



Application for Accreditation
by ITEFLAC

International TEFL
Accreditation Council

APPLICATION FORM For TEFL/ TESOL

Course Providers

Applying to ITEFLAC for Accreditation

Thank you for your interest in applying for accreditation through the International TEFL Accreditation Council. This form is for institutions offering face-to-face courses, online courses or both. If any of the fields do not apply to your institution, then insert N/A. Below are the steps an institution needs to undertake in order to complete the application process.

1. An institution needs to complete the **Stage 1** Application Form and send this to the ITEFLAC office. **Please note at this stage no other documentation is required.**
2. On its receipt, the application form will be checked by one of our assessors. ITEFLAC will then make a request to the institution for the **Stage 2** documents which can be found below in the section titled 'CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 2'.
3. ITEFLAC will then contact the institution to either discuss the Stage 2 documentation, request further supporting documentation or request clarification in certain areas.

APPLICATION FORM

1. INSTITUTION DETAILS

(State all places of operation and indicate which of these are to be accredited.)

Name of Institution:

Details of operation(s) to be accredited:

Head of Institution(name and title):

Address:

Postcode:

Telephone Number:

Fax Number:

Email Address:

Website Address:

Email Address of Head of Institution:

Name & Email Address of person to whom all correspondence regarding the accreditation process should be addressed:

Name & Email Address of Finance Manager/Account Manager:

Addresses of any other places the Institution operates from:

Address of administrative headquarters (if different from above):

Where did you hear about ITEFLAC?

2. LEGAL STATUS & FINANCIAL DETAILS

Date of formation of the Institution:

Details and dates of any recent (last 5 years) major re-structuring, such as change of ownership, change of Institution name, change of premises:

Is the Institution publicly or privately owned? ()

If a private company, please list the names of the Owners, Directors, Governors, Trustees and Officers of the company:

Owners:	
Directors:	
Officers:	
Governors:	
Trustees:	
Officers:	

Is the Institution a subsidiary company of another organisation? Yes No

If so, give full details, including name, legal status, country in which the organisation was founded/incorporated etc:

Is the Institution a **Limited Company**? Yes No

Company name:

Registration no: Date of registration:

Is the company limited by shares or by guarantee?

If the Institution is not a limited company, please state the terms on which the business operates:

The relevant documents from the list below authenticating the legal status of the Institution must be available for inspection at Stage 2 of the Accreditation Process:

- *If a Charity - the Charity Commission Registration Index.*
- *If a Limited Company – the Certificate of Incorporation.*
- *If a Partnership – the Partnership Agreement.*
- *If a subsidiary of another organisation – such documentation of the parent organisation as may be applicable to its legal status.*

Name & address of the Institution bankers:

Name & address of the Institution accountants:

AREA OF OPERATION A

3 PREMISES

Are the premises owned or leased by the Institution or a virtual office?

If leased, please give expiry date(s) for the lease:

Please give details (if applicable) of teaching accommodation - including number and capacity of classrooms, facilities, computer suites, practice rooms, library, student common rooms, counselling rooms etc:

Please give details (if applicable) of resources and equipment to support teaching e.g. LCD projectors, overhead projectors, IT equipment, interactive whiteboards, practice-related equipment etc:

Please give details of resources available to students for independent study and research, either in the Institution or elsewhere. Please state any link with local libraries and/or on-line library support, research centres:

Please give details of social/sporting facilities (if applicable) provided for students e.g. common rooms or access to social/sporting facilities:

4 HEALTH & SAFETY

Do you have a letter of assurance or certificate from a relevant local body showing compliance with health/sanitary regulations or satisfactory reports by the Environmental Health Department or local equivalent (if food is prepared on the premises)?

Yes No

*(In some countries this may not be applicable)

Name of the person responsible for health and safety (if applicable):

Number of staff trained as first-aiders:

Please ensure that you complete and enclose the following:

- *Appendix 3 – Health and Safety declaration*
- *Appendix 4 – Fire Precautions declaration (unless you have a Fire Certificate).*

5 INSURANCE DETAILS

Do you have Employer's Liability Compulsory Insurance?

