



INTERNATIONAL COLLEGES
& TRAINING ORGANISATIONS

Preparing for Inspection



YOUR GUIDE TO
Preparing for Inspection.

Preparing for Inspection

Our Standards have been developed specifically for international institutions. Holding ASIC Accreditation indicates that your Institution follows proven practices of the finest, world-leading, international education and training providers. ASIC 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 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 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 your improvement plan. We find that institutions 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.

Guide to preparing for the evaluation visit

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

POINT OF CONTACT

- When a visit is scheduled, ASIC will assign an Accreditation Team Leader. The Team Leader 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 LODGING ARRANGEMENTS

- 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 the hotel and Institution.

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 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 inspection visit to determine the visit schedule.
- 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.

HANDBOOKS AND MANUALS

- 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 TEAM’S WORKROOM

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

Room Arrangement

- The team’s workroom must be ready by 8:00 a.m. on each visit day.
- Assume three 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 the items of evidence in the team’s workroom.
- Wireless internet should be available, with the username and password posted in the workroom.
- If possible, a projector 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 Team Leader will notify the Institution if any of the team have special dietary needs/restrictions.

POINT OF CONTACT

- Designate one person as the point of contact for any requests from the Accreditation Team Leader. The Team Leader will direct all requests to that person.
- Post the person’s name, title, office location/room number, and phone number in the workroom.

THE INSTITUTION 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.

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 ASIC 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 OF MEETINGS

- Work with the Team Leader to enter exact times on the accreditation visit schedule for the meetings.
- Allow plus and minus 15 minutes for all meetings.
- ASIC wishes to be as unobtrusive as possible to the general operation of the Institution so the timings of the meetings should suit the Institution day.

Meeting Room

- 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 will give an introductory presentation covering its history, an overview of the community the Institution serves, and how the Institution prepared for the visit.

Meeting with Academic Staff

- The staff meeting should include a mix of lecturers so that each core area and year group is represented. Also, please include one or two teachers representing elective or noncore content classes, as well as one or two counsellors.
- During the 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, 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.

Visit results

During the oral exit report, the Accreditation Team Leader will share some general findings from the visit but cannot state the outcome of accreditation. *The decision to award accreditation is the culmination of the formal ASIC Accreditation Process and is solely within the remit of the Accreditation Committee.*

Timeline of result

- Upon completing the visit, the Lead Inspector will submit their report within two weeks to the Committee.
- The Committee will then meet (usually within a week) to review the submission and make a decision.
- If successful, the Institution will be awarded accreditation for four years. (If, unsuccessful the Committee will explain in writing. The Institution will have the chance to appeal if they disagree with the Committee's findings at this stage.)
- The Institution will receive notice of the decision by email, which will outline any remaining steps to take before the decision can be publicised (i.e., the payment of the annual fee or any outstanding invoices).
- When these steps are complete, the Institution will receive their official welcome email, at which point the award can be celebrated and shared publicly.