Inspection documentation list with additional guidance for 2026-7

Please note that in order to comply with GDPR requirements, some documents may need to be redacted or edited before being uploaded to the AUK portal. 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. Recent updates are shown in red font.

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 share documents (1,2, New applicants only), 6, 7, 8 and 9 with the Accreditation Unit by the deadlines given in instructions from the Unit.

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

The reporting inspector will contact you to introduce themselves and agree with you on arrangements for the preparation and upload of any outstanding Stage 1 documentation, including document 8, and Stage 2 documentation.

Stage 2
Inspection preparation documentation
To be uploaded by the provider to the AUK portal least ten working days before the start of the inspection (unless a different deadline has been given). See Appendix: *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.

	Stage 1: initial background documentation *Please refer to page 1 for information about what needs to be provided at what time.*
Ref	**Documents**
1	***Inspection application*** form (T) – new applicants only [accredited centres supply relevant information to the Inspection coordinator on request] Added by the unit
2	**Brochures/ Publicity**
3	**Previous inspection reports:** last full inspection and any subsequent spots/interims – added by the unit
4	Any significant **correspondence** between the provider and the Unit or student/agent complaints – added by the unit
5	***Annual declaration*** including *Declaration of legal and regulatory compliance* and any *Notification of change* forms (current year only) – done in the AUK portal
6	***People to be seen*** **form*** (T)
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 the 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 any posts are currently vacant, please indicate who is covering for that role
	*Any updates to these documents to be notified to inspectors at the time of first contact

	Stage 2: inspection preparation documentation Document 11, your self-evaluation against our criteria, is key to 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 Stages 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.	
Ref	**Documents required**	**Additional guidance**
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	Please see the note above and the Self-evaluation examples
12	**List of staff:** all current administrative and welfare staff, involved with ELT students, stating relevant qualifications and experience *(T) GDPR*	

13	**Job descriptions** for all relevant management, academic, administrative, and welfare staff, including the person in overall charge, e.g. the principal or CEO *GDPR*	All roles and post-holders require a job description, but inspectors do not need to receive them all in advance. No more than three job descriptions are required in advance: (1) the academic manager's job description, (2) a teacher's job description, (3) the job description of the person who is your safeguarding lead (if relevant). 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 *GDPR*	(1) an example of an application form (2) an interview pro-forma if available (3) a reference request pro-forma (if under 18s accepted)
16	**Induction documents:** description of induction procedure(s); documents relating to staff induction, e.g. description of areas covered, induction checklist, copy of any presentation used *GDPR*	One induction checklist/copy of induction slides (if used)/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 *GDPR*	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 *GDPR*	Where relevant, indicate CPD activity for teachers with specific qualification/experience profiles needing additional support (T1)
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 M18
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 M20 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 M21 in your self-evaluation
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.	
24	Any **map/floor plan** or site information that would help in the planning of the inspection, including the location of teaching rooms	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
26	Completed **spreadsheets** for all academic staff working during the week of inspection (please read the notes concerning the summary and individual records worksheet) (T) *GDPR*	Please complete the overall summary only [provide additional information for any where the status of qualifications is uncertain – document 28]
27	**Recruitment and support policy** for academic staff *(T) GDPR*	This provides the context and rationale for your academic team (for T1, T2, T3)
28	***Qualifications evaluation*** form where the status of ELT/TESOL qualifications is uncertain *(T) GDPR*	As above – 26
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 *GDPR*	Please inform inspectors if there are any changes after this has been shared
30	**Description of cover arrangements** for absent teachers	No additional document required. Please describe this under T5 in the self-evaluation
31	**Syllabuses or related guidelines** for course design for all course types run	
32	**List of closed-group courses** run in preceding six months	Can be combined with document 23
33	**Description of placement procedures**	No additional document required. Please describe this under T15 in the self-evaluation
34	Any **tutorial proformas** *GDPR*	
35	**List of any examinations** for which preparation/guidance/ enrolment is provided	No additional document required. Please list under T18 in the self-evaluation
36	**Description of end-of-course certificates/reports** provided for students; related templates	One example; any additional information under T16 in the self-evaluation
37	Any written **description of assessment criteria and procedures**	
38	Completed current **premises risk assessments** for all premises where students are taught and/or accommodated	Latest premises risk assessment
39	**Abusive behaviour** and **diversity/inclusivity policies**: documents setting out the policies for dealing with abusive behaviour and behaviour that may lead to extremist radicalisation, and how staff and students are informed of this policy	Policy documents or tell us against W3 in the self-evaluation document where to find this information in, for example, your staff and student handbooks
40	**Description of accommodation offered**: type and location of any accommodation offered by the provider	If you are currently offering or normally offer accommodation, it may be reference to relevant section of the website. Where accommodation is arranged by an agency, provide contract/agreement and any information shared

