



ITEFLAC

**International TEFL
Accreditation Council**

**TEFL / TESOL
Course Providers**

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 latest 3 years' audited annual Accounts (if appropriate)	<input type="checkbox"/>
A Premises and Health & Safety	<input type="checkbox"/>
2. Sketch of floor plans	<input type="checkbox"/>
3. Health & Safety Declaration (Appendix 3)	<input type="checkbox"/>
4. Health and Safety policy	<input type="checkbox"/>
5. List of Qualified First Aiders	<input type="checkbox"/>
6. Records of testing of fire detection equipment	<input type="checkbox"/>
7. List of fire marshals	<input type="checkbox"/>
8. Records of timed fire drills	<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	<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	<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	<input type="checkbox"/>
23. Procedures for the conduct of examinations/tests	<input type="checkbox"/>
24. Procedures for the production of examination/test papers	<input type="checkbox"/>
25. Arrangements for secure storage of examination papers/scripts	<input type="checkbox"/>
26. Procedures for data protection (copy of privacy policy)	<input type="checkbox"/>
C Learning and Teaching; Course Delivery	<input type="checkbox"/>
27. Student application form	<input type="checkbox"/>
28. Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment	<input type="checkbox"/>
29. Student Handbook / Sample Course Handbook	<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	
36. Procedure for Course/Programme design and curriculum development	
E Student Welfare	
37. Pre-arrival information for students regarding living in the campus	
38. Written student induction programme	
39. Student Handbook	
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.	
43. Records of homestay inspections by institutions.	
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	
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	
51. Criteria for the appointment of marketing agents	
52. Marketing Agent's agreement	
53. List of active agents and their contact details	
H Systems Management and Compliance with Immigration Regulations	
54. Prospectus	
55. Procedures for processing enquiries and applications	
56. Procedures relating to student admissions and enrolment	
57. Copy or example of enrolment form	
58. Procedures for monitoring student records	
59. Procedures for the handling of deposits, fee payments and refunds	
60. Procedure for dealing with students absences	
61. Sample warning letter to student regarding unsatisfactory attendance	
62. Procedure for dealing with unsatisfactory student progress	
63. Sample warning letter regarding student unsatisfactory progress	

64. Procedure for dealing with withdraws and deferrals

65. Procedure for creating and maintaining staff files

