Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be completed before an Advisory Visit takes place and is designed to ensure that planning and arranging the Visit is as simple as possible.

Once we have all the details we can estimate the length of the inspection of your Language Centre.

Eaquals membership and accreditation applies to all eligible courses and provision in the entire Language Centre. It covers courses in all foreign languages and teacher training courses. It is therefore very important to include details of all eligible courses in this form. All information will be confidential to Eaquals staff, the Accreditation Panel and to the Inspectors. In the interests of all Eaquals members, any organisation found to be providing untrue information will be liable to have membership denied or withdraw.

**Please return the completed form in Word format by e-mail to the Services Manager, Anna Andor**: aandor@eaquals.org.

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| --- |
| **Please give three preferred dates for the Advisory Visit** |
| Month | Date |
|  |  |
|  |  |
|  |  |

\* Please choose these dates carefully as it is unlikely we will be able to change dates once they have been set. Make sure all key staff will be present and all types of courses will be run at the time of visit.

|  |  |
| --- | --- |
| Are there any areas of your activity e.g. a specific language or type of course, or student age group which usually take up more than 10% of your activities, but which will not be present on any of the dates above? Please give details if so. | Please ensure you include all relevant detail requested |

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| Section A: **Language Centre Description** (Please ensure you include all relevant detail requested) |
| **Official** name of Language Education Centre  |       |
| **Full postal address** of the Language Centre. |       |
| **Website address** of the Language Centre | Please paste in the hyperlink to the Home page |
| Name of the **contact person** for the Visit. |       |
| Email address, Skype name (if applicable) and phone number of the contact person | (for phone number, please give full number to call from outside your country) |
| **Legal status** (sole ownership/company ownership/public or state ownership etc) |  |
| Details of company or organisation as filed at the national **company registration** authority if relevant |  |
| Is the Language Education Centre a department or subsidiary of any larger organisation? If so, please give the name |  |
| Name of the **legal owner** (private sector)  |  |
| **Address of legal owner** if different from that given above. |  |
| Has the company/Language Centre ever been denied accreditation by a local, national or international body? | Please give details if so. This information will be treated in the strictest confidence and will not necessarily preclude Eaquals accreditation. |
| Has the group/company/Language Centre or any of its directors ever been successfully prosecuted? | Please give details if so. This information will be treated in the strictest confidence and will not necessarily preclude Eaquals accreditation. |

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| Section B: **Management and Administration** |
| Name of **Director/Principal/Centre Manager, or Head of Department** |  |
| Length of service in this role |  |
| Qualifications  |  |
| Experience |  |
| Nature of contract  | Permanent or fixed term - if fixed term, state length of contract |
| Name of **Director of** **Studies or Academic Manager(s**) |  |
| Qualifications  |  |
| Length of service in this role |  |
| Experience |  |
| Nature of contract  |  |
| Name of **senior administrative member of staff** |  |
| Qualifications of the person named above |  |
| Length of service in this role |  |
| Experience |  |
| Nature of contract  |  |
| Name of **person responsible for accounts/finance** |  |
| Qualifications  |  |
| Length of service in this role |  |
| Experience |  |
| Nature of contract  |  |

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| Section C: **Teaching Staff** (add rows as needed) |
| **Names** | **Languages and specialisms taught** | **Full Time/ Part Time/ Freelance** | **Experience, including service with the present organisation** | **Qualifications (TFL and other)** |
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| Section D: **Additional Staff** (add rows as needed) |
| **Names** | **Job Title** | **Full Time** | **Part-Time** | **Experience, incl. service with the present organisation** | **Qualifications** |
|  |  |  |  |  |  |
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VERY IMPORTANT NOTE

**Please note that** **all the following sections will be pasted into the Report**. It is therefore important that Language Centres include all information they would like to appear in the report, that will help the Director of Accreditation or the Accreditation Panel to understand the context of the Report when they come to moderate it, in order to ensure that the Advisor’s judgements are consistent with Eaquals criteria and standards.

