qualification |  |
| Academic managers without TEFLQ qualification or three years relevant experience  *(NB Rationales need to be prepared for academic managers in this category)* |  |
| Total |  |
| Comments  *Please add any comments below – not on this greyed-out line. Please give information about the number of hours teaching academic managers are scheduled to do during the week of the inspection.* | |
|  | |

**Teacher qualifications profile**

*Please read the Notes below before completing this section. Please do not leave blanks. Insert 0 if needed*

|  |  |
| --- | --- |
| Profile in week of inspection | |
| Professional qualifications | Number of teachers |
| TEFLQ qualification |  |
| TEFLI qualification |  |
| Holding specialist qualifications only (specify) |  |
| Qualified teacher status only (QTS) |  |
| Teachers without appropriate ELT/TESOL qualification  *(NB Rationales need to be prepared for teachers in this category)* |  |
| Total |  |
| Comments *Please add any comments below – not on this greyed-out line* | |
|  | |

***Notes***

* *Please see the Handbook section 4.2 and T1–T2 for guidance. You may find it helpful to complete the ‘academic staff profile’ spreadsheet before working on this summary.*
* *Please give details of all teachers timetabled to teach during the week of the inspection.*
* *Count each teacher only once. For example, if they are both TEFLI and TEFLQ, then enter them only as TEFLQ.*
* *Specialist qualifications are relevant only where the teacher is teaching only ESP or EAP courses. If the teacher teaches any general English and has specialist qualifications only, enter them under ‘Teachers without appropriate ELT/TESOL qualification’.*
* *QTS. If they do not have an ELT qualification, enter here any teachers working only with under 18s whose QTS subject specialism is related to ELT (e.g. modern languages or English) or is primary QTS; otherwise enter them under ‘Teachers without appropriate ELT/TESOL qualification’.*

**Accommodation profile**

*Please do not leave blanks. Use N/a or 0 as appropriate.*

|  |  |  |
| --- | --- | --- |
| Number of students in each at the time of inspection (all students on eligible courses) | | |
| Types of accommodation | Adults | Under 18s |
| *Arranged by provider/agency* |  |  |
| Homestay |  |  |
| Private home |  |  |
| Home tuition |  |  |
| Residential |  |  |
| Hotel/guesthouse |  |  |
| Independent self-catering e.g. flats, bedsits, student houses |  |  |
| *Arranged by student/family/guardian* |  |  |
| Staying with own family |  |  |
| Staying in privately rented rooms/flats |  |  |
|  |  |  |
| Overall totals adults/under 18s |  |  |
| Overall total adults + under 18s |  | |

*Please check that the total number of students in the accommodation profile is the same as the total number of students reported in the student profile.*