BRITISH COUNCIL

Guidance for sending documentation

All providers are asked to provide pre-inspection documentation (Stages 1 & 2) electronically, rather than in paper form. This is also the case for on-site documentation (Stage 3), which may also be presented electronically – though any documents which are normally stored in paper form may, of course, be presented in this way.

1.   Before the inspection

Stage 2 documentation: what are the options?

There are two options:

1. All the documents are sent in electronic form.
2. Most of the documents are sent in electronic form; any that you do not have available electronically may be sent in paper form.

Please agree with the inspectors the means by which electronic documents will be provided (see below). If you need to send any documents in paper form, please confirm this with the inspectors (see below).

Preparing Stage 2 documentation

*   Stage two documentation is listed in the *Documents list* on the Accreditation Unit website. https://www.britishcouncil.org/sites/default/files/inspection_documentation.pdf This also contains guidance on the preparation of documents to comply with GDPR requirements.

*   When submitting documents electronically, it is helpful if you make a folder for each of the areas (10–54) of documentation listed, and put files of all documents relating to this area within the folder (even if there is only one document in the folder). Please do **not** make sub-folders inside the folders you create. This can lead to problems with the length of the file path.

*   Please be sure to label folders clearly with the document number from the list and a brief description, e.g.

    18 List of CPD

    20 Complaints procedures

    Please do **not** use the complete description from the Stage 2 list as the name of the folder or the name of the document. If you do, the length of the names may mean that the files cannot be processed on the inspectors' computers.

See **Appendix 1** for a sample set of Stage 2 documentation presented electronically.

Templates

Templates are available online for a number of documents. These are marked with (T) on the documents list and can be found at
http://www.britishcouncil.org/education/accreditation/information-centres/renewal (Open the tab 'Preparing for inspection (Stage 2)')

Please note that the teaching staff spreadsheet (document 26) contains two worksheets: (i) a

simple summary of name, qualification status, contract status, and DBS status; (ii) a

second worksheet asking for more details about qualifications and experience.

If you have any documents that are not available electronically, please inform the reporting inspector of this by email before the Stage 2 documentation is sent to the inspectors and indicate the number(s) of the document(s) concerned.

Submitting Stage 2 documentation

The reporting inspector will discuss and agree with you how the Stage 2 documents should be sent to both inspectors.

There are two options:

1. Load Stage 2 documentation onto **a memory stick** and send one to the reporting inspector and one to the co inspector by post. Any documents you need to send in paper form can be sent at the same time. To comply with GDPR requirements, you should protect the files with a password and send the password to the inspectors separately.

   One way to do this is to buy a special password-protected memory stick. However, password-protected memory sticks created on a Windows machine will not work on a Mac – and vice versa. Since some inspectors use Macs and others use Windows, the best way to proceed is to make a password-protected zip file of the complete set of Stage 2 documents, and load this onto a normal memory stick.

   > 1. Make a master folder called 'Stage 2 docs *name of your organisation'* 2. Move the complete set of Stage 2 docs into this master folder
   > 3. Zip the master file and protect it with a password.
   > 4. Email the password to the reporting inspector and the co.
   > We recommend the use of *7zip* (Windows) or *keka* (Mac). Both of these are free, and they enable you create folders which are password-protected using the 7z compression method.

   Revised teaching timetables or updated versions of documents (e.g. to reflect new staff taken on at short notice) can be sent as email attachments during the two weeks up to the inspection. Any email attachments containing personal information should be sent as a password protected zip file.

2. Open a **dropbox** account (free at www.dropbox.com). Make a folder called 'British Council inspection *name of your school'* and make a folder within this called 'Stage 2 documentation'. You can upload Stage 2 documents to this folder and then share the whole inspection folder with both inspectors. Please be sure to **share** the folder with the inspectors. Do not send them log-in details to your account and do not simply send them a link to your account.

   If you are using the dropbox option, do not amend any of the documents in the dropbox folder once they have been shared with the inspectors. If you need to update or amend documents, please email the revised versions to the inspectors. (See the comments under 1. above about compliance with GDPR requirements when sending emails.) **Stage 3 documentation: what are the options?**

Providers are also asked to prepare a set of additional documentation (Stage 3) for inspectors to refer to during the inspection. This is listed in the *Documents list* referenced in the section on Preparing Stage 2 documentation above.

Please discuss with your reporting inspector how it can best be presented.

There are two options:

1. Load all the Stage 3 documents onto memory sticks and give one each to the two inspectors when they arrive or them to your dropbox (as above) into a new Stage 3 folder.
2. *For documents you normally keep electronically*: load these onto a memory stick or upload them to your dropbox (as above).
   For any documents you normally keep only in paper form: indicate these on the list of Stage 3 documentation and present them in paper files in the inspectors' base room.

It is really important for the Stage 3 documents to be clearly and consistently labelled and numbered in the same way as the Stage 2 documents. **2 During the inspection**

Stage 2 documentation

Inspectors will have loaded the Stage 2 documents onto a secure tablet or laptop to bring with them to the inspection. During interviews, some inspectors may wish to refer to documents and will, therefore, have their tablets or laptops open.

Stage 3 documentation

Please agree with the reporting inspector whether the inspectors will need a laptop or desktop computer in the inspectors' base room, or whether they will be able to use their own.

Inspectors may wish to have copies of certain non-confidential Stage 3 documents to take for reference when writing the inspection report. These may be in electronic form on the memory stick or dropbox, and inspectors may request copies of any documents the school stores only in paper form. However, these documents will be retained by the inspectors after the end of the inspection only with your specific agreement.

3 After the inspection

Inspectors are required to keep all inspection documentation until the final, agreed form of your report is published on the Accreditation Unit website

At this point all electronic documentation will be deleted from inspectors' tablets, laptops and desktop computers, and from memory sticks. Any paper documentation will be shredded.

If using dropbox, please keep your Stage 2 (and, if relevant, Stage 3) material on the shared dropbox account until this time. For security reasons, inspectors may 'unshare' themselves from the dropbox at any time, but please keep the material available until the publication of your report.
Thank you

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Part of a sample set of Stage 2 documentation presented electronically

Name	Date modified	Type
Doc 10 Organisation plans	18/12/2017 17:43	File folder
Doc 11 Self-evaluations	18/12/2017 17:43	File folder
Doc 12 List of staff	18/12/2017 17:43	File folder
Doc 13 Job descriptions	18/12/2017 17:43	File folder
Doc 14 List of meetings	18/12/2017 17:43	File folder
Doc 15 Recruitment docs	18/12/2017 17:43	File folder
Doc 16 Induction docs	18/12/2017 17:43	File folder
Doc 17 Appraisal docs	18/12/2017 17:43	File folder
Doc 18 List of CPD	18/12/2017 17:43	File folder
Doc 19 Student absences	18/12/2017 17:43	File folder
Doc 20 Complaints procedure	18/12/2017 17:43	File folder
Doc 21 Feedback procedures	18/12/2017 17:43	File folder
Doc 22 Publicity	18/12/2017 17:43	File folder
Doc 23 Closed groups	18/12/2017 18:01	File folder

Please note.

The provider has created a separate folder for each document even if the folder contains only one file. This is helpful as it keeps the documents in order.

For transmission in a password-protected form, the above folders should be moved into a master folder, which should be zipped with a password. See page 2 above.