

## **TERMS and CONDITIONS for EAQUALS INSPECTORS**

Eaquals inspectors are appointed for a period of two years and are required to:

- participate in the annual Professional Development sessions, either face-to-face or online, and complete standardisation assignments and other asynchronous tasks as and when required.
- carry out one Eaquals inspection each year. Eaquals will endeavour to ensure that inspectors carry out at least one inspection during each year.

Inspectors are classed as independent service providers, with assignments agreed on a case by case basis, with no level of work guaranteed. Inspectors are responsible for declaring all income from Eaquals and for paying the relevant social security charges and tax according to the legal and employment status and in line with the regulations of the home country. Inspectors will receive an inspection fee according to the Eaquals standard rates:

- daily inspection fee: 250 euro
- inspection coordination and reporting fee: 350 euro

For inspections conducted on site inspectors will receive a per diem allowance of 50 euros per inspection day and 25 euros for travel days to cover expenses; 50 euros if travel time exceeds 8 hours per travel day. Inspectors will be reimbursed for travel and travel insurance expenses, and an inspected institution will be responsible for arranging accommodation.

Inspectors agree to honour the Code of Conduct for Eaquals Inspectors as detailed below.

### **Code of Conduct for Eaquals Inspectors**

#### **Eaquals Inspectors:**

1. Represent Eaquals and ensure that statements made by Eaquals inspectors reflect the ethos and principles of Eaquals.
2. Arrange no training or consultancy projects, including advisory visits, with an existing or potential Eaquals accredited institution, except through the Director of Accreditation.
3. Carry out any such training and consultancy under the auspices of Eaquals ensuring that all arrangements are made through the Eaquals Secretariat, and that any report on or follow-up is also channelled via the Eaquals Secretariat.
4. Notify Eaquals of any conflict of interest.

#### **In undertaking to conduct an inspection, inspectors agree to:**

1. Submit a signed letter of agreement and an updated Inspector's Professional Profile form promptly to the Secretariat.
2. When applicable, arrange travel (including travel / cancellation insurance) in consultation with the Secretariat / the Director of Accreditation and then recharge this to Eaquals.
3. Carry out all correspondence with the inspected institution in a timely fashion with copies to the Director of Accreditation and the Secretariat.
4. (Reporting Inspector) Negotiate and deliver a proposed inspection timetable to the institution not later than 7 days before the inspection.



5. Respect the principle of confidentiality of all information relating to an inspection, including any appeal process:

*It is imperative for the integrity of Eaqals that all written and orally communicated information about the Language Centres undergoing inspection – including requirements and recommendations and/or the outcome of the inspection - is kept confidential and only discussed between the inspectors concerned the Accreditation Panel and the Director of Accreditation.*

*Any documents made available to inspectors should be treated as confidential and should be returned to the inspected institution or destroyed by inspectors after the inspection process has been closed. Online access to the institution's documentation should be discontinued by the inspected institution after the inspection process has been closed.*

6. Respect the rules of discretion and decline any hospitality offered by the Language Centre before, during or after an inspection.
7. Carry it out in accordance with inspection guidelines and procedures as laid down in the Eaqals Inspection Scheme Manual and the Handbook for Eaqals Inspectors.
8. Apply Eaqals criteria and standards consistently from inspection to inspection.
9. Refrain from expressing any personal opinion during the inspection and initiating discussions which go beyond the scope of the inspection.
10. Respect the deadlines specified in the agreement and other documents.
11. (Reporting Inspector) Write an inspection report in the agreed language following the guidelines and the format as specified in the Eaqals Guide to Report Writing, and submit the report using the appropriate template, to the Secretariat within 21 days of the inspection.
12. (Reporting Inspector) Be available for contact by the Accreditation Panel or the Director of Accreditation, for a period of four weeks after delivery of the report, to enable prompt response to queries from the Accreditation Panel; and be ready to amend the report if necessary.
13. In case of referrals provide assistance to the Director of Accreditation in assessing any documentation sent in by the institution as the proof of meeting inspection requirements..
14. Submit the claim form for the Inspection fee and expenses promptly and with all relevant information.
15. Submit the inspectors' feedback questionnaire on receipt of expenses and inspection fee.
16. Be responsible for declaring their income from Eaqals and paying the relevant social security charges and tax according to their own legal and employment status and in line with the regulations of their own country.