



## Preparing for Inspection

### A Guideline for International Colleges and Training Institutions

Helping you to prepare for your IEAC Accreditation

## Preparing For your IEAC Accreditation Evaluation Visit

IEAC Standards have been developed specifically for international Colleges and Training Institutions. Holding IEAC Accreditation indicates that your institution follows proven practices of the finest, world-leading, international institutions.

IEAC Standards monitor the elements integral to the smooth functioning, quality provision, and reputational standing of an institution. They are holistic, encompassing the entirety of your institution's operation including areas such as management and governance, health, safety and security, safeguarding, curriculum and quality of teaching, research activity and supervisory arrangements, qualifications of staff, operating procedures, and financial stability. Furthermore, we take a close look at the mission and vision at the heart of the Institution and help you to develop upon your existing improvement plan.

The Standards are also intended to be used by the Institution to self-assess practices and programmes.

Highly qualified trained inspectors will then conduct a full accreditation visit, where they will assess Key Performance Indicators and check the appropriateness of policies and procedures to verify and provide feedback for the Institution's improvement plan. We find that universities who continually engage in self-assessment, and set goals based on our Standards and Indicators, will ensure that they provide a high quality, rigorous, educational programme for all students.

NOTE;

*Please note that the information below is for Guidance only. If you would like to add other activities then please do so with the Lead inspector when finalising the schedule.*

## Preparing for the Evaluation visit

This guide contains step-by-step instructions that will help your institution prepare for IEAC accreditation, and other progress monitoring visits, and hopefully answer any questions you may have.

### Point of Contact

When a visit is scheduled, IEAC will assign a Lead Inspector. The Lead Inspector will be the point of contact for all inquiries regarding the accreditation process during the inspection period. The Institution should not have any contact with any other accreditation team members.

### Travel and Accommodation

The accreditation team will make their own travel and lodging arrangements unless otherwise agreed within the accreditation proposal.

The Institution will be responsible for arranging the team's travel between airport and hotel and between the hotel and Institution.

Experience also shows that the institution may have special arrangements with hotels and that they prefer to book the hotel themselves, this is fine as it is cleared with the lead inspector.

## **Gifts and Hospitality**

The giving of gifts to the accreditation team members is NOT encouraged. If the Institution wishes to gift team members a memento, please limit this to inexpensive or Institution related items. The warm hospitality we receive from institutions is always appreciated, and we thank you for this. The Institution may invite the Accreditation team for dinner but should not be offended if the inspection team decline an invitation for dinner etc. at the end of the inspection day, as they may need time to discuss the days inspection.

## **Visit Schedule**

The Institution will work with the Accreditation Team Leader in advance of the visit to determine the visit schedule

## **Preparing and organising elements of Evidence**

The Institution will need to prepare certain items of evidence and collate each section as shown in our standards. We do not wish to be too prescriptive in determining how standards are met. Nor do we ask you to reproduce documentation if it is available in a separate document.

For example: if you have evidence regarding a standard related to CPD, but this is already shown in your staff handbook, then simply signpost us to the relevant page and booklet and have these available.

- When preparing and organising items of evidence, please do not give original documents as the accreditation team may keep selected items to assist in writing visit reports.
- Please place all items in the accreditation team's workroom (see below) prior to the visit.
- Place one original copy of: Staff and Student Handbooks, QA Manual, and Policy and Procedure Manual in the accreditation team's workroom (see below). If any of the handbooks or manuals are available online, please send the link(s) to the team leader at least two weeks prior to the visit.

## **Preparing the Accreditation Teams workroom**

The Institution should prepare a workroom for the accreditation team according to the following guidelines:

Suggested Room Arrangement;

- The team's workroom should be ready by 9:00 a.m. on each visit day.
- Assume two team members will be present at the visit, unless notified otherwise.
- Team members will go in and out of the workroom throughout the day, so please provide a room with a locking door or a room in a monitored area for security.
- Please place any items of evidence and documentation in the team's workroom.
- Wireless internet should be available, with the username and password posted in the workroom.
- If possible, projection facilities should be available in either the workroom (or another room) so that presentations may be shown.