Yes No **AREA OF OPERATION B****6 STAFF**

CEO/Director/Principal's name and title:

Qualifications:

Years in post:

State the numbers of staff in the following categories:

Teaching staff	Full-time:	<input type="text"/>
	Permanent part-time:	<input type="text"/>
	Temporary/Occasional part-time:	<input type="text"/>
Support staff	Administrative:	<input type="text"/>
	Technical:	<input type="text"/>

7 STUDENTS

Indicate the numbers of students attending the Institute in each of the last two years:

Full-time:	<input type="text"/>	<input type="text"/>
Part-time, Distance or Online:	<input type="text"/>	<input type="text"/>

Indicate the numbers of students attending the Institution currently:

	International (visa req'd)	Local
Full-time:	<input type="text"/>	<input type="text"/>
Part-time, Distance or Online:	<input type="text"/>	<input type="text"/>

8 COPYRIGHT & DATA PROTECTION

Do you adhere to copyright regulations?

Yes No **AREA OF OPERATION D****9 ACADEMIC PROGRESS**

How do you monitor and record students' progress?

Do you monitor student completion rates?

Yes No

Do you have a staff development policy?

Yes No **AREA OF OPERATION E***Enclose the College's student complaints procedure if not included in the student handbook.***10 STUDENT WELFARE**

Please identify services provided for students and whether they are included within overall fees:

	Provided (Y/N)	Included in fee (Y/N)
Accommodation		
Recommended text books		
Teaching materials		
Internet access/e-mail		
Printing facilities		
Others (please specify)		
Research documentation		
Library		
.....		

Do you issue pre-arrival guidance to students advising on living in the campus

Yes No **11 STUDENTS UNDER 18 YEARS**

Current number of students under the age of 18:

Describe the accommodation arrangements for these students:

Do you have a Child Protection Policy?

Yes No

Number of staff police checked, if applicable:

12 SPECIAL NEEDS

Do you have a Disability Strategy?

Yes No **AREA OF OPERATION F****13 ACADEMIC PROGRAMME**

Please list ALL courses at the Institution:

Internal Courses leading to awards of the Institution:

Courses leading to awards of Professional Bodies or other Organisations:

Documents confirming the status of courses must be available at Stage 2.

AREA OF OPERATION G**14 MARKETING**

Name of Marketing Officer:

Do you have an Ethics Policy? Yes No Do you have agents? Yes No Do your agents/staff receive training on marketing? Yes No *Please note your website will be critically assessed during the Stage 2 process.*

State when your prospectus and website were last updated:

15 SELECTION & ADMISSION OF STUDENTS

Please describe how the Institution initially assesses students' English Language and Study skills:

Please state provision made for Teaching English as a Second/Foreign language.

AREA OF OPERATION H**16 a TRACKING & MONITORING OF LOCAL STUDENTS**

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

16b TRACKING & MONITORING OF INTERNATIONAL STUDENTS

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

How do you track applicants who have applied for visas then fail to enrol (no shows)?

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

Please describe your procedures for informing the immigration office of no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed:

Documents relating to immigration reporting requirements will be inspected at Stage 2 of the Accreditation Process and will include the following:

- *sample letters to students about their absence*

CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 2

The checklist below shows those documents which will need to be sent to ITEFLAC in order to help complete the Stage 2 process. Please mark the boxes with an "X" to show which documents you have available. If any of the documents do not apply to your institution, then insert N/A.

