

Inspection documentation list with additional guidance for 2023 for full and compliance-only inspections

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, 2, 6, 7 and 9 to the Accreditation Unit by the deadline specified.

The Accreditation Unit will send documents 1–7 and 9 to the inspectors when the inspection is confirmed.

The reporting inspector will contact you to introduce themselves and agree with you arrangements for the preparation and dispatch of any outstanding Stage 1 documentation, including document 8, and 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 (unless a different deadline has been given).

(See *Guidance for sending documentation*)

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. The guidance notes below will help you collate appropriate documentation.

Stage 3

Documentation to be reviewed during inspection meetings

Evidence of implementation of policies and procedures including 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.

Ref	Document
	Stage 1: initial background documentation <i>Please refer to page 1 for information about what needs to be provided at what time.</i>
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 <i>Declaration of legal and regulatory compliance</i> and any <i>Notification of change</i> forms (current year only) (T)
6	People to be seen form *
7	Any action plan [and send direct to inspectors with Stage 2 documents: 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)* The reporting inspector will discuss this with you at the initial meeting – in most cases a brief description is sufficient at this stage; more detailed information can be provided in document 24
9	Organogram including all management and academic staff for ELT and the wider organisation where appropriate* If some posts are currently vacant, please indicate who is covering for that role
	*Any updates to these documents to be notified to inspectors at time of first contact
	Stage 2: inspection preparation documentation Document 11, your self-evaluation against our criteria, is key to a successful completion of the accreditation process. It is essential that you provide detailed and accurate responses against each of the criteria and, in each case, provide documentary evidence to support your statements. The documents we ask for in Stage 2 and 3 provide part of the evidence to support what you say in your self-evaluation. We gather the rest of the evidence when talking to you, your staff, your students and where relevant, your accommodation providers. Please see the Self-evaluation examples.
10	Organisation plans (T is optional) see guidance for M1, M2
11	Self-evaluations (T) Please use the template provided and see the examples given
12	List of staff: all current administrative and welfare staff, involved with ELT students, stating relevant qualifications and experience (T) <i>GDPR</i>

	Stage 2 documentation requirements are different in some aspects for full and compliance-only inspections as outlined below.	
	Documents required for full inspections	Specific guidance notes for 2023 compliance-only inspections
13	Job descriptions for all relevant management, academic, administrative, and welfare staff including the person in overall charge, e.g. the principal or CEO <i>GDPR</i>	All roles and post holders require a job description but inspectors do not need to receive them all in advance for this inspection. No more than three job descriptions are required in advance: (1) the job description of the person who is your safeguarding lead (if relevant), (2) a teacher's job description, (3) the academic manager's job description. Inspectors may ask to see more job descriptions during the inspection
14	List of types and frequency of meetings held	No additional document required (unless meetings are extensive); list meetings against M4 in the self-evaluation document
15	Recruitment documents: description of recruitment procedure(s); documents relating to staff recruitment, e.g. application forms, interview pro-formas, reference request pro-formas <i>GDPR</i>	(1) an example of an application form (2) an interview pro-forma if available (3) a reference request pro-forma
16	Induction documents: description of induction procedure(s); documents relating to staff induction, e.g. description of areas covered, induction checklist <i>GDPR</i>	One induction checklist/a list showing areas covered in induction or tell us against M11 in the self-evaluation document where to find this information in, for example, your staff handbook
17	Appraisal documents: description of staff appraisal procedure(s); documents relating to staff appraisal, e.g. pro-formas used, any guidance notes <i>GDPR</i>	Two anonymized completed staff appraisals: (1) for an administrative member of staff (2) for a teacher
18	List of CPD: internal and external activities for all staff for the previous 12 months <i>GDPR</i>	As for full inspection
19	Document setting out the policy on student absences and how this is made available to staff and students	Required: policy document or tell us where to find this information in your staff and student handbooks and give a brief statement on its application in self-evaluation for M19
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	Policy document or tell us where to find this information in your student handbook and give a brief statement on its application against M21 in self-evaluation
21	Feedback procedures: description of how feedback from students and staff is collected, analysed, and acted on; samples of proformas or templates for feedback	Two pro formas of: (1) initial student feedback form (2) end-of-course feedback form
22	Description of publicity: including social media, e.g. what is available, which is the main medium, any translations. No additional document required. Please describe your publicity in M22 in your self-evaluation	As for full inspection