## Refreshments and Lunch

- It would be appreciated if you could provide coffee (regular and decaf), water, soft drinks, and light refreshments. Please provide a light lunch in the team's workroom for each team member.
- The Lead Inspector will notify the Institution if any of the team have special dietary needs/restrictions, in advance of the teams visit

## Point of Contact

- Please designate one person as the point of contact for any requests from the Lead Inspector. The Lead Inspector will direct all requests to that person.
- Please Post the person's name, title, office location/room number, and phone number in the workroom.

## The Institution Premises Tour

- During the first day of the accreditation visit, members of the management team should give a tour of the Institution building.

The inspectors will pay particular attention to the environment, health and safety arrangements, security and resources.

The Tour could include, Library, examination room, sports facilities, sick room or hospital, International Office, student workspace, workshops, laboratories and practice areas, student display areas., restaurant and refreshment areas, student common rooms, staff workspaces. During the tour, the inspectors will want to stop to talk to students and staff

## Stakeholder meetings

- Stakeholder meetings are conversational but guided by the inspectors.
- To achieve maximum benefit from the meetings, please encourage all stakeholders to be candid and open. (No individuals' names are used in IEAC reports.)
- In addition to the meetings listed below, accreditation team members will conduct informal interviews with other stakeholders as opportunities and time permit.
- The accreditation team will meet with the various stakeholder groups during the visit. The Institution should prepare for all meetings according to the guidelines below.

## Scheduling Meetings

- Work with the Lead Inspector to enter exact times on the accreditation visit schedule for the meetings.
- Meetings should be of 1 to 1.5 hours duration
- Allow plus and minus 15 minutes for all meetings.
- IEAC wishes to be as unobtrusive as possible to the general operation of the Institution so the timings of the meetings should suit the institutions day.
- Please designate a room separate from the team's workroom for stakeholder meetings.

## Meeting with Management

- The meeting should include (where possible) owners, directors, principals, managers, governors, and trustees etc.
- During this meeting, the Institution should give an introductory presentation covering its history, an overview of the community the Institution serves, and how the Institution prepared for the visit.
- IEAC will also give a brief overview of its history, its staff and its services

## Meeting with Academic Staff

- The staff meeting should include a mix of lecturers and instructors so that each core area and year group is represented. Also, please include, if appropriate, one or two lecturers and instructors representing elective or noncore content classes, as well as one or two counsellors.
- During this meeting, a variety of topics will be discussed with the accreditation team including the Institution's curriculum, curriculum development, instructional practices, assessment programmes, management support, views on resources and facilities, workloads, staff development opportunities, and issues relating to health, safety and security. (This will be a conversational meeting and no preparation is necessary.)

## Meeting with support staff

- The support staff meeting should include individuals representing technicians, counsellors, facilities management, general administration, examinations, health, safety and security, Library and marketing etc.

A variety of topics will be discussed with the accreditation team. (This will be a conversational meeting and no preparation is necessary.)

## Meeting with students

- The meeting with students should include a variety of students representing different programmes of study. During this meeting, a variety of topics will be discussed with the accreditation team. (This will be a conversational meeting and no preparation is necessary.)
- Institution staff should not be present at these meetings.

## Lesson and Laboratory/ Workshop Observation

During the Evaluation visit the inspectors would need to undertake lesson observations. So that we do not disrupt the normal running of the students' schedules, we leave it to the Institution to decide which classes and when may be observed. IEAC would prefer a mixture of academic levels and subjects. We would suggest that each inspector would have up to 3 classes to observe, this is not prescriptive, as we are aware and understand that all Institutions are different in size and scope.

The duration of the Observation should be 20 to 30 minutes

**Students Work**

In the past, institutions have displayed examples of students work, internship, entrepreneurship activities etc in the library or other area of the Institution . Again, please talk to the Lead inspector and include this in the schedule

**Laboratory and Workshop Observation**

Experience has shown that this best done during the Institution Tour, where we would visit one or two activities. During this visit we would talk to instructors and the students. However, we are more than happy if the Institution would like to showcase their work in more detail and include this as an extra item in the schedule.

## Summary Meeting

- During the summary report the team leader will share some general findings from the visit; but cannot state the final outcome of the accreditation. Full accreditation is the culmination of the formal IEAC accreditation process.
- The Lead Inspector will also explain the IEAC Star system and the Inspectors Special Awards