

# ENGLISH LANGUAGE SCHOOL ACCREDITATION COUNCIL ACCREDITATION FOR ENGLISH LANGUAGE SCHOOLS



English Language School  
Accreditation Council  
PURSUIT OF QUALITY

ELSAC



**CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 2**

*The checklist below shows those documents which will need to be sent to ELSAC 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 School's/Company's registration (if appropriate)	<input type="checkbox"/>
<b>A Premises and Health &amp; Safety</b>	<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>B Management and Staff Resources</b>	<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"/>
<b>C Learning and Teaching; Course Delivery</b>	<input type="checkbox"/>

27. Student application form (if online – provide url)	
28. Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment (if online – provide url)	
29. Student Handbook / Sample Course Handbook (if applicable)	
30. CVs of all teaching staff	
31. Procedures for teachers of providing student feedback.	
32. Sample of marked student work and relevant mark scheme.	
<b>D Quality Assurance and Enhancement</b>	
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	
<b>E Student Welfare</b>	
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	
<b>F Awards and Qualifications</b>	
45. Appendix 2 completed for each course currently running	
46. Guidance on academic misconduct (if online – provide url)	
47. Confirmed centre 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	
<b>G Marketing and Student Recruitment</b>	
50. Ethics Policy (see <a href="http://bit.ly/2d39ed0">http://bit.ly/2d39ed0</a> 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)	
<b>H Systems Management and Compliance with Immigration Regulations</b>	
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	