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, *GDPR*	If accommodation is currently in use *If some accommodation is currently dormant (including some homestay providers) indicate how active and dormant accommodation is identified in records*
42	**Accommodation placement**: sample documents relevant to the placement of students in accommodation: *GDPR* ■ application form for prospective hosts ■ inspection form/checklist, including safety and suitability ■ letter of agreement between hosts and provider ■ information/advice for hosts (e.g. homestay handbook) ■ information/advice for students ■ pricing and payment details ■ booking confirmation letter for students/hosts or residence ■ evaluation form	If accommodation is normally offered
43	Any **current leisure programme** covering the inspection period	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	
46	**Critical incident/emergency plan** and samples of **risk assessments** relating to the supervision of activities, and guidelines for responding to situations where students are at risk	Major incident emergency plans plus a small sample of current risk assessments for different types of activity
47	Samples of any **leisure activity information** packs for students	One example
48	Any **previous leisure programmes**, for the preceding three months	If provision at other times of the year, e.g. summer, differ significantly include relevant samples
49	Documentation setting out the **Safeguarding policy**	N/a if minimum enrolment age is 18/over. Core policy. Explain in self-evaluation S1 the requirements of the policy are made known to all stakeholders (e.g.staff, students, parents, homestay hosts, contractors)
50	**Parental consent** template(s) *GDPR*	N/a if minimum enrolment age is 18/over. One blank pro-forma
51	Description of how the **24-hour emergency** contact number is made known to students and, where relevant, parents	N/a if minimum enrolment age is 18/over. No additional document required; please describe in W4 and S8 of self-evaluation
52	**Staff handbooks/notes/portal:** ■ any information for administrative/support staff ■ any information for residential staff ■ any information for activities staff (e.g. risk assessments and itineraries for excursions/activities)	

53	**Teacher handbook/notes/portal/academic induction:** ■ relating to academic resources ■ guidance about teaching ■ description of course structure ■ guidance about teaching performance	
54	**Student handbook/notes/portal/induction presentation:** ■ pre-arrival 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	

	Stage 3: documentation that will be made available to and sampled by inspectors during the inspection
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, and any ATEFL portfolios
58	**List of appraisals** within last 12 months and evidence that these have taken place
59	**Completed enrolment records**, including booking terms and conditions, and evidence of payments made for specified services, e.g. course type, duration, teaching 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** with action planning
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
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 *(to be available in class for the observer)*
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 *(to be available in class for the observer)*
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
80	**Organisation profile**, (T) data for inclusion in the inspection report to give context for readers. Most data relates to the actual week of inspection – please have document completed ready for the start of the inspection.

Appendix: GDPR guidance

Stage 2 documents

1. Only non-completed templates of these documents should be uploaded for 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 uploading the document for 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 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 in your database/records. This key should be given to the inspectors on arrival and will not be taken away. 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. Except for 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.

