



## ONLINE ACCREDITATION INSPECTION STAFF QUESTIONNAIRE

As part of the accreditation process for online/distance learning institutions, a great deal of importance is attached to the experiences of staff employed by the institution. Could you therefore take a few minutes to answer the questions below?

You may feel that some of the questions are not relevant to your situation or employment. In these cases, please just state NA.

*NOTE: Questions regarding premises are only relevant for blended learning or hybrid programs, ie where you actually need to attend classes for part of your study.*

Your responses will remain anonymous

Thank you for your cooperation.

*(Please complete all comments/responses in bold type.)*

**Name of institution:**

**Role; academic or support:**

**If academic, subjects taught and academic level:**

**No of hours per week you teach:**

**If support, main function(s):**

**Premises and Health and Safety**

(This area only applies if you either work from the Host or a Satellite campus, operating blended or hybrid systems, please state.)

Standard of the premises

Is the following up to your expected standard

- |                     |     |    |
|---------------------|-----|----|
| • Toilet facilities | Yes | No |
| • Air Conditioning  | Yes | No |
| • Heating           | Yes | No |
| • Lighting          | Yes | No |
| • Cleanliness       | Yes | No |

Staff facilities ( For blended and hybrid systems only)

- |  |     |    |
|--|-----|----|
| Do all staff have access to workspaces (including hot-desking) and IT? | Yes | No |
| Is there a dedicated staff work room with designated workspaces?       | Yes | No |
| Comments on size of workspaces:  |     |    |
| Is there effective IT provision?                                       | Yes | No |
| (* ) Is there access to secure storage for your personal property?     | Yes | No |
| If so, where?  |     |    |
| Are there refreshment facilities?                                      | Yes | No |

Teaching facilities ( For blended and hybrid systems only)

Are the following adequate

- |   |     |    |
|---|-----|----|
| • Classroom sizes   | Yes | No |
| • (*) Teaching resources, including projectors                    | Yes | No |
| • IT provision  | Yes | No |
| • Specialist resources ( <i>for practice-based Institutions</i> ) | Yes | No |
| • Supporting technology ( <i>for English language classes</i> )   | Yes | No |

Comment

Understanding of health and safety policy and procedures ( For blended and hybrid systems only)

- |   |     |    |
|---|-----|----|
| Have you been informed what to do in the event of fire?       | Yes | No |
| Have you participation in fire drills?                        | Yes | No |
| Do you receive health and safety training on a regular basis? | Yes | No |
| Do you know who the first aiders are?                         | Yes | No |
| Do you know who the fire marshals?                            | Yes | No |

Comment

**B Management and Staff Resources**

Views on staffing provision

Are the following satisfactory

- Management Yes No
- Administrative /technical Yes No
- Teaching Yes No

Is the institutions management supportive of its staff? Yes No  
If so, in what ways?

Comment

Internal communication

Please indicate the methods of internal communication used within the institution and comment on its effectiveness

- Phone Yes No
- Face to face conversations Yes No
- Email Yes No
- Regular meetings, with minutes and actions identified and undertaken Yes No

Is there effective collaboration and mutual support amongst all staff? Yes No

Comments:

Employment

Are you aware of any formal complaints/grievance procedure? Yes No

Please comment on your working conditions including workloads:

Timetabling

How many days or hours per week do students attend or study?

Comments on the scheduling of classes for students:

Staff support and staff development

Do you have a copy of the Staff Handbook? Yes No  
Did you sign for its receipt? Yes No  
When was the Staff Handbook issued to you?

Views on the Staff Handbook

Have you been involved in the following and how useful are they:

Induction? Yes No  
Comments:

Appraisal? Yes No  
Comments:

Is appraisal recorded and agreed targets established then actioned? Yes No

Is staff development encouraged and supported? Yes No  
Comments:

What type of staff development activities have you been involved in?

In what ways were these supported by the institution?

Review of teaching

Is there review/observation of teaching with a view to achieving continuous improvement in standards? Yes No

How often does teaching observation take place?

Who observes the teaching?

Is feedback provided? Yes No

Is the feedback recorded? Yes No

Comments

## Learning and Teaching

### Course delivery

Are you required to provide lesson plans and/or teaching schedules?	Yes	No
Do you provide handout materials?	Yes	No
Are students given written feedback on their work?	Yes	No
Are there written procedures/guidance notes for providing feedback to students?	Yes	No
Is there a teaching and learning platform?	Yes	No

If so, comment on its effectiveness and main functions:

### Library

Views of on-line library provision, facilities, plans for its development

Comment

Which on-line system(s) is/are used?

## Quality Assurance and Enhancement

### Annual course review

Do you participate in annual course review?	Yes	No
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If so, what form does this take?

Comment

### Student feedback

Are you informed about feedback given by students on: Staff performance?	Yes	No
Course delivery?	Yes	No
Welfare/counselling support?		Yes

No

Comment

Quality assurance and enhancement

Are you aware of any written procedures to improve and enhance the quality of provision? Yes No

What do these procedures cover?

- |                               |     |    |
|-------------------------------|-----|----|
| • course delivery and review  | Yes | No |
| • teaching and learning       | Yes | No |
| • formative assessment        | Yes | No |
| • monitoring student progress | Yes | No |

Are you involved in creating records of the following?

- |   |     |    |
|---|-----|----|
| • timely completion of programmes by students | Yes | No |
| • retention rates                             | Yes | No |
| • completion rates                            | Yes | No |
| • pass rates                                  | Yes | No |
| • attendance rates                            | Yes | No |

Internal courses – development and standards

Have you been involved in curriculum development/course design? Yes No

If so, in what ways:

Comment

**Student Support**

Welfare support

Do you know what the welfare and counselling arrangements for students? Yes No

Comment





## Systems Management

### Staff Appointments:

#### Staff appointments

Do you have:

A job description?

Yes No

A contract of employment?

Yes No

What appointment process did you go through?

Comment

#### Staff files

Are you aware of the system for updating your personal details?

Yes No

Please give details:

## Have your Say

about the institution

- Likes?
- Dislikes?
- Would you recommend the institution to others as a place of employment      Yes      No

**Final Comments**

(please state here any other comments you would like to make in regard to the institution)

Thank you for completing this questionnaire

**Date:**