

Guidance for sending documentation (Updated August 2026)

All Accommodation providers are asked to provide pre-inspection documentation (Stages 1 & 2) electronically; this can be uploaded directly to your SharePoint channel. The private link will be sent to you in due course. This is also the case for on-site documentation (Stage 3), which may also be presented electronically – though any documents that 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.

Preparing Stage 2 documentation

Stage two documentation is listed in the *Documents list as part of the Accommodation CRG* on the Accreditation Unit website.

[Registered accommodation agencies | British Council](#)

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.

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

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

- T1 Inspection Application
- T6 People to be seen form
- T7 Action Plan
- T10 Organisational plan
- T11 Self Evaluation
- T12 List of Staff

and can be found on the website here

[Registered accommodation agencies | British Council](#)

(Open the tab 'Preparing for inspection (Stage 2)') needs changing on website

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 SharePoint channel, and indicate the number(s) of the document(s) concerned.

They will then look at these documents when they are with you, on site.

Submitting Stage 2 documentation

1. Load Stage 2 documentation onto the SharePoint channel that is set up for you, a link will be sent at the point of inspection confirmation (approx. 8 weeks before your inspection takes place)
2. Your inspection team will be able to see them in the channel until your inspection is over.

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 three options:

1. Upload the Stage 3 documents onto the provider SharePoint channel.
2. *For any documents you normally need to make redactions, 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.
3. You may need to sit with an inspector and view on a computer screen.

The Stage 3 documents need 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 access to the Stage 2 documents on the provider channel 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 a 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 should be again uploaded to the SharePoint folder 'Stage 3'. However, these documents will be retained by the inspectors after the end of the inspection only with your specific agreement.

3 After the inspection

The Accreditation Unit are required to keep all inspection documentation until the final, agreed form of your report is published on the Accreditation Unit website. Stage 2 will be kept in your SharePoint folder for the required time of 4 years, after which it shall be deleted.

Thank you

Appendix 1. 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.