

## 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

All the documents are sent in electronic form.

Please agree with the inspectors the means by which electronic documents will be provided (see below).

#### Preparing Stage 2 documentation

- Stage two documentation is listed in the *Inspection documentation and guidance*. 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 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, experience, deployment and location;

(ii) a second worksheet asking for more details about qualifications and experience (please complete this for academic management staff but it is optional for teachers – see the notes).

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**

1. The reporting inspector will discuss and agree with you how the Stage 2 documents should be sent to both inspectors. This may be by Dropbox, Google Drive, OneDrive or any other file sharing platform accessible to both you and the inspectors. Once the documents have been sent and received by inspectors, do not amend any of the documents.
2. 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.

### **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.

**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 can be added to the shared files. 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. Any paper documentation will be shredded.

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

*Thank you*

## Appendix 1

Part of a sample set of Stage 2 documentation presented electronically

Name	Status	Date modified	Type
10. Organisation Plans	✓	01/03/2022 15:11	File folder
11. Self Evaluations	✓	02/03/2022 15:03	File folder
12. List of Staff	✓	01/03/2022 15:12	File folder
13. Job Descriptions	✓	01/03/2022 15:12	File folder
14. List of Frequency and Types of Meetings	✓	01/03/2022 15:13	File folder
15. Recruitment Documents	✓	01/03/2022 15:13	File folder
16. Induction Documents	✓	01/03/2022 15:14	File folder
17. Appraisal Documents	✓	01/03/2022 15:14	File folder
18. List of CPD	✓	01/03/2022 15:15	File folder
19. Policy on Student Absences	✓	01/03/2022 15:15	File folder
20. Complaints Procedures	✓	01/03/2022 15:16	File folder
21. Feedback Procedures	✓	01/03/2022 15:16	File folder
22. Description of Publicity	✓	01/03/2022 15:17	File folder
23. Description of Closed Groups	✓	01/03/2022 15:17	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.