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. <i>If you normally have closed groups but have had none since the pandemic, please provide information relevant to the six months prior to the pandemic</i>	As for full inspection
24	Any map/floor plan or site information that would help in the planning of the inspection, including the location of teaching rooms	For remote inspections, the plans will enable the inspectors to understand the location of facilities used for ELT For larger sites, a 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)
25	Policy statement or records relating to resources	No additional document required. Inspectors will discuss resources during the inspection and relevant information can be given in the self-evaluation. During remote inspections, resources can be included in the virtual tour
26	Completed spreadsheet for all academic staff working during the week of inspection (please read the notes concerning summary and individual records worksheet) (T) <i>GDPR</i>	Please complete the overall summary only [provide additional information for any where the status of qualifications is uncertain – document 28]
27	Rationales (individual/policy-level) for any T1, T2, T4 exceptions (T) <i>GDPR</i>	Please only send if rationales are needed for any member of your staff
28	Qualifications evaluation form where the status of ELT/TESOL qualifications is uncertain (T) <i>GDPR</i>	As above
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 <i>GDPR</i>	As for full inspection
30	Description of cover arrangements for absent teachers	No additional document required. Please describe this under T7 in the self-evaluation
31	Syllabuses or related guidelines for course design for all course types run	As for full inspection
32	List of closed-group courses run in preceding six months	Can be combined with document 23 – any in the last six months before first lockdown or during 2020–2022
33	Description of placement procedures	No additional document required. Please describe this under T17 in the self-evaluation
34	Any tutorial proformas <i>GDPR</i>	As for full inspection
35	List of any examinations for which preparation/guidance/enrolment is provided	No additional document required. Please list under T20 in the self-evaluation

36	Description of end-of-course certificates/reports provided for students; related templates	One example; any additional information under T21 in the self-evaluation
37	Any written description of assessment criteria and procedures	As for full inspection
38	Completed current premises risk assessments for all premises where students are taught and/or accommodated	As for full inspection: latest premises risk assessment
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	Policy document or reference to relevant handbooks
40	Description of accommodation offered: type and location of any accommodation offered by the provider	As for full inspection: if you are currently offering or normally offer accommodation; may be reference to relevant section of the website
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 <i>GDPR</i>	If accommodation is currently in use <i>If some accommodation is currently dormant (including some homestay providers) indicate how active and dormant accommodation is identified in records</i>
42	Accommodation placement: sample documents relevant to the placement of students in accommodation: <i>GDPR</i> <ul style="list-style-type: none"> ■ 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 	As for full inspection: if accommodation is normally offered
43	Any current leisure programme covering the inspection period	As for full inspection if you are offering any kind of leisure programme
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	If you are offering or normally offer any leisure programme, please send this policy or indicate where to find it in the staff handbook
45	Information for group leaders: any information for and/or agreement with group leaders	If no groups recently, pre-pandemic documents can be shared
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	Small sample of current risk assessments for different types of activity, plus major incident emergency plans
47	Samples of any leisure activity information packs for students	One example
48	Any previous leisure programmes , for the preceding three months	Please see notes for document 43

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)	One document only
50	Parental consent template(s) <i>GDPR</i>	One blank pro-forma
51	Description of how the 24-hour emergency contact number is made known to students	No additional document required; please describe in W5 and S6 of self-evaluation
52	Staff handbooks/notes: <ul style="list-style-type: none"> ■ any information for administrative/support staff ■ any information for residential staff ■ any information for activities staff 	As for full inspection
53	Teacher handbook/notes: <ul style="list-style-type: none"> ■ relating to academic resources ■ guidance about teaching ■ description of course structure ■ guidance about teaching performance 	As for full inspection
54	Student handbook/notes: <ul style="list-style-type: none"> ■ 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 	As for full inspection
Stage 3: documentation reviewed on site (will be sampled during the inspection) Even though you will not need to submit all Stage 3 documentation to inspectors, you should have them ready to be shown to inspectors, if required. If your inspection is being conducted remotely, this may be done by holding document(s) up to camera or screen sharing to show inspectors databases etc. (The reporting inspector will inform you at an early stage in the inspection which specific documents from stage 3 they want to sample and when.) Documents that inspectors will normally want to sample include: minutes of meetings, references, appraisal records, student feedback, staff feedback, student records, teaching qualifications, observation records, and if relevant: parental consent forms, safer recruitment requirements including suitability checks and staff and homestay references.		
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 <i>If the school has been closed until recently due to the pandemic, records for the 12 months prior to March 2020 may be viewed. Inspectors will ask about interim informal support and monitoring procedures, and plans to re-instate the formal appraisal programme</i>	

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
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 <i>Documentation from 2019 may be viewed if the current range of courses does not fully reflect what is normally available</i>
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 <i>(to be available in class for the observer)</i> <i>If the inspection is being conducted remotely, the inspectors will ask for these in advance</i>
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 <i>(to be available in class for the observer)</i> <i>If the inspection is being conducted remotely, the inspectors will ask for these in advance</i>
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
78	Evidence of suitability checks , references and criminal record checksetc., 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 beheld 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 during the inspection.

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 during the inspection.

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 under 18s?

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 [for remote inspections, it will be referred to during meetings about accommodation, to check specific records]. 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 during the inspection and are required for verification purposes. With the exception of document 74 (lesson plans), copies will only be taken 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.