	Included with App Form
1. Copy of the Company's registration (if appropriate)	<input type="checkbox"/>
A Premises and Health & Safety	<input type="checkbox"/>
2. Sketch of floor plans (if applicable)	<input type="checkbox"/>
3. Health & Safety Declaration (Appendix 3)	<input type="checkbox"/>
4. Health and Safety policy (if required)	<input type="checkbox"/>
5. List of Qualified First Aiders (if required)	<input type="checkbox"/>
6. Records of testing of fire detection equipment (if required)	<input type="checkbox"/>
7. List of fire marshals (if required)	<input type="checkbox"/>
8. Records of timed fire drills (if required)	<input type="checkbox"/>
9. Fire Precautions Declaration (Appendix 4) <u>and</u> a fire risk assessment	<input type="checkbox"/>
B Management and Staff Resources	<input type="checkbox"/>
10. Membership and documented role of the governing body (if applicable)	<input type="checkbox"/>
11. Diagram of staffing structure	<input type="checkbox"/>
12. Appropriate vision and mission statements	<input type="checkbox"/>
13. Sample of minutes of staff meetings	<input type="checkbox"/>
14. List of names and designations of all staff	<input type="checkbox"/>
15. Copy of employers and public liability insurance (if required)	<input type="checkbox"/>
16. CVs of management, academic and senior administrative staff	<input type="checkbox"/>
17. Staff appointment procedures	<input type="checkbox"/>
18. Sample staff contract	<input type="checkbox"/>
19. Procedures for staff discipline and complaints/grievance	<input type="checkbox"/>
20. Equal Opportunities Policy	<input type="checkbox"/>
21. Staff Handbook	<input type="checkbox"/>
22. Procedures for recording students' attendance (if applicable)	<input type="checkbox"/>
23. Procedures for the conduct of examinations/tests (if applicable)	<input type="checkbox"/>
24. Procedures for the production of examination/test papers (if applicable)	<input type="checkbox"/>
25. Arrangements for secure storage of examination papers/scripts (if applicable)	<input type="checkbox"/>
26. Procedures for data protection (copy of privacy policy/url)	<input type="checkbox"/>
C Learning and Teaching; Course Delivery	<input type="checkbox"/>
27. Student application form (if online – provide url)	<input type="checkbox"/>
28. Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment (if online – provide url)	<input type="checkbox"/>
29. Student Handbook / Sample Course Handbook (if applicable)	<input type="checkbox"/>

30. CVs of all teaching staff	
31. Procedures for teachers of providing student feedback.	
32. Sample of marked student work and relevant mark scheme.	
D Quality Assurance and Enhancement	
33. Procedure for conducting academic review	
34. Sample of student examination/assignment result	
35. Example of completed student feedback questionnaire (if online – provide url)	
36. Procedure for Course/Programme design and curriculum development	
E Student Welfare	
37. Pre-arrival information for students regarding living in the campus (if applicable)	
38. Written student induction programme (if applicable)	
39. Student Handbook (if applicable)	
40. Staff list recording police checks (under 18s)	
41. Disability Strategy (for students with special learning/physical needs...)	
42. Written guidance to homestay students and providers (if applicable)	
43. Records of homestay inspections by institutions (if applicable)	
44. Procedure for students' complaints and grievance	
F Awards and Qualifications	
45. Appendix 2 completed for each course currently running	
46. Guidance on academic misconduct (if online – provide url)	
47. Confirmed center status of recognized award bodies (External courses)	
48. Example of award certificates for each internal course/programme	
49. Written guidance for staff on assessment of all courses	
G Marketing and Student Recruitment	
50. Ethics Policy (see http://bit.ly/2d39ed0 for assistance)	
51. Criteria for the appointment of marketing agents (if applicable)	
52. Marketing Agent's agreement (if applicable)	
53. List of active agents and their contact details (if applicable)	
H Systems Management and Compliance with Immigration Regulations	
54. Prospectus (if online – provide url)	
55. Procedures for processing enquiries and applications	
56. Procedures relating to student admissions and enrolment	
57. Copy or example of enrolment form (if online – provide url)	
58. Procedures for monitoring student records	
59. Procedures for the handling of deposits, fee payments and refunds	
60. Procedure for dealing with students absences (if applicable)	
61. Sample warning letter to student regarding unsatisfactory attendance (if appl.)	
62. Procedure for dealing with unsatisfactory student progress (if applicable)	
63. Sample warning letter regarding student unsatisfactory progress (if applicable)	

64. Procedure for dealing with withdraws and deferrals

65. Procedure for creating and maintaining staff files



References

Please give the names (and emails) of two people willing to write in support of the Institution's application for accreditation. At least one should be able to provide a personal reference for the Principal.