However, **please keep this section as brief as possible**. If the completed Sections E to G cover more than five full pages, you may be asked to reduce the text so that it can be included in the report.

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| Section E: **Language Centre Background Information**NB – this should be concise: it is intended to provide a background to the report delivered by the Inspectors and does not need to include every detail. |
| **History** | Please provide a brief account of the history of the Language Education Centre (date founded, any mergers, moves, etc.) |
| **Accreditation** | Please provide information on any accreditation obtained and the date(s). |
| **Methodological approach** | Please give a brief description of your educational philosophy and methodological approach including assessment of students’ progress.  |
| **Premises**   | Please give a brief description of the premises and give a short account of the facilities available to staff and clients.  |
| **Online facilities and tools** | Please describe the use of educational technology ..  |

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| Section F: **Courses Offered** |
|  | Approximate **percentage of total student hours** as calculated below (for an academic year) | Approximate **number of students** (for an academic year) | Approximate **number of teachers per language** taught (for an academic year) |
| **Language 1** (insert name) add further rows as needed | % |  |  |
| **Language 2** (insert name) add further rows as needed | % |  |  |
| **Language 3** (insert name) add further rows as needed | % |  |  |
|  | % |  |  |
|  | % |  |  |
|  | % |  |  |
|  | % |  |  |
| Types of course, e.g. national and international exam courses |
| **General Language** | (name) | % of all courses taught |
| **Special purpose**  | (name) | % of all courses taught |
| **Special purpose**  | (name) | % of all courses taught |
| **Any courses provided which are not language courses (e.g. teacher training**).Please specify type and student numbers (add rows as needed) |
| **Name of course** | **Type** | **Number of students**  | **Number of teachers** |
|  |  |  |  |
|  |  |  |  |

**Please specify how your courses are delivered**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes / No** | **% of all courses**  | **languages** |
| **synchronous**  |  |  |  |
| **asynchronous**  |  |  |  |
| **mixed** |  |  |  |

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| Section G: **Staff and Student Numbers** |
| **Students** |
| Approximate total of number of all **student hours** of tuition provided by the Language Education Centre **during the last 12 months.** Include course participants taught in-company and in other off-site locations | To calculate student hours: multiply the number of course participants registered, by the number of 60-minutes clock hours: synchronous and asynchronous sessions **Total Number**:  |
| Approximate total of number of students at different times of the year  | Q1 Jan-March: | Q2 April-Jun: | Q3 July-Sept:  | Q4 Oct-Dec:  |
|  |
| Approximate **numbers** including synchronous and asynchronous sessions **of full time** (15 or more hours per week and **part-time** (under 15 hours per week) course participants **age 18+ over the year** |  | **Full-time** | **Part time** |
| Number: |  |  |
| Percentage: | % | % |
| **Maximum size of classes taught**: |  |
|  |
| Approximate **numbers** including synchronous and asynchronous sessions **of full time** (15 or more hours per week) and **part-time** (under 15 hours per week) course participants **age below 18 over the year** |  | **Full-time** | **Part time** |
| Number: |  |  |
| Percentage: | % | % |
| **Maximum size of classes taught**: |  |
|  |
| **Staffing** |
| **Number of Full Time Teaching Staff**  | Q1 Jan-March: | Q2 April-Jun: | Q3 July-Sept:  | Q4 Oct-Dec:  |
|  |  |  |  |
| **Number of Part Time/Freelance Teaching Staff**  | Q1 Jan-March: | Q2 April-Jun: | Q3 July-Sept:  | Q4 Oct-Dec:  |
|  |  |  |  |
| **Number of Full Time Administrative Staff** | Q1 Jan-March: | Q2 April-Jun: | Q3 July-Sept:  | Q4 Oct-Dec:  |
|  |  |  |  |
| **Number of Part Time Administrative Staff**  | Q1 Jan-March: | Q2 April-Jun: | Q3 July-Sept:  | Q4 Oct-Dec:  |
|  |  |  |  |