Appendix: 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. Preparing

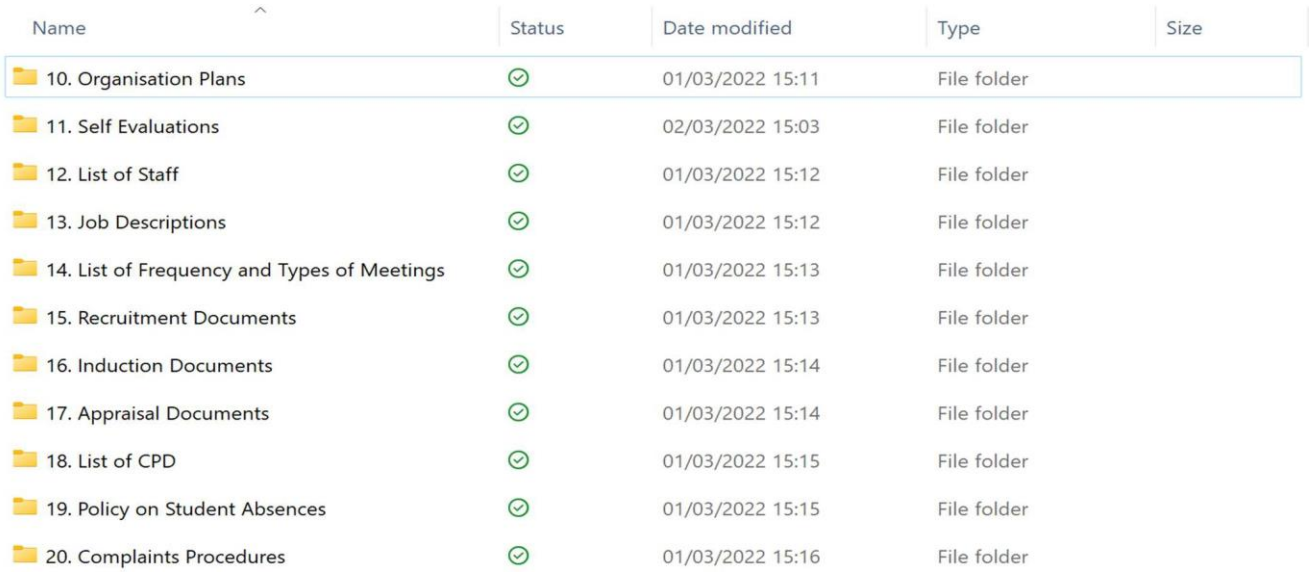
Stage 2 documentation

- 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 within SharePoint

Part of a sample set of Stage 2 documentation presented electronically



Name	Status	Date modified	Type	Size
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	

Please note: The provider creates a separate folder for each document, even if the folder contains only one file. This is helpful as it keeps the documents in order.

Templates
Templates are available online for a number of documents. These are marked with (T) on the documents list and can be found at
Apply for Accreditation | British Council (Open the tab 'Preparing for inspection (Stage 2)')

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 shared with the inspectors, and indicate the number(s) of the document(s) concerned.

Sharing Stage 2 documentation

1. Use the AUK portal or the SharePoint links to upload your documents for inspection. (Stages 1, 2, and 3)
2. The Accreditation Unit can also send you a link to access a shared folder for uploading your documentation; some Stage 1 documents will already be uploaded.
3. If there are any problems accessing this, contact the Accreditation Coordinator and discuss and agree on an alternative way the Stage 2 documents can be sent to both inspectors.
4. 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.

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.
Stage 3 documents should be labelled and numbered in the same way as Stage 2 documents, anything that may need redaction because of GDPR, you may inform the inspection team of this by adding a note to the stage 3 documents stating which documents the inspection team would view onsite with a member of your team.

2 During the inspection

Stage 2 documentation
Inspectors will be accessing the folder in SharePoint.
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, to view documents.

Inspectors may wish to have copies of certain non-confidential Stage 3 documents uploaded to take for reference when writing the inspection report. These can be added to the shared files via the Protecht portal. Inspectors may request copies of any documents usually stored only in paper form. However, these documents will be retained by the inspection team until after the end of the inspection, only with your specific agreement.

3 After the inspection

The Accreditation Unit is required to keep all inspection documentation until the final agreed form of your report is published on the Accreditation website. Then all documentation will be deleted from inspectors' tablets, laptops/desktop computers and access to the shared folder closed. Any paper documentation will be disposed of.

Please keep your Stage 2 (and, if relevant, Stage 3) material on the shared platform until this time. For security reasons, inspectors will be disconnected from the link to your channel, but please keep the material available until the publication of your report.