Person 1



Person 2



Application for Accreditation by the International TEFL Accreditation Council (ITEFLAC)

Declaration: (To be made by the Principal)

1. I declare that to the best of my knowledge the Institution, of which I am Principal, is financially stable and that I am able to meet my commitments in terms of both staff salaries and my advertised programme for the students.
2. I declare that the information provided in this application is correct and all supporting documents are genuine and accurate.
3. I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.
4. I am prepared to accept the final decision of ITEFLAC as to the outcome of the accreditation process.
5. I agree to indemnify ITEFLAC against all claims, demands, expenses and complaints arising from inaccuracies in the information given by me above.
6. I authorise ITEFLAC to approach the two people I have nominated as referees (as shown on p12) to gain information relating to this application, on the understanding that this information will be treated in absolute confidence.
7. I agree to inform ITEFLAC of any changes in the ownership of the Institution or senior management, or significant variation in the academic programme, which occur more than three months before the scheduled date for submitting the annual report.
8. I accept that the term "Accredited by the International TEFL Accreditation Council" means that my Institution has been assessed by ITEFLAC and found to be satisfactory, and I undertake not to represent my Institution as enjoying this recognition before it has been granted nor after it has been withdrawn or suspended.
9. I understand that failure of continuing compliance with the accreditation criteria may lead to the removal of my Institution's accreditation by ITEFLAC.

Signed:

Date:

Name:

Position / Title:

For and on behalf of (name of Institution):

Appendix 2**COURSE DETAILS**

A separate sheet should be completed for each course.

Course title

Entry qualifications

Maximum number in class (if applicable)

Average class contact hours per week (if applicable)

Examining body (if applicable)

Academic level (if applicable)

Certificate awarded, and by whom

Duration of course (or course hours)

Teacher/Course Leader/Tutor responsible for the course

Brief outline of the course content and its delivery

Appendix 3**HEALTH AND SAFETY DECLARATION****Declaration to be completed to comply with Health and Safety Executive requirements.**

I confirm that the Institution satisfies the ten basic requirements placed upon employers by the Health and Safety Executive, namely:

1. A risk assessment has been carried out, which has identified any areas of harm and precautions to be taken.
2. A health and safety policy exists for the Institution.
3. The Institution has current Employer's Liability Compulsory Insurance on display.
4. Named staff have received health and safety training.
5. The Institution receives competent advice to assist in meeting health and safety requirements.
6. Basic health, safety and welfare needs of staff and students are met ie toilets, washing facilities, drinking water are provided on the premises.
7. Staff are consulted on health and safety issues.
8. There is a facility for reporting work-related accidents, diseases and dangerous occurrences.

Signed (Principal/Owner):

Date:

Name of Institution:

Addresses of premises to which this declaration applies:

FIRE PRECAUTIONS**Declaration to be completed when no Fire Certificate is required**

- 1 I certify that the premises identified below do **not** require a Fire Certificate in order to comply with statutory requirements. Instead, a fire risk assessment has been undertaken.
- 2 I am satisfied that adequate steps have been taken to ensure that:
 - 2.2 The means of escape with which the premises are provided are safe and efficient and that escape routes are unobstructed and clearly signposted.
 - 2.3 Fire detection equipment, fire extinguishers, fire alarms and emergency lighting within the premises are maintained in efficient working order.
 - 2.4 All employees and students receive instructions on what to do in the event of fire.
 - 2.5 Fire drills are held at appropriate intervals and that these are recorded.
- 3 I am satisfied that there is a minimal risk of danger from fire to the students in my care, and I understand that I am committing an offence if I do not provide the means of escape or the means for fighting fires.

Signed (Principal):

Date:

Name of Institution:

Please give the addresses of all premises to which this declaration applies: